

Minutes of the Meeting of the Avon Township Board of Supervisors

January 2, 2020

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 – LeRoy Gondringer, Mike Linn, Kelly Martini, Ken Mergen, and Stephen Saupe. Also present – Paul Buttweiler (*Deputy Treasurer*), Rich Sanoski (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), and Joe Koopmeiners. Gondringer recited and signed the oath of office and was given the ‘Certificate to Fill a Town Supervisor Vacancy.’

Approval of Agenda: Added to the agenda was a discussion of fine revenue. Mergen moved to approve the agenda as amended. Gondringer second. All in favor. Motion carried.

Minutes: Mergen moved to approve the minutes of the December 4, 2019 meeting as presented. Linn second. Two in favor. One abstain (Gondringer). Motion carried.

Planning Commission Report – *presented by LeRoy Gondringer:*

- 1. Nancy Scott (AllSpec Inspection Services)** – Ms. Nancy Scott appeared to meet with Supervisors to discuss handling permitting in the Joint Powers area. She currently works with a variety of townships and small cities and is willing to handle building permits and construction site permits (land use). She would do all aspects of the process including site visits as necessary. She is comfortable handling situations such as the current one that would involve adding a new home to a site, decommissioning an existing home, and septic situation. She said she would follow all Stearns County guidelines. Gondringer suggested that the Town could take back zoning from the County and have Ms. Scott do it. He also suggested that the Town could consider a building code and that this could be a topic for the Annual Meeting. Gondringer moved to hire Ms. Nancy Scott to handle construction site permits (CSP) in the Orderly Annexation Area (OAA) between the City of Avon and Avon Township. Mergen second. All in favor. Motion carried. Ms. Scott will send a contract for the Township to approve. There was a discussion about permit fees. Gondringer moved to adopt the County fee schedule for CSP’s in the OAA. Linn second. All in favor. Motion carried. The Clerk will put the Hennen’s in contact with Ms. Scott concerning their proposed CSP in the OAA. The Clerk will also send Ms. Scott a copy of a map of the OAA.
- 2. Annexation of Lange Property** – The Joint Planning Board approved the annexation request. Gondringer moved to approve ‘Resolution 2019-46: Joint Resolution for Orderly Annexation Between the Town of Avon and the City of Avon,’ contingent upon the City paying the back taxes to the Town for previously annexed properties. Linn second. All in favor. Motion carried. The document was signed and Mergen will take it to the City and inquire about the tax payment.
- 3. PC Membership** – At the last meeting, Rich Sanoski was inducted to serve on Planning Commission. Because the Town requires a Planning Commission and is having difficulty filling vacancies, the Planning Commission recommends appointing Supervisors to fill the vacancies until other individuals are found. Gondringer moved to appoint Supervisors to serve on the Planning Commission and as new members are recruited, the Supervisors would step down. Mergen second. All in favor. Motion carried. John Merdan will attend the February meeting to receive an award for his service to the Township.

4. **Park Land** – the Town learned about the existence of a park when we received a County Assessment for a ditch. The Supervisors will check it out during Road Inspection and discussed potential options for the land including selling and/or giving the land to the adjacent neighbors. The Clerk will check to see if other “parks” exist in the Township.
5. **Comp Plan** – The Planning Commission discussed the Comp Plan and will continue at their next meeting.
6. **Braegelmann** – needs to redo his plat; he will return to the Planning Commission later this year.
7. **Enterprise** – Plowing across the road and John Merdan’s service to the Township was suggested as possible topics.

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 12/01/2019 to 12/31/2019 (*below*). Mergen moved to approve the Cash Control Statement. Linn second. All in favor. Motion carried. The Treasurer will complete the “Outstanding Indebtedness” form and return it to the County Treasurer; it is due February 1st. M Gondringer changed the address for the registration renewal of the pickup to that of the Town Hall.

For the Period : 12/1/2019 To 12/31/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$91,296.62	\$73,341.18	\$9,619.49	\$155,018.31
Road and Bridge	\$311,166.46	\$84,070.36	\$24,564.31	\$370,672.51
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$2,850.00	\$0.00	\$0.00	\$2,850.00
Fire Fund	\$9,621.63	\$29,969.01	\$35,122.50	\$4,468.14
General Capital Projects	\$44,292.38	\$860.34	\$0.00	\$45,152.72
Total	\$461,227.09	\$188,240.89	\$69,306.30	\$580,161.68

Claims & Payroll: Martini presented the December PERA claims (3713 & 3714), which totaled \$525.54. The December payroll was \$2,816. The January claims (3715 - 3731) were \$21,641.83 and the January payroll was \$2493.91. A December claim (Weaver’s - 3712) was \$525.00. Check number 9840 (payroll) was voided because it printed incorrectly. Check 9861 (tabs) was voided because it needed to be corrected. Martini reported that voided checks are maintained with the bank statements. The bill for legal work by Rinke-Noonan regarding the Gertken Solar Garden has been paid. Gondringer 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** – no update.
2. **Insulation Quote** – still no quote. At this point, the Town has received only one quote to insulate the Shop, but it is expensive (about \$22K). Nevertheless, we need to try and lower the high electric bill. Linn suggested an energy audit. He will follow up with Xcel and seek additional quotes for insulating the Shop.
3. **Propane** – is at 55%. We are using more to compensate for the high electric costs.

