

# Minutes of the Meeting of the Avon Township Board of Supervisors

July 3, 2019

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

**Call to Order:** Acting Chair Mike Linn 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 – Mike Linn, Kelly Martini, John Merdan, and Stephen Saupe. Absent – Will Huston. Also present – Joe Koopmeiners, LeRoy Gondringer (*Planning Commission Chair*) and Marion Gondringer (*Deputy Clerk*).

**Approval of Agenda:** Items added to the agenda included Deputy Mark Lust and modifications to the Gertken Solar Garden fence. Merdan moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

**Minutes:** Merdan moved to approve the minutes from the June 5, 2019 meeting as present. Linn second. All in favor. Motion carried. Minutes from the meetings in January, March and April were approved and initialed but inadvertently not signed; Linn and Merdan signed these minutes.

## **Planning Commission Report** – presented by LeRoy Gondringer (*PC Chair*):

1. **Oath & Elections** – Mr. LeRoy Gondringer began a term on the Planning Commission. He was elected Chair and Ken Mergen was elected Vice-Chair.
2. **Preusser Certificate of Compliance** – the Planning Commission considered a request by Adam Preusser for a Certificate of Compliance to attach a parcel to his property to use it to straighten his driveway. The Planning Commission recommends approval. Linn move to approve a Certificate of Compliance for Adam Preusser to attach a parcel to his property at 15588 360<sup>th</sup> St., Avon. Merdan second. All in favor. Motion carried.
3. **Blonigen Septic Encroachment Agreement** – Mr. Craig Blonigen appeared to request an encroachment agreement to place his septic system holding-tank in the road right-of-way because his contractor inadvertently placed the tank in the ROW. This agreement will be in addition to the encroachment agreement signed by the Town and Mr. Blonigen in 2018 to allow his septic system in the road utility easement. Linn moved to approve an encroachment agreement with Mr. Craig Blonigen to allow a portion of his septic tank to extend into the Town road right-of-way contingent on the approval of the agreement by the Township attorney and that Mr. Blonigen pays any costs associated with the agreement. Merdan second. All in favor. Motion carried.
4. **Tomsche Transfer of Building Credit** – Mr. Thomas Tomsche requested the transfer of a building credit from a property in Albany Township (PIN 01.00096.0005) to one in Avon Township (03.00809.0000). The transfer was approved by Albany Township. The Planning Commission recommends approval. Linn moved to approve Resolution 07-03-19: “Resolution Supporting Thomas Tomsche’s Request to Transfer a Building Credit from Albany Township to Avon Township.” Merdan second. All in favor. Motion carried.
5. **Town Signatures on Building Permits** – to simplify the process for obtaining a building permit in a non-shoreland area, the Planning Commission recommends that a Town signature no longer be required on

building permits. Since this policy was originally instituted to insure that residents also obtain a driveway permit when necessary, the Planning Commission further recommends that a letter be sent each month to building permit recipients reminding them to apply for a building permit if necessary. The Supervisors requested that the Clerk explore other possible options with the County.

- 6. **Review of the Comprehensive Plan** – the PC began a review of the Comprehensive Plan and growth areas. Stearns County is beginning a review of their Comprehensive Plan, too, and requested Town feedback on Urban Expansion Areas. Because it is early in our planning process, the Town won't recommend any changes at this time.
- 7. **Road Maintenance Plan** – on hold until the review of the Comprehensive Plan is completed.

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 6/01/2019 to 6/30/2019 (*below*). 'Demolition Escrow' was added to the cash control statement to hold any escrowed funds. A notice was received from the IRS that federal tax deposits weren't submitted correctly; the Treasurer is aware of the issue. SCORE funding from the County was received for use of the Avon Compost Facility. Merdan moved to approve the Cash Control Statement and Treasurer's report. Linn second. All in favor. Motion carried.

For the Period : 6/1/2019 To 6/30/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$115,374.28	\$63,276.86	\$20,525.46	\$158,125.68
Road and Bridge	\$295,765.85	\$75,203.81	\$3,032.33	\$367,937.33
Demolition Escrow	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Road Damage Deposit	\$1,850.00	\$0.00	\$0.00	\$1,850.00
Fire Fund	\$6,698.91	\$26,631.66	\$17,561.25	\$15,769.32
General Capital Projects	\$43,203.82	\$762.00	\$0.00	\$43,965.82
<b>Total</b>	<b>\$462,892.86</b>	<b>\$167,874.33</b>	<b>\$41,119.04</b>	<b>\$589,648.15</b>

**Claims & Payroll:** Martini presented the June PERA claims (3595 & 3596), which totaled \$525.54. The June payroll was \$2,804.42 and the July payroll was \$1,345.86. July claims (3597 – 3611) were \$20,194.82. Merdan moved to approve the claims and payroll. Linn second. All in favor. Motion carried. Check 9700 was voided (didn't print with total). Check 9711 was voided – two invoices to Central McGowan were combined. The Menard's credit application has been approved; Koopmeiners and Merdan are the authorized users.

