

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

February 5, 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 – Mike Linn, Kelly Martini, Ken Mergen, and Stephen Saupe. Absent – LeRoy Gondringer. Also present – Paul Buttweiler (*Deputy Treasurer*), Rich Sanoski (*Planning Commission*), and Joe Koopmeiners.

**Approval of Agenda:** Added to the agenda was a tribute to John Merdan, and a meeting with Deputy Sheriff Mark Lust. Mergen moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

**Minutes:** Mergen moved to approve the minutes of the January 2, 2020 meeting as presented. Linn second. All in favor. Motion carried.

**Sheriff's Office Update:** Deputy Mark Lust appeared at the meeting to provide an overview of activities in the Township. He reported that there were 106 total calls, or an average of 3.4 per day. The calls ranged from accidents to medical emergencies to welfare checks. About a third were traffic stops. One concern the Supervisors raised the previous time Deputy Lust appeared was about excessive speed on Upper Spunk Lake Road. Deputy Lust did some research into an electronic speed sign such as the one near Avon Elementary. He reported that the Town could purchase one for \$2,000-5,000, depending on features (size, power source) and that these types of signs are effective for lowering traffic speed. They are available from 'Traffic Logix' or 'Radar Sign.'

**John Merdan Tribute** – John Merdan, and his wife Jane, appeared at the meeting. Merdan was awarded a plaque for his service to the Township. He served the Town for 17 years, from 2002 until he retired in 2019. He served four years on the Planning Commission and was a Supervisor for 13 years. Merdan played a key role in the planning and construction of the Town Hall and Maintenance Facility. Supervisor Mergen thanked John for helping him when he was a new member of the Planning Commission. Photos were taken and meeting attendees enjoyed a small reception with snacks in honor of Merdan.

**Planning Commission Report** – presented by Rich Sanoski:

1. **Maciejewski Building Credits** – Elmer and Wayne Maciejewski appeared to inquire about obtaining a building credit on a 20-acre property.
2. **Lange Driveway** – Trevor Lange appeared to request a driveway permit for his property at 37803 Cardinal Nest. The drive needs to access 190<sup>th</sup> Avenue because there is not enough room for access from Cardinal Nest. He staked the proposed location for PC members and our maintenance person to examine. All reported that the location was appropriate. Linn moved to approve a driveway permit for Trevor Lange on the condition that he installs a 15-inch culvert and aprons and follows all driveway permit guidelines. Mergen second. All in favor. Motion carried.
3. **City Tax Reimbursement** – As required in the MOU, the City paid the Township \$11,734.74 for back taxes for annexed properties. The Supervisors questioned how the payment was calculated. Martini

provided some additional information supplied by the City. The Supervisors will wait until next month for a report by Gondringer before making any decisions.

4. **Mohs PC Application** – Kamela Mohs submitted an application to serve on the Planning Commission. The PC supports the application. The Supervisors reviewed the application. Linn moved to appoint Kamela Mohs to fill out Huston's term on the Planning Commission, which ends in April. Mergen second. All in favor. Motion carried. In April, she will be considered for renewal for a second term.
5. **Avon Compost Site** – the PC discussed the closure of the Compost Site to Town residents. Mr. Bob Wedl appeared at tonight's meeting to encourage the Township to find a solution. He stated that he, and many other people he knows, need a place to dispose their compostable materials. Linn has received several calls about the compost site, too. The Supervisors are considering options but waiting to see exactly what the City decides. This will also be an agenda item for the Annual Meeting.
6. **Lions Club** – a possible project that was suggested was maintenance of the St. Anna ball field.
7. **US Census Boundary and Annexation Surveys** – no action will be taken.
8. **Comprehensive Plan** – because of the volume of business, the Planning Commission is making slow progress on the revision of the Comp Plan. The Supervisors authorized a small group of individuals to prepare a draft to bring to a future meeting for discussion/editing. The Gondringers will likely form the base of the group since they have put quite a bit of work into it already. In addition, L Gondringer has experience with the process from his work with the County and as a past Township Supervisor.
9. **Enterprise** – Upcoming events and John Merdan's service to the Township was suggested.

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 01/01/2020 to 01/31/2020 (*below*). The bank has provided an "Agreement of Custody of Pledged Securities" and a "Letter of Credit" (#2415-149) to provide insurance for our deposits, which are greater than \$250,000. The IRS paid us a credit of \$55.63. Martini completed and submitted the 2019 Report of Outstanding Indebtedness. The minutes from the Audit Board meeting and the Audit Board report will be examined and approved at the March meeting. Mergen moved to approve the Cash Control Statement and Treasurer's report. Linn second. All in favor. Motion carried.

For the Period : **1/1/2020 To 1/31/2020**

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$155,018.31	\$12,630.60	\$7,217.64	\$160,431.27
Road and Bridge	\$370,672.51	\$1,497.38	\$22,418.97	\$349,750.92
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	\$4,468.14	\$528.44	\$0.00	\$4,996.58
General Capital Projects	\$45,152.72	\$15.41	\$0.00	\$45,168.13
<b>Total</b>	<b>\$580,161.68</b>	<b>\$14,671.83</b>	<b>\$29,636.61</b>	<b>\$565,196.90</b>

**Claims & Payroll:** Martini presented the January PERA claims (3733 & 3734), which totaled \$525.54. The January payroll was \$2,818.70. The February claims (3735 – 3750) totaled \$5,555.39 and the February

payroll was \$3043.70. There was a typo in the minutes from January; claim #3732 (\$1639.86, *Stearns County Association of Townships*) should have been included. **Thus, the claims in January should have been 3715 – 3732.** Our maintenance workers' check was slightly different this month due to taxes. In addition, 7.25 hours of overtime will be paid out. Martini submitted the audit report to MATIT. Documents were signed for a payment to MN Revenue (Claim 3751) that was inadvertently forgotten before the last meeting, but paid after the meeting. Koopmeiners and Linn will serve as the Town representatives for Menard's. Martini is interested in attending a training session on payroll law because of the many complexities. She will check with MAT to see if they offer training. We apparently double-paid StanTec (claims 3707 & 3731); Martini will follow up. Mergen moved to approve the Claims and Payroll. Linn second. All in favor. Motion carried.