4. **Salt/Sand** – is about half full. It should be enough to make it through the remainder of the winter. The parking lot will only be sanded prior to meetings, including the upcoming elections.
5. **Softener Salt** – Koopmeiners will contact Erkens and have salt delivered if the price is reasonable.

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

Road Report – *presented by Koopmeiners*

1. **Road/Maintenance Report** – All work this month was related to plowing and/or maintaining the trucks.
2. **Snowplowing Update** – The snowplows and drivers were busy in December. We plowed and salt/sanded roads on 15 different days. Fourteen residents pushed snow across the road; they will be contacted by letter and told to stop. Repeat offenders may incur legal action. Garbage cans left in the road are a problem for the plows. A resident was concerned about the wide area used by the plows to turn around on Lower Spunk Lane. Another resident requested salt/sand near the end of his drive because it is on a steep hill. Residents sometimes complain directly to our plow drivers, which isn't appropriate. Complaints should be directed to the Town Board. Marion Gondringer will prepare cards with the phone numbers of the Chair and Clerk that the drivers can give to irate residents.
3. **Norway Road** – the slopes are MNDOT and engineer approved.
4. **Bids for 2020 Roadwork** – Koopmeiners was authorized to prepare a list of roads in need of repair for the next meeting. A good candidate is Tower Road. Currently, our roads have three inches of blacktop. Though they will last longer, it is expensive. It was suggested that we should consider returning to resurfacing with two inches so more roads can be done. It was suggested that we should have road inspection in the fall rather than the spring because roads could be identified for resurfacing and bids could be sent out early in the year to insure that the work gets done before it gets too cold. The general consensus is that this year we will do road inspection in the spring and fall, and then in successive years, just have fall inspections.

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

Public Hearings: *None scheduled.*

Business:

1. **Humane Society Agreement** – The Supervisors approved the Humane Society agreement. This agreement, as in the past, is just for dogs. Unfortunately, we are no longer able to take cats to the farm that had been accepting them. We identified an alternate location where cats will be taken on a trial basis. If that doesn't work, we will need to complete an agreement with the Humane Society for cats, too.
2. **Board of Appeals Training** – Mergen will look into taking the online training so that we will have two Supervisors trained for the April Board of Adjustment and Equalization meeting.
3. **Election Update** – the Clerk has recruited judges for the March Presidential Nominating Primary and Township elections and scheduled training for each. He presented a plan to staff the polls. Gondringer moved to adopt 'Resolution 01-02-20-1: Resolution Appointing Judges for the March Presidential Nominating Primary, Township Election, or Other Election in Avon Township.' Linn second. All in favor.

Motion carried. Mergen moved to adopt ‘Resolution 01-02-20-2: Resolution Appointing Absentee Ballot Board for the March Election in Avon Township.’ Gondringer second. All in favor. Motion carried. The public accuracy tests (PAT) for both elections will be Friday, Feb 28 at 10 AM.

4. **Meeting Scheduling** – In addition to the PAT noted above, the Audit Board meeting will be held January 30 at 7:00 PM. Road inspection will be scheduled for April.
5. **Annual Meeting** – agenda items for the Annual Meeting will be discussed at the Audit Board and upcoming Supervisor meetings.
6. **Fine Revenue** – The Clerk has initiated with the state the process to obtain a portion of fine revenues. Mergen moved to approve ‘Resolution 01-02-20-3: Resolution Approving State of Minnesota Joint Powers Agreements with the Township of Avon on Behalf of its Prosecuting Attorney.’ Gondringer second. All in favor. Motion carried. The Supervisors also approved any additional required documents including the “State of Minnesota Joint Powers Agreement Authorized Agency” and “Court Data Services Subscriber Amendments to CJDN Subscriber Agreement.”

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

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

Recurring Reports:

1. There were no **911 sign** requests.
2. No **Construction Site Permits** were received.
3. No **Feedlot Permits** were received.
4. A **Special Assessment Search** was completed for Laing (32073 Co Rd 55).
5. No announcements for Stearns County **public hearings** were received.

Announcements & Brief Reports:

1. There were no additional announcements of brief reports

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Thursday, February 5, 2020 at 7:00 PM.

Announcement of Other Town Meetings:

- *Town Hall Open (Town Affidavits of Candidacy) – January 14, 2020; 1-5 PM (Mergen)*
- *Planning Commission – January 29, 2020; 7 PM*
- *Board of Audit Meeting – January 30; 7:00 PM*
- *Planning Commission – February 26, 2020; 7 PM*
- *Public Accuracy Test (PNP, Town Election) – February 28, 10 AM*
- *Presidential Nominating Primary – March 3, 2020; 7:00 AM – 8:00 PM*
- *Town Hall Open (Absentee ballots for Town election) – March 7, 2020*
- *Annual Township Election – March 10, 2020; 2 – 8 PM*
- *Board of Canvass Meeting – March 10, 2020; 8:15 PM*
- *Annual Township Meeting – March 10, 2020; 8:30 PM*
- *Qualification/Organization Meeting – March 18, 2020; 7:00 PM*
- *Planning Commission – March 25, 2020; 7 PM*
- *Board of Appeals & Equalization – Monday; April 20, 2020; 7 PM*
- *Road Inspection – April, tbd*
- *Planning Commission – April 29, 2020; 7 PM*

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

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: January 3, 2020

Supervisor Signatures:

date: _____

Mike Linn

LeRoy Gondringer

Ken Mergen