

Minutes of the Meeting of the Avon Township Board of Supervisors

August 7, 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 – Paul Buttweiler (*Deputy Treasurer*), Joe Koopmeiners, LeRoy Gondringer (*Planning Commission Chair*) and Marion Gondringer (*Deputy Clerk*).

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

Minutes: Linn moved to approve the minutes from the July 3, 2019 meeting as presented. Merdan second. All in favor. Motion carried. Linn moved to approve the minutes from the Special Meeting on July 27, 2019 as presented. Merdan second. All in favor. Motion carried.

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

1. **Comprehensive Plan** – The PC recommends using the 1989 document as the baseline template for the 2020 plan. Martini and M. Gondringer will retype various sections (from the Intro through Agriculture). At the next meeting, these sections will be discussed and edited for the new document.
2. **Town Signatures on Building Permits** – no consensus was reached. This will be discussed at a subsequent meeting.
3. **Road Maintenance Plan** – on hold until the review of the Comprehensive Plan is completed.
4. **Peach Drive North** – Huston will follow up with the attorney about the possibility of vacating this road. The resident requested more gravel. Linn moved to authorize Koopmeiners to check the road to determine if it requires more gravel and, if so, to dump a maximum of two, 18-yard loads of gravel on Peach Drive North. Merdan second. All in favor. Motion carried.
5. **Solar Gardens Revenue** – Gondringer explained that there is no tax if a project is less than 1 MW. This means the Township will receive no revenue from the Gertken Solar Garden Project.

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

Treasurer's Report: Martini read the Treasurer's Report and presented the Cash Control Statement for the period 7/01/2019 to 7/31/2019 (*below*). The Town will receive \$1893 in Town Aid for 2020 to be paid in July and December. Merdan moved to approve the Cash Control Statement and Treasurer's report. Linn second. All in favor. Motion carried.

For the Period : 7/1/2019 To 7/31/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$158,125.68	\$27,063.35	\$4,708.98	\$180,480.05
Road and Bridge	\$367,937.33	\$31,994.51	\$3,131.57	\$396,800.27
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$1,850.00	\$0.00	\$0.00	\$1,850.00
Fire Fund	\$15,769.32	\$11,413.56	\$17,561.25	\$9,621.63
General Capital Projects	\$43,965.82	\$326.56	\$0.00	\$44,292.38
Total	\$589,648.15	\$70,797.98	\$25,401.80	\$635,044.33

Claims & Payroll: Martini presented the July PERA claims (3613 & 3614), which totaled \$525.54. The July payroll was \$2,804.42 and the August payroll was \$1790.29. August claims (3615 – 3630) were \$6,400.44. Minnesota Revenue claim #3612 was \$531.76; it was inadvertently not paid last month so Martini paid it this month. Check #9721 was written for the wrong amount and voided. The balance in the Township account at American Heritage Bank was above the maximum so it triggered an alternate insurance. This will be examined next month. Merdan moved to approve the claims and payroll. Linn second. All in favor. Motion carried.

Merdan moved to authorize David Drown Inc. to complete the Municipal Bond Disclosure service. Linn second. All in favor. Motion carried. Martini will return the completed form.

Supervisor Merdan typically approves Koopmeiners timecard. If Merdan is not available, then the Treasurer will process the claim and the Supervisors will examine and approve it at the next meeting.

Town Hall Maintenance Report – presented by Joe Koopmeiners

1. **Fire Extinguisher** – was just serviced and recertified.
2. **Propane** – tank recently filled. There is a discount of \$0.10/gallon if paid within 10 days. Linn moved to approve Martini to pay the invoice to receive the discount. Merdan second. All in favor. Motion carried.
3. **Flag** – the flag needs to be replaced. Linn moved to authorize Koopmeiners to purchase a new flag. Merdan second. All in favor. Motion carried.
4. **Exterior Lights** – The bulbs burn out frequently and need replacement. Linn authorized Koopmeiners to purchase replacement bulbs and look into a different, more efficient, fixture. Merdan second. All in favor. Motion carried.
5. **Rain Gutters** – Koopmeiners repaired.
6. **Insulation Quotes** – to be provided next month.

