

Minutes of the Meeting of the Avon Township Board of Supervisors

April 7, 2021

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

Call to Order: Acting Chair Rich Sanoski called the meeting of the Avon Township Supervisors to order at 7:00 P.M. in the Main Chamber of the Avon Township Hall. The meeting was also available virtually via Zoom at <https://csbsju.zoom.us/j/91840001929>.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Kelly Martini, Ken Mergen, Rich Sanoski, and Stephen Saupe. Absent – Mike Linn. Also present – Paul Buttweiler (*Deputy Treasurer*), Leroy Gondringer (*PC Chair; online*), Marion Gondringer (*Deputy Clerk; online*), and Joe Koopmeiners (*Maintenance*).

Approval of Agenda: Added to the agenda were a construction site permit for Chuck Swenson, water issues on Nordica Road, bank signatories, and performance review for our maintenance person. Mergen moved to approve the agenda as amended. Sanoski second. Both in favor. Motion carried.

Minutes: Mergen moved to approve the minutes of the March 3, 2021 meeting. Sanoski second. Both in favor. Motion carried.

Planning Commission (PC) Report – presented by Rich Sanoski

- Thelen Variance** – David Thelen appeared at the PC meeting to request a variance to construct a garage closer to the unnamed road in Connaught Addition than is currently permitted. A few months ago Mr. Thelen requested that this road be vacated, but his request was denied. Mr. Thelen stated that he would remove the existing house and construct a new, two-story home approximately the same size and height as the existing one. Sanoski moved to set a public hearing on April 28, 2021 at 7:15 PM to consider a variance request by Alice Thelen, David Thelen, and Ann Thelen to construct a garage 8.4 feet from the unnamed road that occupies the northern sections of lots 19, 20, 21, and 22 in Connaught Addition. Mergen second. Both in favor. Motion carried. The Clerk will follow up with Watab Inc., to ensure that an encroachment agreement is not required for the septic. We will assume that the legal description for the road is correct and not contact our Township attorney at this time.
- Zimmerman/Meemken** – John Zimmerman appeared at the meeting to alert the Town that Michelle Meemken and himself will be constructing a home on 325th Street and that he expects that there will be heavy trucks hauling materials. Mr. Zimmerman knows that 325th St. is a 7-ton road and his contractors are aware of this, too. The Town expects any hauler to adhere to the posted tonnage policy. Mr. Zimmerman also stated that they may need to install a culvert for their driveway. He was told that the culvert couldn't be in the Town road right-of-way without a valid Township driveway permit. The Supervisors authorized Koopmeiners to inspect the driveway to determine if a culvert will be necessary in the Town road right-of-way and whether a driveway permit is necessary. Chad Martini has also checked out this situation and offered some County contacts for more information. He said that if the landowner installs a culvert any redirected water needs to stay off the road and neighboring properties.
- Driveway Permit/Policy** – the PC edited and revised the current Driveway Policy and Driveway Permit. Mergen moved to approve the revisions to the Driveway Policy and Permit. Sanoski second. Both in favor. Motion carried.

- 4. **Road Maintenance Plan** – approval tabled until the next meeting. One copy will be printed for the records.
- 5. **Comprehensive Plan** – the Supervisors authorized the PC to renew work on the Township comprehensive plan.

Mergen moved to approve the PC report. Sanoski second. Both in favor. Motion carried.

Treasurer’s Report: Martini read the Treasurer’s Report and presented the Cash Control Statement for the period 3/01/2021 to /31/2021 (*below*). The beginning balance is \$0.08 larger than the end balance from last month because a check was cashed for \$0.08 less than it was written. Checks couldn’t be signed at this meeting because the Vice-Chair had not signed the bank signatory card. Linn will be requested to sign the checks following the meeting. Since our bank requires a resolution authorizing signatories, and a motion including the specific names of signatories, Sanoski moved to authorize Mike Linn, Ken Mergen, and Rich Sanoski as signatories of Town checks and fiscal documents as necessary. Mergen second. All in favor. Motion carried. A resolution will be completed at the next meeting. The agenda of future Qualification meetings will also include an annual appraisal of check signatories. Martini will confirm these procedures with the bank. The Collateral Agreement with the bank was tabled. Sanoski moved to approve the Cash Control Statement and Treasurer’s report. Mergen second. Both in favor. Motion carried.

For the Period : 3/1/2021 To 3/31/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$168,426.04	\$549.75	\$7,873.64	\$161,102.15
Road and Bridge	\$348,131.09	\$545.90	\$6,662.32	\$342,014.67
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$3,650.00	\$0.00	\$0.00	\$3,650.00
Fire Fund	\$1,243.89	\$0.00	\$0.00	\$1,243.89
General Capital Projects	\$47,135.86	\$0.00	\$0.00	\$47,135.86
Total	\$570,586.88	\$1,095.65	\$14,535.96	\$557,146.57

Claims & Payroll: Martini presented the March PERA claims (3989 & 3990), which totaled \$525.54. The March payroll was \$2,822.38. The April 2nd PERA claim (3991) was \$262.77. The April claims (3992 – 4003) totaled \$4,045.76. The April payroll was \$3,621.41.

