

Minutes of the Meeting of the Avon Township Board of Supervisors

March 3, 2021

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

Approval of Agenda: A discussion concerning Two Rivers Road was added to the agenda. Mergen moved to approve the agenda as amended. Sanoski second. All in favor. Motion carried.

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

Planning Commission (PC) Report – *presented by LeRoy Gondringer*

1. **Yurczyk** – Ms. Lori Yurczyk began a term of service on the Planning Commission. She took the oath of office.
2. **Summer Road Work** – The PC suggested that engineering quotes should be obtained prior to the March Supervisor meeting to ensure timely bids for roadwork. Sanoski volunteered to contact local engineering firms.
3. **LRIP Grant** – The Planning Commission suggested not including Queens Road in the engineering estimates since we will not be applying for the LRIP grant this year and the road will not be resurfaced until at least next year (2022).
4. **Road Maintenance Plan** – The PC completed editing a draft of the Road Maintenance Plan. The Clerk will make the necessary changes/edits and return with the revised document to the April meeting for final discussion.
5. **County Hearing: Shape 2040 Ordinances** – the County rescheduled a public hearing to consider modifications to some existing ordinances. The Supervisors are particularly concerned about changes proposed to solar garden permitting. The proposed changes would only require a public hearing in the event that a project is 3 MW or larger. The Supervisors were concerned that this would significantly reduce Township resident input into the Conditional Use Permitting process. Mergen moved to authorize Gondringer and Saupe to draft a letter to Stearns County stating the Township is opposed to the proposed change and that the Township wants to maintain the current process that requires a Township Public Hearing as part of the CUP for a solar garden project. Sanoski second. All in favor. Motion carried.

Linn moved to approve the PC report. Mergen second. All in favor. Motion carried.

Treasurer's Report: Martini read the Treasurer's Report and presented the Cash Control Statement for the

period 2/01/2021 to 2/28/2021 (*below*). There is an \$0.08 difference because we wrote a check to our internet provider for one amount but their bank cashed it for \$0.08 less. Martini will follow up how to handle situation with CTAS and with the vendor. Linn moved to approve the Cash Control Statement and Treasurer’s report. Mergen second. All in favor. Motion carried.

For the Period : 2/1/2021 To 2/28/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$175,459.36	\$505.45	\$7,538.85	\$168,425.96
Road and Bridge	\$322,016.05	\$40,562.22	\$14,447.18	\$348,131.09
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	\$551,505.16	\$41,067.67	\$21,986.03	\$570,586.80

Claims & Payroll: Martini presented the February PERA claims (3973 & 3974), which totaled \$525.24. The February payroll was \$2,822.38. The March claims (3975 – 3988) totaled \$8,720.14. The March payroll was \$2,467.90. Belgrade refilled the tank this month; the price increased. Some claims (*i.e.*, The Store, Central Hydraulics) inadvertently got double-paid when a second invoice is received after paying the first. Linn moved to approve the claims and payroll. Mergen second. All in favor. Motion carried.

Town Hall Maintenance Report – presented by Joe Koopmeiners

1. Salt/sand supply is good.
2. LP tank is at 72%; it was just filled by Belgrade Coop.
3. There is a concern that the water heaters may be acting up – they have needed to be reset twice. Linn will examine.
4. Koopmeiners cleaned the Hall.

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

Road Report – presented by Joe Koopmeiners

1. **Road/Maintenance Report** – Among the work completed this month: removing tires from 160th ditch, and maintenance on various equipment including the ditch mower, wood chipper, plows (heater fan switch, stobe light wiring), and Bobcat.
2. **Snow** – all roads were salt/sanded once and some roads were plowed with the pickup where it was drifting. One resident on 186th continues to be a problem with putting objects in the road and plowing snow onto the road.
3. **Tree Removal 186th** – Weaver’s Tree Service removed several trees.
4. **Air Hose** – Supervisors authorized the purchase of a new air hose.

5. **Roiger Culvert** – In violation of their driveway permit, a 12-inch culvert was installed rather than the required 15-inch culvert. As a consequence, the Roiger damage deposit was withheld. The installer, Jeff Lange, told Linn that it was necessary to use the smaller culvert because it wouldn't have been impossible to put a 15-inch culvert deep enough to cover it adequately to avoid frost-heaving. Koopmeiners agrees that the 12-inch culvert would be acceptable in this situation. Nevertheless, the installer should first contact the Township before installing a non-compliant culvert. The Supervisors authorized the return of the Roiger damage deposit in this situation. The Supervisors also authorized the Planning Commission to revise the driveway permit policy to ensure this doesn't occur again and to highlight the penalty for installing non-compliant equipment without first contacting a Township official.
6. **Non-Compliant Mailboxes** – will be checked during Road Inspection and we will follow up at that time.
7. **Two Rivers Road** – a resident complained about a bump on Two Rivers Road. Koopmeiners will examine to see if there is a temporary fix. The Town had wanted to resurface this road but Holding was not able to do it this year. The Clerk will contact Holding Township to alert them to the complaint and that a 'bump' sign is missing on their side of the road.
8. **Summer 2021 Roadwork** – Sanoski obtained quotes from WSB and StanTec for resurfacing. Linn moved to accept the lowest quote from Stantec for engineering. Sanoski second. All in favor. Motion carried. Sanoski will contact Stantec about adding Spunk Tree Circle to the quote, which was not included. Linn will contact Collegeville Township about their participation in resurfacing a small section of Noble Oak Circle that is in their township. Mr. Kevin Kruger, WSB Engineering, suggested it was a good idea to get borings for Queens Road.