Road Report – presented by Joe Koopmeiners

1. **Road/Maintenance Report** – Among the things done this month were: sprayed for thistles and wild parsnips; street sweeping; trimmed trees covering road signs; repaired potholes (Tower Road, Quaker

Road, Two Rivers Road); and graded parking lot and gravel roads.

2. **Plow Drivers** – at this point we still have commitments from drivers. Sheldon Tschida will help with pickup plowing on weekends.
3. **Salt/Sand** – has been ordered and should be delivered later this month.
4. **33482 Poverty Point Road** – resident requests that her 911 sign (post with signs for 3 homes) be moved closer to the tar. Koopmeiners was authorized to contact the County to determine the appropriate placement for the sign before considering moving it.
5. **Crack Sealing & Road Patching** – quotes were received from Midwest Asphalt (\$65,170) and Bertram Asphalt Company (\$17,550). Linn moved to accept the quote from Bertram to complete crack sealing. Merdan second. All in favor. Motion carried. The contract was signed and Koopmeiners was authorized to contact Bertram to initiate work.
6. **Tower Road** – Koopmeiners filled in quite a few potholes. The road is currently in reasonable shape. The Supervisors decided to hold off on further repairs until next year.
7. **Senior Games Bike Race** – the race apparently went well. There was a complaint about riders taking up too much of the road and not giving way to motorists.
8. **Quaker Road Pothole** – a complaint about a pothole was received. No action was taken because it is in Albany Township. The Clerk will alert Albany Township.
9. **Tree Trimming** – crews hired by Xcel have left brush in the ditch on Two Rives Road and 360th. Koopmeiners will contact them to request that they clean it up.
10. **Shouldering** – the Supervisors authorized Koopmeiners to use the snowplow for shouldering work as necessary.

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

Public Hearings: *None scheduled.*

Business:

1. **MN DOT Grant Agreement & Resolution** – Merdan moved to approve Resolution 08-07-19: Exhibit E for Grant Agreement to State Transportation Fund (Local Road Improvement Program) Grant Terms and Conditions. Linn second. All in favor. Motion carried. Linn moved to approve the Local Road Improvement Grant Agreement. Merdan second. All in favor. Motion carried. The Clerk will return to MN DOT to initiate the project.
2. **Woitalla Dairy Driveway** – requested to install a temporary drive. Linn moved to approve a temporary driveway permit for Woitalla Dairy. Merdan second. All in favor. Motion carried.
3. **January 2020 meeting** – the Supervisors will discuss when to reschedule this meeting in September.
4. **Enterprise Contribution** – possible topics include driveway permits.

Other/Old Business: Permitting to County; Fine revenue; Peach Drive N; Signatures on CSP’s

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

Recurring Reports:

1. Requests for **911 signs** were received from Vos (13673 Norway Road, Avon) and Keppers (35470 165th Avenue, Avon).
2. **Construction Site Permits** were received for Suchy (32453 Co Rd 156; 80 x 50 pole shed); Gertken (34206 Smiley, solar garden); Zeimetz (35982 165th Ave, 9 x 12 office, 12 x 1 shed, 18 x 64 lean-to on existing garage); Kroll (35204 Co Rd 155; addition and second porch); and A&K Blinking Light (Tower Road, install 3 antennas).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Aksamit (34164 Lower Spunk Lane); 34082 Char Ave.; 14564 Norway Road; Tomsche (03.00907.0000 & 03.00907.0005)
5. **County Hearings** – The County will hold a hearing concerning the Reestablishment of Ditch 28 – Aug 20, 9:00 AM, Stearns County Administration Center.

Announcements & Brief Reports:

1. The final “Order Approving Annexation” for the Keppers property annexation by the City was received.
2. The District 5 meeting will be held in Willmar on August 15th at 7:30 PM.

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 31st at 7:00 PM.

Adjournment – Merdan moved to adjourn the meeting at 9:16 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date:

Supervisor Signatures:

date: _____

Will Huston

Mike Linn

John Merdan