

Minutes of the Meeting of the Avon Township Board of Supervisors

December 4, 2019

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

Call to Order: 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, Ken Mergen, and Stephen Saupe. Absent – John Merdan. Also present – Paul Buttweiler (*Deputy Treasurer*), LeRoy Gondringer (*Planning Commission Chair*), and Marion Gondringer (*Deputy Clerk*).

Supervisor John Merdan submitted a letter resigning from the Board, effective immediately. Citing his experience, Mergen moved to appoint Mr. LeRoy Gondringer to serve as a temporary replacement for Supervisor Merdan until the March 2020 Township election. Linn second. All in favor. Motion carried. Gondringer was not available to take the oath of office, but will do so at the next meeting.

Approval of Agenda: Added to the agenda was Deputy Mark Lust. Mergen moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the October 2, 2019 meeting as written. Mergen second. All in favor. Motion carried. Mergen moved to approve the minutes of the November 6, 2019 meeting as presented. Linn second. All in favor. Motion carried.

Sheriff's Office Report – Deputy Mark Lust attended the meeting to report on activities in the Township. He reported that during October and November there were 119 and 103 calls, respectively. Roughly a third of the calls were for traffic stops. Deputy Lust solicited feedback from residents and Supervisors. One suggestion was to slow traffic on Upper Spunk Lake.

Listening Session with Jeff Howe – Prior to the meeting, residents could meet with Representative Jeff Howe at a root beer float social. Rep. Howe remained at the beginning of this meeting to listen to any concerns from residents and Supervisors.

Planning Commission Report – *presented by Ken Mergen:*

1. **PC Membership** – Mergen moved to appoint Mr. Richard Sanoski to the Planning Commission. Linn second. All in favor. Motion carried. He will take the oath of office and begin service at the December PC meeting.
2. **Nancy Scott (AllSpec Inspection Services)** – Ms. Scott was invited to appear at tonight's meeting but was unable to attend. She is being considered to handle Township permits in the Joint Powers area. Mergen will follow up with Ms. Scott.
3. **County Letter** – At the previous meeting the Supervisors authorized writing a letter to Stearns County outlining the Township position that only growth areas specified in orderly annexation agreements should be included in the Shape 2040 plan, and that the Town does not plan to change our current growth plans. Mergen moved to approve the letter draft and authorize the Clerk to send it to the County. Linn second. All in favor. Motion carried.

4. **Enterprise** – John Merdan’s service to the Township was suggested as a possible topic for the contribution in November.

Mergen 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 11/01/2019 to 11/30/2019 (*below*). Because last month’s statement was extended a day longer than usual (until 11/01) and because this statement started on 11/01, there was a discrepancy between the end balance last month and the beginning balance this month. The difference is due to Koopmeiner’s salary being. Martini issued a revised report (file called Joe’s Pay Statement – dated Dec 7, 2019). Mergen moved to approve the Cash Control Statement. Linn second. All in favor. Motion carried. The Federal Tax deposit for September was late, but has been taken care of. Linn moved to approve the Treasurer’s Report. Mergen second. All in favor. Motion carried.

For the Period : 11/1/2019 To 11/30/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$166,687.58	\$1,016.95	\$76,407.91	\$91,296.62
Road and Bridge	\$361,032.39	\$33.33	\$49,899.26	\$311,166.46
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$2,350.00	\$500.00	\$0.00	\$2,850.00
Fire Fund	\$9,621.63	\$0.00	\$0.00	\$9,621.63
General Capital Projects	\$44,292.38	\$0.00	\$0.00	\$44,292.38
Total	\$585,983.98	\$1,550.28	\$126,307.17	\$461,227.09

Claims & Payroll: Martini presented the November PERA claims (3693 & 3694), which totaled \$525.54. The November payroll was \$2,816. The December claims (3695 – 3711) were \$63,704.67 and the December payroll was \$1,735.09. Check number 9806 (\$729.67) to Rinke-Noonan was voided because it was already paid. Koopmeiner’s time card will be approved by email. The Township is cognizant of the Wage Theft Law. Linn moved to approve the claims and payroll. Mergen second. All in favor. Motion carried.

Town Hall Maintenance Report – presented by Koopmeiners

1. The **drop box** is in progress. It will likely be a locking mailbox-style near the front door of the Town Hall or the Maintenance Shop.
2. **Insulation Quote** – Koopmeiners has been unable to get a response from the company. Linn will follow up.
3. New **exterior lights** have been installed. New wiring for the shop door, which will enable us to use a generator to open the door in the event of a power outage, is also completed.
4. **LP** is at 70%.
5. **Electric bill** – Koopmeiners will turn in-floor heat down and turn up the heater to see if it works to save money. Linn suggested to replace the filter in the heat exchanger; Koopmeiners will check it out.
6. **Floor Drain Alarm** – the float requires repair. The Supervisors authorized Koopmeiners to fix it if he feels confident that he can do it safely; otherwise, he should hire it out.

