

# Minutes of the Meeting of the Avon Township Supervisors

December 5, 2018

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

**Call to Order:** Chair Will Huston 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. Also present – Paul Buttweiler (*Deputy Treasurer*), Joe Koopmeiners, Ken Mergen (*Planning Commission Chair*), and Marion Gondringer (*Deputy Clerk*).

**Approval of Agenda:** The Humane Society contract was 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 November 7, 2018 meeting as presented. Merdan second. All in favor. Motion carried.

**Planning Commission Report** – *Presented by Ken Mergen, Chair:*

1. **Election Debriefing/Suggestions** – The General Election went well; we received no complaints and there were no problems. The turnout was excellent (1000 voters; 70% turnout of registered voters). We will eventually need to replace the aluminum stand-up voting booths.
2. **Buckthorn Control** – The Township will control European buckthorn in the road right-of-way. Adjacent landowners will be sent an informational letter and pamphlet alerting them to the existence of the problem and encouraging them to control any buckthorn on their own property. The Clerk will find a suitable pamphlet and draft a letter.
3. **Road Maintenance Plan** – The Planning Commission will soon begin work on a road maintenance plan. Huston provided a model that can be used. The model includes ranking existing pavement quality, approximate replacement cost, and priority of replacement.
4. **Ebnet Driveway** – Mr. Tony Ebnet, 18424 Red Maple Drive, completed his application for a permit for the driveway he installed on his property without a permit. Huston moved to invite Mr. Ebnet to the next PC meeting to discuss the situation. No second. Motion failed. Merdan moved to deny the driveway permit and require Mr. Ebnet to restore the area to the original condition before the driveway was installed. Linn second. One in favor (Merdan). Two opposed. Motion failed. Linn moved to invite Mr. Ebnet to attend the December 26, 2018 PC meeting to discuss the permit. Huston second. All in favor. Motion carried. Huston will contact Mr. Ebnet.
5. **Town Hall Request** – The FFA group requested clarification about why they were denied using the Town Hall for a “Fun Run.” The current policy is that social events are not permitted. The PC recommends seeking the opinion of residents at the Annual Meeting about who should be permitted to use the facility. The Supervisors tabled a decision until the next meeting.
6. **Norway Road Project** – Huston met with representatives from the County and MNDOT to discuss the LRIP grant the Town received to resurface Norway Road. A topographic survey and engineering plan is required to start the project. This needs to be done soon. Linn moved to accept a quote from

Westwood dated November 26, 2018 for the topographic survey and engineering services, and that the final engineering and construction services for the project be advertised for bids. Merdan second. Two in favor. One abstain (Huston). Motion carried.

- 7. **Yurczyk Certificate of Compliance** – was approved by the Joint Planning Board.
- 8. **December Planning Commission Meeting Cancellation** – Huston moved to cancel the meeting unless Mr. Tony Ebnet is available to attend to discuss his driveway situation. Linn second. All in favor. Motion cancelled.
- 9. **Enterprise Column** – one suggested topic was snow-plowing issues.

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 11/01/2018 to 11/30/2018 (*below*). Albany Fleet is now Mac’s (under new ownership). Martini will create a separate fund in CTAS to keep track of escrow payments such as the one received from the Maciejewski’s. The new fund will be called the Maciejewski Dedicated Fund 2018. Martini will follow up on a request from Social Security concerning an incorrect wage report. Merdan moved to approve the Cash Control Statement and Treasurer’s report. Linn second. All in favor. Motion carried.

For the Period : 11/1/2018 To 11/30/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$172,675.37	\$2,517.09	\$5,453.38	\$169,739.08
Road and Bridge	\$255,286.74	\$200.00	\$5,168.05	\$250,318.69
Road Damage Deposit	\$1,450.00	\$200.00	\$0.00	\$1,650.00
Fire Fund	\$11,901.51	\$0.00	\$0.00	\$11,901.51
General Capital Projects	\$41,958.38	\$0.00	\$0.00	\$41,958.38
<b>Total</b>	<b>\$483,272.00</b>	<b>\$2,917.09</b>	<b>\$10,621.43</b>	<b>\$475,567.66</b>