There was a discrepancy in the bank balance (\$1,411.19) due to when the bank processed the amount for the April payroll check. The Town received a Solar Production receipt of \$1,109.86. The Town will not set up electronic access to our Belgrade Coop account at this time. To document attendance at virtual events, a paper copy of the registration form should be appended to the claims form. Requests for mileage reimbursement should be reported on the reimbursement form. A credit card would be useful to sign up for a Zoom account, etc. Our bank apparently doesn’t issue credit cards. Martini will follow up to see if we can get a debit card with a separate account. The Clerk will confirm that a debit card will be acceptable for the uses we need.

Sanoski moved to approve the claims and payroll. Mergen second. Both in favor. Motion carried.

Town Hall Maintenance Report – presented by Joe Koopmeiners

- 1. Fire extinguishers are due for servicing in August.

2. Lights on the shop are collecting moisture. Koopmeiners was authorized to follow up with Liberty Electric to repair as necessary.
3. Salt/sand is over half full.
4. LP is at 54%; it will get a summer fill.
5. The floor drain float will soon be replaced.
6. We will need to order softener salt soon.

Sanoski moved to approve the Town Hall Report. Mergen second. Both in favor. Motion carried.

Road Report – *presented by Joe Koopmeiners*

1. **Road/Maintenance Report** – Among the work completed this month included fixing a bump on Two Rivers Road (Holding Township will be billed for the materials and work on their side of the road, including Bobcat time. Martini will prepare an invoice), fixing a downed sign on Quaker Road, contacting the County about a downed stop sign on 154th, and maintaining the snow plows. There is more rubbish than usual in the road rights-of-ways this spring.
2. **Snow** – drifts were plowed with the pickup.
3. **Road Inspection** – was scheduled for April 24 at 9 AM. The alternate date is May 1 at 9 AM. The bump on 360th will be examined during road inspection.
4. **Brushing** – there was a complaint about the overall status of brush in Town road rights-of-ways. The brush rig will be rented for two weeks this summer. We should be able to skip brushing for at least a year. We will share shipping cost with Holding.
5. **Crack sealing** – if we can afford it, we will do so again this year.
6. **Non-Compliant Mailboxes** – will be checked during Road Inspection and we will follow up at that time.
7. **Survey Markers** – the Town should contact Dean Schramel at the County prior to any summer roadwork to avoid damaging markers in the roadway.
8. **Bridge Inspection** – the only Township bridge passed inspection.
9. **Summer Road Projects** – Jeremy Mathiassen from Stantec will bring the bid documents for approval to the May meeting. Once approved, the bid package will be published and posted. Bids will be opened on the morning prior of the June meeting. Mergen will represent the Township at this meeting. Stantec will then be able to check the bids prior to the meeting for a final decision.
10. **Trash Pickup** – a resident collected trash on 160th Avenue and requested the Township to remove it. The Supervisors authorized, on a one-time basis, our maintenance worker to remove the trash. The Township will tell the resident to not expect the Township to remove trash gathered from the road right-of-way without prior approval.

Mergen moved to approve the Road report. Sanoski second. Both in favor. Motion carried.

Public Hearings: *none scheduled*

Business:

