

Minutes of the Meeting of the Avon Township Board of Supervisors

March 4, 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*), Marion Gondringer (*Deputy Clerk*), Rich Sanoski (*Planning Commission*), and Joe Koopmeiners.

Approval of Agenda: Added to the agenda was a meeting with Deputy Sheriff Garret Okerstrom. Gondringer moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

Minutes: ‘Claim 3751’ was added to the “Claims & Payroll” section to clarify the payment to MN Revenue. Mergen moved to approve the amended minutes of the February 5, 2020 meeting. Linn second. Two in favor. One abstain (Gondringer). Motion carried.

Sheriff’s Office Update: Deputy Garret Okerstrom appeared to introduce himself. He has replaced Deputy Theissen. Deputy Okerstrom reported that there were 124 total calls in the Township during February. This was an increase from January. Nearly half were traffic stops. He reported increased patrols on Upper Spunk Lake Road in response to Town concerns about speeding on this road.

Planning Commission Report – *presented by LeRoy Gondringer:*

1. **Fire Department** – There will be a \$20,000 increase in the required contribution from the Township.
2. **Braegelmann Preliminary Plat** – David Braegelmann appeared at the PC meeting to request approval for a revised plat for Kasner Acres. The PC supports the request. The Supervisors examined the revised plat. Gondringer moved to approve the revised preliminary plat for David Braegelmann for Kasner Acres. Mergen second. All in favor. Motion carried. Linn and Gondringer signed copies of the preliminary plat.
3. **Hoffman Driveway** – Randy Hoffman appeared to request a driveway permit for his property on Lower Spunk Lane. The PC supports the request. Koopmeiners inspected; he saw no problems and said that a culvert and aprons were not necessary. After discussion, Gondringer moved to approve the driveway permit on the condition that it follows all Township guidelines/specifications. Mergen second. All in favor. Motion carried.
4. **Comprehensive Plan** – Mergen moved to authorize a subcommittee (L Gondringer, M Gondringer, K Mohs, S Saupe) to meet to prepare a draft of the Comprehensive Plan. Linn second. All in favor. Motion carried.
5. **Enterprise** – Upcoming events and John Merdan’s service to the Township were 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 02/01/2020 to 02/29/2020 (*below*). Gravel and gas tax funds were received this month. Mergen moved to approve the Cash Control Statement and Treasurer's report. Gondringer second. All in favor. Motion carried.

For the Period : 2/1/2020 To 2/29/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$160,431.27	\$2,284.75	\$5,620.47	\$157,095.55
Road and Bridge	\$349,750.92	\$44,174.91	\$6,345.72	\$387,580.11
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$2,850.00	\$500.00	\$0.00	\$3,350.00
Fire Fund	\$4,996.58	\$0.00	\$0.00	\$4,996.58
General Capital Projects	\$45,168.13	\$0.00	\$0.00	\$45,168.13
Total	\$565,196.90	\$46,959.66	\$11,966.19	\$600,190.37

Claims & Payroll: Martini presented the February PERA claims (3752 & 3753), which totaled \$525.54. The February payroll was \$2,818.70. The March claims (3754 – 3765) totaled \$3,700.38 and the March payroll was \$1751.20. Check #9909, inadvertently written to CenturyLink, was voided. There was a late fee of \$10 to PERA. We received our payment from StanTec. Gondringer moved to approve the Claims and Payroll. Mergen second. All in favor. Motion carried.

Town Hall Maintenance Report – presented by Koopmeiners

1. **Propane** – Belgrade Coop is now our provider.
2. **Energy Audit** – Linn met with a representative who did a walk-through of our facilities. Linn reported that he switched us to A10 status, which will decrease our costs. LED lighting would reduce costs but the payback would take too long. We can put our AC units on saver systems to also save some money. We will wait for the final report before taking any further action.
3. **Hot Water Heater** – the heater elements in both of hot water heaters have burned out. We will likely need two new units. Linn will examine and handle.

Mergen moved to approve the Town Hall Report. Gondringer 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.
2. **Snowplowing Update** – Roads were scraped and salt sand applied. Koopmeiners reported that our supply of salt sand is good. Koopmeiners was unable to locate the damaged mailbox that was reported by a resident. Some residents were upset about receiving a letter from the Town after they had illegally pushed snow across a Township Road. One resident denied having done so and stated the letter was sent in error.
3. **Signs** – two signs were stolen. Koopmeiners will order and replace.
4. **Road Projects** – The Supervisors identified roads in greatest need of repair, which included Tower Road and Shorewood Drive. The plan is to mill and overlay Tower Road. We will just overlay Shorewood

Drive (and its tributaries – Orchid Court, Highland). Kopyy Lane is also candidate. We will enlist an engineering firm to prepare bid documents and provide inspection services. Mergen moved to authorize Linn to seek quotes from engineering firms (*i.e.*, StanTec, Westwood) and hire one at his discretion if the quote is less than \$10K. Gondringer second. All in favor. Motion carried.

5. **Nob Hill Driveway** – No action was taken concerning a permit for a second driveway for a property on Nob Hill since no one appeared at this meeting.
6. **Guard Rail** – a vehicle hit our new guardrail on Tower Road. Koopmeiners will inspect for damage when the snow melts. The driver is lucky the rail was there or could have had a significant accident.