**Claims & Payroll:** Martini presented the November PERA claims (#3454, #3455), which totaled \$491.30. November payroll (for Nov 2, Nov 16, & Nov 30) was \$3945.03. The December payroll was \$2537.85. December claims (#3456-3480) were \$42,432.29. A representative from US Bank recently inquired why our annual bond payment was late; the Town never received an invoice either via email or regular mail. To expedite the overdue payment, Martini wired the funds (claim #3481; \$73,325.00). The fee for the wire transfer was \$25 (claim #3482). The check for Dale Gruber Inc. from last month is still being held until the issues with the soffits and shingles are resolved. We received a credit for an overpayment of \$10 to Erkens. Because of an overpayment to Huston last month, the Net Pay Account from November was corrected. Nothing changed on the cash control statement. Travis Koopmeiners provided a written request to have his father pick up his check. Checks 9477, 9505 and 9498 (November PERA, Buecker’s) were voided.

**Town Hall Maintenance Report** – presented by Joe Koopmeiners

- 1. **Housekeeping** – our housekeeper will continue to serve and we will follow up with her in February.

**Road Report**

1. **Road/Maintenance Report** – Among the projects that were completed included removing four trees on 160<sup>th</sup> and grading the parking lot. In addition, roads were sanded/salted six times and mechanical work (brakes on blue truck, hoist on red truck) was conducted on the plows.
2. **Plastic Wrap** – Vandals stretched plastic wrap across Queens Road. Fortunately, Koopmeiners noticed and removed it before any vehicles or people were injured. The Sheriff will be contacted next time it occurs.
3. **Anderson Plowing** – the letter was approved and signed.
4. **Project Update** – The 135<sup>th</sup> Avenue ditch repair was completed. The 360<sup>th</sup> culvert repair is nearly complete; Lange's still need to complete some finish work. Damage to the right-of-way on 360<sup>th</sup> by a resident is fixed. A quote from Global Construction Specialties (St. Paul) will be sought for the guardrail repair work on Tower Road.
5. **Signs on Queens Road Culvert** – Huston contacted the County Engineer and bridge signs are required on the culvert because of its size.
6. **Meadowview Road** – The Supervisors are considering not plowing this minimum maintenance road because it services no homes and is narrow and nearly impossible for the plow to turn around. Neighbors will be invited to the January meeting to discuss Meadowview Road. One suggestion is to consider vacating the road with easements.

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

**Business:**

1. **MAT Conference** – Merdan and Martini attended and reported that it was beneficial.
2. **Board of Appeals & Equalization meeting** – The Assessor's office has set the meeting for Monday, April 22, 2019 at 7:00 PM. This will work for the Supervisors. Huston needs to complete training.
3. **Resolution 12-05-18** – Huston moved to approved Resolution 12-05018: Designating a polling place. Linn second. All in favor. Motion carried.
4. **Century Link Cable work** – Century Link is planning to install cable in some Town rights-of-way this coming summer. They inquired about required permits. The Supervisors recommend that Planning Commission consider this at their next meeting. There may be forms from several years ago when natural gas was being run to Upper Spunk Lake Road.
5. **Human Society** – Huston moved to approve the agreement with the Humane Society excluding cats. Merdan second. All in favor. Cats would be taken to a local farm. Motion carried.

**Other/Old Business:** Roads: completion of 360<sup>th</sup> finish work; Tower Road guard rail. Business: inventory, permitting to the County/MOU, logo, Town Hall Use, and fine revenue.

**Signatures / Documents / Treasurer:** documents were signed as necessary.

**Recurring Reports:**

1. No requests for 911 signs were received.
2. A Construction Site Permit was received for Oberg (185<sup>th</sup> Ave, 43 x 74 single residence home).
3. No Feedlot Permits were issued.
4. Special Assessment Searches were completed for SCSU Foundation (Tower Road), Preusser (15512 360<sup>th</sup> St), 37767 Sunnyfield Circle and Markman (17426 Marsh Lane)
5. There were no relevant County hearings.

**Announcements & Brief Reports:**

1. None

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, January 2, 2019 at 7:00 PM.

**Announcement of Other Town Meetings:** The Board of Appeals meeting is scheduled for April 22, 2019 at 7 PM.

**Adjournment** – Merdan moved to adjourn the meeting at about 8:35 PM. Huston second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

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

**date:** December 16, 2018

**Supervisor Signatures:**

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

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

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

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