1. **Swenson Construction Site Permit** – Mr. Chuck Swenson wants to build an 18 x 96 foot addition to his cabinet shop that is located in the Joint Powers area. He appeared at tonight’s meeting to alert the Supervisors of this project. He has already been in contact with our zoning administrator, Nancy Scott. The Supervisors confirmed that Ms. Scott will handle the paperwork for the Township and that she will keep the Town informed of the progress of his project.
2. **Nordica Water Issue** – Mr. Jeff Kehl appeared to alert the Supervisors that water is pooling in the ditch in the Township road right-of-way at his property at 17278 Nordica Road. Mr. Kehl provided digital images of the situation. There is apparently a black drainage pipe sticking out of his yard, but it is too high to actually drain the water. The cause of the problem is not clear and several possible solutions were suggested (*i.e.*, lower pipe, clean out pipe, clean out a culvert, excavate the ditch). Koopmeiners will contact Jeremy Mathiassen at Stantec to inspect and provide a plan of action.
3. **Qualification Meeting** – Mergen moved to approve the minutes of the March 17, 2021 Qualification and Organizational Meeting. Sanoski second. Both in favor. Motion carried.
4. **Zoom Account** – we will require a Town Zoom account (*see Claim’s & Payroll*). The Supervisors agreed that we will continue to host Zoom meetings as an option for residents after COVID passes.
5. **Contract Language** – information is available from MAT to ensure that contracts are appropriately-written and adequately protect the Township.
6. **Norway Road** – the contractors never removed the silt fencing. The Township should have held our final payment until it was removed. In addition, the contractor hauled in giant ragweed with the fill.
7. **Joint Powers Board Membership** – After the Qualification Meeting there was a suggestion that the chair of the Planning Commission should become an automatic member of the Township Joint Powers Board. However, the Supervisors prefer to keep the PC representative as an annually-appointed position.
8. **Officer Listing** – the MAT officer listing was edited.
9. **Liquor License** – Mergen moved to approve Resolutions for The Landing of St. Anna for both a County Off-Sale 3.2 Percent Malt Liquor License and for a County On-Sale Intoxicating Liquor License. Sanoski second. Both in favor. Motion carried. Sanoski will contact the Pelican Lake Ballroom concerning liquor license approval deadlines.
10. **County Ditch 4** – the Town will take no action.
11. **Stearns County Ordinances** – the Supervisors authorized the PC to examine the new changes and determine whether the Township will want to be more restrictive or not.
12. **American Rescue Plan Funding** – the Township has the opportunity to apply for more than \$280,000. It could be used to support such things as the Fire Department, broadband service, or other, so long as the expenditures are COVID-related.
13. **Performance Review** – tabled until the next meeting.

Other/Old Business: *Permitting to County; Maintenance Shed insulation***Signatures / Documents / Treasurer:** *none***Recurring Reports:**

1. There were no requests for **911 signs**.
2. A **Construction Site Permits** were issued to Sauerer (14438 325th St, residence); Suchy (37646 Riley Court; addition); Silvers (18792 Co Rd 9; residence, 3-season porch); Lange (17803 Cardinal Nest Court; shed); Meemken (14745 325th St.; residence); Gangl Rev Inter Vivos Trust (17139 Co Rd 54; garage remodel); Angulski (residential dwelling unit); and Donabauer (35005 Goose Haven Road; remodel and garage).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Meemken/Cox (14745 325th St.); Scepianiak (17469 Orchid Court); Bechtold (37535 Co Rd 155); Vervair (34213 Lower Spunk Lane); Seiler Trust (17203 Co Rd 54); Nierenhausen (16923 Kopy Lane); Sauerer (325th St., St. Joseph); and Hovland (37052 Pelican Lake Road).
5. The County has held hearings for Shape 2040.

Announcements & Brief Reports:

1. **Fifth Monday** – Sanoski reported that: (a) Farming Township was happy with mail-in voting and plans to continue this in future elections; (b) the City of Avon reported that they sold their maintenance building to a whiskey distillery; Spunk Days is still ‘on,’ there were 11 new building permits and quite a few lots were sold in Avon Estates. In addition, a basketball court will be constructed. The City will expand the I-94 noise barrier; (c) the City of Albany reported that they are working on a road project at 238 and Co Rd 54. They purchased a new plow truck. Homes are selling for \$30K more than asking price; (d) School District – 220 people are currently out with COVID. They received about \$750K for COVID relief funding and will soon receive \$400K and predict about \$900K more. They would like to increase summer school but are having a difficult time finding teachers; (e) the hospital building may be sold to Essentia Health.
2. Thanks to Martini for applying for a DNR Noxious Weed grant. Sadly, it was denied. She requested a listing of successful proposals.
3. A permit was approved for the St. Anna Sportsmen’s Club Fishing Tournament.
4. A brochure was received from Midwest Asphalt Maintenance.
5. The Avon Compost Site will be available for use by Town residents. It will open in April.
6. To access information presented at the MAT Spring Short Courses visit <https://mntownships.org/training-events/#1513787781576-80ef206e-ca85>.
7. An updated listing of Town Officials was provided for the Stearns County EMS listing.
8. The Girl Scouts have been contacted about removing their supplies from the storeroom, but they have not yet done so.
9. The DNR sent information regarding Aggregate Mining Resources. It is available at the URL https://www.dnr.state.mn.us/lands_minerals/aggregate_maps/completed/stearns.html.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, May 5, 2021 at 7:00 PM.

Announcement of Other Town Meetings:

- LBAE Meeting – Monday, April 19, 2021; 7:00 PM (*in-person, or virtual that can be accessed at <https://csbsju.zoom.us/j/98314633154>*)
- Planning Commission – April 28, 2021
- Annual Meeting (*continuation date*) – June 8, 2021

Adjournment: Mergen moved to adjourn the meeting at about 9:40 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: April 10, 2021

Supervisor Signatures:

date: _____

Mike Linn, Chair

Ken Mergen

Rich Sanoski