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

- 1. **Servicing Fire Extinguishers** – Koopmeiners will look into having this done.
- 2. **Propane** – will likely fill in August.
- 3. Utility trucks have been parking in the Town Hall lot. They requested permission, however they were asked to stop because they were only supposed to be there 'overnight' and they left the parking lot messy.

**Road Report** – presented by Joe Koopmeiners

1. **Road/Maintenance Report** – Among the things done this month were: (a) picked up dumped trash on Peach Drive and 160<sup>th</sup>; (b) ordered replacement signs; (c) filled potholes on Norway Road and Shorewood Dr; (d) maintenance of plow trucks; (e) graded all gravel roads; (f) mowed all ditches; and (g) serviced lawn mower, sprayer and ditch mower. Brushing work will be done later in the summer.
2. **Plow Drivers** – at this point we have commitments from drivers.
3. **Salt/Sand** – Linn moved to purchase 225 yards from R&R Trucking at \$63.14/yard as per quote dated may 24, 2019. Merdan second. All in favor. Motion carried.
4. **Norway Road** – project authorization has been received and our local share of the project will be \$140,769.03. Projects bids are due July 19<sup>th</sup>.
5. **140<sup>th</sup>** – this road is getting worse.
6. **Crack Sealing & Road Patching** – quotes were received from Midwest Asphalt and Bertram Asphalt Company. No action was taken.
7. **Tower Road** – a quote was received from Lange Trenching for repairing damaged areas. No action was taken.

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

**Business:**

1. **Sheriff's Update** – Deputy Mark Lust was assigned by Sheriff Soyka to serve as the liaison and point of contact between the Township and the Sheriff's Office. Deputy Lust attended the meeting to introduce himself and field any concerns from the Township. One major issue that was raised by those present is that traffic drives too fast on Upper Spunk Lake Road. Among the solutions suggested were increase patrols (tickets) and electronic speed signs. Deputy Lust will look into options. Deputy Brian Theissen is the other liaison to the Township, but he couldn't attend tonight's meeting. Deputy Lust reported that they responded to 115 calls in the Township during June, the majority which were traffic stops (53).
2. **Ebnet Garage** – Mr. Tony Ebnet appeared to alert Supervisors that he has completed his agreement to remove his non-compliant garage and fix his driveway. He is seeding grass. He inquired about receiving his damage deposit. He inquired about installing a canvas garage in the winter; this is acceptable if it isn't in the road right-of-way.
3. **Aerial Photographs** – the Clerk recommends hiring Ms. Mary Gondringer to take images of the Town Hall in all seasons to frame and include in the website. The Supervisors will wait for a price quote.
4. **Short Course Update** – Martini reported that it was recommended that the Town should consider purchasing insurance when leasing or borrowing equipment that covers the use of the machine. She will follow up with MATIT.
5. **Gertken Solar Garden Fence** – a request was received to change the fence from 7-foot galvanized with barbed wire on top to an 8-foot 'deer-buster' style. The Supervisors wanted to see a sample before

making a decision.

- 6. **Township Inventory** – is complete. A copy should be sent to MATIT.
- 7. **Website** – various requests to include links on our website have been received. None will be included unless they directly affect the Township.
- 8. **Enterprise Contribution** –possible topics include the compost site and garbage cans left at the end of driveways which are a hazard to motorists.

**Other/Old Business:** Permitting to County; Fine revenue; Peach Drive

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

**Recurring Reports:**

- 1. No requests for **911 signs** were received.
- 2. **Construction Site Permits** were received for T-Mobile (cell tower work on Tower Road); Robert Keppers (35462 165<sup>th</sup> Ave; house addition, attached garage, temporary single family dwelling); Haakonson Trust (37547 145<sup>th</sup> Ave; shed); Timothy Woitalla (19005 St. Anna Dr.; house with garage); Jamie & Elizabeth Thelen (36592 188<sup>th</sup> Ave; roof mounted solar array); and Karl Zeimetz (35982 165<sup>th</sup> Ave; shed, dog fence, office space).
- 3. A **Feedlot Permit** was issued to Karl Zeimetz (35982 165<sup>th</sup> Ave, Avon).
- 4. **Special Assessment Searches** were completed for Gertken (4184 Smiley Drive); Amundson (19308 Two Rivers Road); Mauer (32631 182<sup>nd</sup> Ave); and Schueler (18406 Red Maple Drive).
- 5. **County Hearings** – The County approved a request by Kelly Skalicky for a variance to build a new deck closer to the lake than currently permitted.

**Announcements & Brief Reports:**

- 1. The *Technology Exchange* newsletter was received.

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

**Announcement of Other Town Meetings:** The Planning Commission meets July 31<sup>st</sup> at 7:00 PM.

**Adjournment** – Merdan moved to adjourn the meeting at about 9:27 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

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

**date:** July 10, 2019

**Supervisor Signatures:**

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

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

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

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