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

1. The **drop box** – will be completed when the weather improves.
2. **Insulation Quote** – still no quote. Linn contacted an insulation contractor who suggested that it is difficult to insulate at this point and that the utility bills are within reason. Linn also reported that he has scheduled an energy audit with a representative referred from Xcel. The audit should occur in the next week or so. We will wait for the results of the energy audit before making further decisions.
3. **Propane** – is at 35%. Mergen moved to authorize Koopmeiners to fill the propane as necessary. Linn second. All in favor. Motion carried. We will attempt to fill when prices are lowest.
4. **Mail Box** – our mailbox has been damaged. We may need a new one in the future.

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

**Road Report** – presented by Koopmeiners

1. **Road/Maintenance Report** – Work this month was primarily related to plowing and/or maintaining the trucks. The final roadwork report for 2019 is now available.
2. **Snowplowing Update** – The snowplows and drivers were busy in December. We plowed and salt/sanded roads on 11 different days. Several residents pushed snow across the road this past month; they will be contacted by letter and told to stop. Repeat offenders may incur legal action. One individual piled snow in the road and it froze. This is especially dangerous because the plow blade vibrates when it hits the frozen pile of snow. Koopmeiners reports that our salt/salt stock is fine. A resident on Nordica Road reports that her mailbox was hit by the plows on multiple occasions, and even scattered her mail on the ground. We will be alert to this situation when plowing in the future.
3. **Norway Road** – a change order for \$1300 to remove an unexpected concrete slab needs to be paid. The engineers will send the invoice/paperwork.

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

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

**Business:**

1. **Use of the Town Hall** – The Supervisors approved the following uses of the Town Hall: Lion's Club for a board meeting prior to their regular monthly meeting and a Saturday morning by Daycare providers. The latter will be hosted/organized by Martini. The Minnesota Maple Syrup Producers withdrew a request to use the Hall because it would be too small for their meeting. The Supervisors want all requests for Town Hall use to be approved by them at one of their meetings.
2. **Election Update** – we are ready for the upcoming Presidential Nominating Primary and Town Election.
3. **Annual Meeting** – The draft agenda was examined and some edits were made. We may need to find an alternative to posting at Dahlin's. The Clerk will determine how many posting sites are required.
4. **Braegelmann Plat** – they have prepared a revised preliminary plat. The Supervisors agreed that the plat should be examined/signed at the next Planning Commission meeting.

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

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

**Recurring Reports:**

1. A **911 sign** request was received from Keppers (35470 165<sup>th</sup> Ave)
2. **Construction Site Permits** were received for Hoffman (34164 Lower Spunk Lane).
3. No **Feedlot Permits** were received.
4. A **Special Assessment Search** was completed for Locnikar (37743 Sunnyfield Circle).
5. Stearns County announced that **Shape 2020 meetings** will be on March 5, Albany City Hall at 3 and 6:30 PM.

**Announcements & Brief Reports:**

1. Mississippi River – Sartell Watershed meetings will be held on February 25 & 27.
2. The Spring Short Course will be held in St. Cloud on March 24 at the Park Event Center. The Supervisors authorized attendance by Town Board members. Mergen will attend in Alexandria.
3. We received a copy of the Order Approving Annexation for the Lange property (document #202559).
4. We are still waiting for a response from the State concerning our Fine Revenue application.
5. A question about a possible road vacation near 32957 Spunk Tree Circle was received. No information could be provided.
6. There is an elevated threat for the Spring Flood Outlook.
7. Nancy Scott reports that the Hennen's have not yet contacted her concerning their building project.
8. MBA offers term/disability insurance. The Town will take no action.
9. An affirmative action statement was received from MIDCO.
10. There are two upcoming LTAP Workshops (Seal Coating & Gravel Road Design & Maintenance).
11. The Stearns County Township Day at the Capitol will be February 26, 2020. Martini is planning to attend.
12. An "Application for a permit to hold water exhibitions or placement of structures on water" was signed for the St. Anna Sportsmen's Club for an event on Two Rivers on May 16, 2020.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, March 4, 2020 at 7:00 PM.

**Announcement of Other Town Meetings:**

- *Planning Commission – February 26, 2020; 7 PM*
- *Public Accuracy Test (Town Election, PNP) – February 28, 2019 (10 AM; 10:15 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 Meeting – March 10, 2020; 8:30 PM*
- *Qualification/Organization Meeting – March 18, 2020; 7:00 PM*
- *Spring Short Course – March 24, Park Event Center (St. Cloud)*
- *Planning Commission – March 25, 2020; 7 PM*
- *Board of Appeals & Equalization – April 20, 2020; 7 PM*
- *Road Inspection – April*
- *Planning Commission – April 29, 2020; 7 PM*
- *Summer Short Course – June 15, Park Event Center (St. Cloud)*

**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: February 7, 2020

**Supervisor Signatures:**

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

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Mike Linn

\_\_\_\_\_  
LeRoy Gondringer

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Ken Mergen