7. **Photos** – Koopmeiners will install some new photographs of the Town Hall in the Main Chamber.

Linn moved to approve the Town Hall Report. Mergen second. All in favor. Motion carried.

Road Report – *presented by Koopmeiners*

1. **Road/Maintenance Report** – Among the things done this month were: repairing vehicles, filling potholes on gravel roads, cutting down a tree and filled in a sink hole on Upper Spunk Lake Road, and fixing a bump on 360th.
2. **Snow Season** – There were a few complaints about plowing (two residents on Parkwood Circle reported damaged mailboxes, a resident reported that the wing ripped up sod on Noble Oak Circle). Koopmeiners will check and the Supervisors will examine during road inspection in April. Koopmeiners reported that the Blue truck ABS light is currently on, but it doesn't affect anything.
3. **Sun Ridge** – a resident indicated that water collects on his property. A culvert is needed because the water has no place to go. He has needed to pump water away from his home. This will be examined during road inspection.
4. **Norway Road** – We have been in contact with StanTec and Westwood about two issues – dips over the culverts and concerns about the slopes on some shoulders. The dips will be examined during road inspection. According to John Blenker at Westwood, the slopes are MNDOT approved. Linn will contact Stearns County Engineer Jodi Teich for further information as necessary.
5. **Weed Report** – Koopmeiners and Martini completed their respective sections. The Clerk will submit the report to the County.

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

Public Hearings: *None scheduled.*

Business:

1. **Supervisor Roles** – Linn and Mergen agreed to serving the following roles/committees: Linn – Fire Board, Grounds & Buildings, Maintenance Employee Supervisor, Humane Society Rep, Roads & Snow Superintendant. Mergen – Legal, Planning Commission Liaison, County Liaison. Both Mergen and Linn will serve as Joint Planning Board representatives.
2. **Joint Powers** – there will be a meeting on December 17th at Avon City Hall at 6:30 PM to consider a request to annex 30 acres into the City. The property is not in the Orderly Annexation Area. According to Attorney Adam Ripple the proposal requires approval first by the Joint Planning Board and then by both the Town Board and City Council. Ripple indicated that there were no concerns for the Town, except the loss of tax revenue. The Supervisors did not oppose Ripple representing Copart in the process.
3. **MAT Conference** – Martini reported that it was a good conference. There were about 300 people representing 153 townships. She reported that all expenses will be paid for the upcoming Presidential Nominating Primary.

4. **Town Name** – MAT is seeking information on the source of Town names. The book by Janette Clancy may have this information.
5. **Irrevocable Letter of Credit** – forms received from for the Gertken Solar Project. Attorney Ripple will be contacted to determine what to do with them.
6. **Topics for MAT Short Courses** – how to record a document was suggested as a possible topic for a MAT spring short course.
7. **Merdan Service Award** – was approved and will be given at a convenient time for Merdan once the plaque is complete.
8. **Board of Appeals Training** – Mergen will require training if he continues to fill-in for Huston. We will contact Huston in early January to see when he might return and then Mergen can complete training if necessary.
9. **January Meeting** – Linn moved to reschedule the January meeting to Thursday, January 2nd, 2020. Mergen second. All in favor. Motion carried.
10. **Park** – We were requested to pay a ditch fee to the County, Martini learned that there is a Town Park in Blonigen’s Addition Plat 3. The Clerk will contact the County for clarification on ownership, and whether we own any other property.

Other/Old Business: *Permitting to County; Fine revenue; Peach Drive N – possible vacation*

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

Recurring Reports:

1. There were no **911 sign** requests.
2. **Construction Site Permits** were received for Benner (33193 185th Ave), Pitzer (manufactured home), and Crumley (33584 Shorewood Dr., 8 x 32 deck replacement).
3. No **Feedlot Permits** were received.
4. No **Special Assessment Searches** were completed.
5. Stearns County will hold a **public hearing** to consider changes to the Recreational Parks & Trails Ordinance on December 17th at 9:00 AM.

Announcements & Brief Reports:

1. Minnesota LTAP is sponsoring a workshop on “Extending Pavement Life.”
2. A gambling permit was signed for the Holdingford Lions Club for a raffle at Pelican Lake Ballroom on February 23, 2020.
3. An ad for a snow wing cart was received. The Town is not interested.
4. There will be an election for a District 9 director on December 18th at Sverdrup Town Hall.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Thursday, January 2, 2020 at 7:00 PM.

Announcement of Other Town Meetings: The Joint Planning Board will meet December 17th at 6:30 PM in Avon City Hall. The Planning Commission meets December 18th at 7:00 PM, Avon Town Hall.

Adjournment – Mergen moved to adjourn the meeting at about 9:45 PM PM. Linn second. All in favor.
Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: December 16, 2019

Supervisor Signatures:

date: _____

Mike Linn

John Merdan

Ken Mergen