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

Public Hearings: *none scheduled*

Business:

1. **PC Membership** – Mergen will step down from his position on the Planning Commission. Mergen moved to appoint Craig Blonigen to the Planning Commission. Sanoski second. All in favor. Motion carried.
2. **Audit Board Minutes & Report** – The Supervisors examined a draft of the Audit Board minutes. It was amended to remove the Levy Worksheet prepared by the Clerk and to revise levy amounts (i.e., \$75,000 for Fire Fund). Linn moved to approve the amended 2021 Audit Board minutes. Mergen second. All in favor. Motion carried. The draft of the 2021 Audit Board report was examined and the proposed levy amounts were adjusted to match those in the minutes. Linn moved to approve the amended 2021 Audit Board report. Mergen second. All in favor. Motion carried.
3. **Annual Meeting Planning** – The meeting will be remote. Residents will be alerted about this change and how to participate via the usual publishing and posting locations and on the Town website. Signs will also be posted at various places at the Town Hall. Voters at the Township Election will be alerted by Election Judges and given a handout with information how to access the meeting. The first portion of the meeting will be held remotely but then the meeting will be formally continued until the summer when residents can meet outside in person. We will encourage all reports be written and post them prior to the meeting for residents to view.

4. **Joint Planning Commission** – Our MOU with the City specifies that the Joint Planning Commission meets on the second Monday in April. The Supervisors agreed that since we have no business at this time, we should cancel this meeting. The Clerk was authorized to contact the City Administrator to see how the City wants to proceed.
5. **Board of Canvass** – the agenda for the meeting was discussed and approved. This meeting will be virtual.
6. **Qualification Meeting** – the agenda for the meeting was discussed and approved. This meeting will be virtual.
7. **LBAE Meeting** – the Local Board of Adjustment and Equalization meeting will be held virtually.
8. **SCORE Grant** – the Clerk was authorized to apply for SCORE funding through the County.
9. **Inventory** – no action.
10. **Census** – Mergen received a letter from the Commerce Department concerning census issues. We will take no action.

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 Permit** was issued to Lange (37803 Cardinal Nest).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Kramer (32777 182nd Ave); Kasner (19368 Quaker Road); Roiger (3205 Noble Oak Circle); Thell (18446 Co Rd 9); Chock (18135 Co Rd 154); and Vervair (34213 Lower Spunk Lane).
5. There was a **County Hearing** to consider a variance request from Wohletz. A hearing to consider amendments to Shape2040 was rescheduled.

Announcements & Brief Reports:

1. **Fire Board** – Linn attended the recent Fire Board meeting. Among the topics discussed were funding (salary/raises, benefits, retirement), potential retirements and membership; payment scheduling, and plans for a new fire hall addition. We will pay our second fire fee invoice in October.
2. A Gambling Permit was issued for a St. Anna's Sportsmen's Club raffle.
3. The County has created a new form for soliciting Township feedback on variances, etc.
4. MAT Meeting – Martini hosted a group at the Town Hall to participate virtually in the MAT Legislative and Research Committee meeting. She stated that it went well. The Supervisors approved Martini to use the Town Hall for a meeting (virtual Township Day at the Capitol) on April 7th.
5. MidCo sent their affirmative action statement.
6. The Hentges CUP was approved by the County.
7. An informational brochure from Central Applicators was received.

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

Announcement of Other Town Meetings:

- Public Accuracy Test – March 6, 2021; 9:00 AM
- Town Hall open to accept absentee ballots – March 6, 2021; 10 AM – 12 PM
- Annual Township Election – March 9, 2021; 2 – 8 PM
- Annual Township Meeting – March 9, 2021 – 8:30 PM (**virtual only**; access at <https://csbsju.zoom.us/j/99109941453>)
- Board of Canvass – March 9, 2021; 8:15 (**virtual only**; access at <https://csbsju.zoom.us/j/99109941453>)
- Organizational/Qualification Meeting – March 17, 2021; 7:00 PM (**virtual only**; access at <https://csbsju.zoom.us/j/94131661577>)
- Planning Commission Meeting – March 31, 2021; 7:00 PM
- LBAE Meeting – Monday, April 19, 2021; 7:00 PM (**virtual only**; access at <https://csbsju.zoom.us/j/98314633154>)
- Annual Meeting (*planned continuation date*) – June 8, 2021

Adjournment: Linn moved to adjourn the meeting at about 9:15 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: March 10, 2021

Supervisor Signatures:

date: _____

Mike Linn, Chair

Ken Mergen

Rich Sanoski