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

Public Hearings: *None scheduled.*

Business:

1. **Tax Reimbursement** – Based on our Orderly Annexation Agreement with the City, the City owes the Town a portion of the property tax for annexed parcels. When the Melton property was annexed the payment to the Town was inadvertently not made. The City recently paid the owed tax amount.
2. **Audit** – Mergen moved to approve the minutes of the January 30, 2020 Board of Audit Meeting. Gondringer second. All in favor. Motion carried. Mergen moved to approve the 2020 Audit Board Report. Gondringer second. All in favor. Motion carried. There is a need to develop a new budget model.
3. **Compost Site/SCORE funding** – Gondringer and Linn attended the recent Avon City Council meeting. They report that the City is receptive to working with the Town to find a solution for compost for both City and Town residents. The City has a new garbage hauler – West Central from Willmar – who will also provide an option for City residents to remove yard waste. The Supervisors are considering options for SCORE funding. We will wait to see what the City decides about the compost site before making any final decision.
4. **Annual Meeting** – The draft agenda was examined and finalized. Gondringer moved to provide refreshments. Linn second. All in favor. Motion carried. The Clerk will prepare the Road Report.
5. **MN Senior Games Road Race** – an application was received from Dana Randt, MN Senior Games, to hold a 20K & 40K bike race partially on Township roads (Tower, 360th). Linn moved to approve the application. The motion failed for lack of a second. Gondringer moved to table the decision until the next meeting to get more information about the weather conditions under which the race would occur and to have a better idea of the condition of Tower Road. Mergen second. All in favor. Motion carried.
6. **Fees** – there was a brief discussion about whether the Township should charge a fee for road race applications, liquor licenses, and plat signing. This will be addressed at the Qualification Meeting.
7. **Upper Spunk Lake Road Cemetery** – a vehicle slid off the road into the cemetery. There were questions about who is responsible for maintenance of the cemetery (City, Parish) and whether some of the headstones were too close to the road. Since they are behind a fence and have been in place for decades, the Town will take no action.

8. **Immaculate Conception Parish** – Gondringer moved to approve a gambling permit application for a parish of the Immaculate Conception event on June 28, 2020. Linn second. All in favor. Motion carried. Gondringer moved to approve a resolution, “Consent of Town Board,” for the County Board of Stearns County to issue a Temporary On-Sale Liquor License for the Immaculate Conception Parish. Mergen second. All in favor. Motion carried.
9. **Fine Revenue** – to continue the process to receive fine revenues, the Town must approve Joint Powers and CJDN Subscriber agreements. Gondringer moved to approve the “State of Minnesota Joint Powers Agreement Authorized Agency” document. Mergen second. All in favor. Motion carried. Gondringer moved to approve the “Court Data Services Subscriber Amendment to CJDN Subscriber Agreement.” Mergen second. All in favor. Motion carried. Both documents were signed. The Clerk will return them to the State.
10. **Weeds** – Koopmeiners will attend the upcoming Noxious Weed meeting on April 1st.
11. **Board of Adjustment** – Mergen will participate in training.
12. **Fifth Monday** – the meeting will be March 30th. A representative may be selected at the Qualification meeting.
13. **Solar Garden Project on 135th** – the Town received notice of a potential solar project on 135th near I-94. They are addressing wetland issues now. We assume the project will require a Town CUP. There have been water issues there in the past, which will need to be addressed.
14. **Town Hall Use** – Gondringer suggests that the Town Hall use policy be reexamined. He supports its use by private events as well as youth groups.
15. **Mileage Policy** – Gondringer suggests that the Township policy for mileage needs to be reexamined. Town officials should be paid for any mileage driven for Township business.

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

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

Recurring Reports:

1. No **911 sign** requests were received.
2. No **Construction Site Permits** were received.
3. A **Feedlot Permit** was received for Raab (34934 140th Ave).
4. **Special Assessment Searches** were completed for Fruth (33208 154th Ave) and Wilke (33492 Shorewood).
5. There was a Stearns County Board of Adjustment hearing on March 26, 6:30 PM for a home addition for Janssen (32915 Spunk Tree Circle). In addition, County Shape 2020 hearings are scheduled for Albany City Hall on Thursday, March 5th.

Announcements & Brief Reports:

1. The Spring Short Course will be held in St. Cloud on March 24 at the Park Event Center.
2. There is an elevated threat for the Spring Flood Outlook.
3. Nancy Scott reports one call regarding a project in the Joint Powers Area.
4. Greg Bechtold, Stearns County, is retiring. A party will be held later this month.
5. No action will be taking on the Boundary and Annexation Survey (BAS) from the Census Bureau.

- 6. Minnesota LTAP is sponsoring a Roadway Maintenance Training and Demo Day, May 7th, Fergus Falls.
- 7. The *Tek Supply* catalog was received.
- 8. An ad was received from Central Applicators (Foley) for road ROW management services.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, April 1, 2020 at 7:00 PM.

Announcement of Other Town Meetings:

- *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 10:30 PM. Gondringer second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: March 8, 2020

Supervisor Signatures:

date: _____

Mike Linn

Ken Mergen
