

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

March 2, 2022

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

**Call to Order:** Chair Will Huston called the meeting of the Avon Township Supervisors to order at 7:00 P.M. in the Main Chamber of the Avon Township Hall. This meeting, like other Town meetings, was also available virtually via Zoom at <https://us02web.zoom.us/j/8325486945>, Passcode: AvonTown.

**Pledge:** The Pledge of Allegiance was recited.

**Roll Call:** Present – LeRoy Gondringer, Will Huston (*Chair*), Kelly Martini (*Treasurer*), Rich Sanoski, and Stephen Saupe (*Clerk*). Also present – Paul Buttweiler (*Deputy Treasurer*), Marion Gondringer (*Deputy Clerk*), Joe Koopmeiners (*Maintenance*) and Lori Yurczyk (*PC Chair*).

**Approval of Agenda:** Sanoski moved to approve the agenda as presented. Gondringer second. All in favor. Motion carried.

**Minutes:** Sanoski moved to approve the minutes of the February 2, 2022 meeting as presented. Gondringer second. Both in favor. Motion carried.

**Public Hearing:** *none scheduled*

**Planning Commission (PC) Report** – *presented by Lori Yurczyk, PC Chair*

- Roadwork Recommendations** – The PC discussed potential roadwork projects for summer 2022. Suggestions are: 2022 – Two Rivers Road area, especially if Holding Township is willing to partner with us; 2023 – Queens Road; and 2023 – Parkwood Circle. Yesterday, Steve spoke with Holding Township chair Jason Welle to see if they want to partner on Two Rivers. Mr. Welle was going to bring the proposal to the Holding board meeting last night. A text message today from Mr. Welle suggested that Holding was interested but that Two Rivers wasn't one of their top priorities, especially without LRIP funding. The Supervisors assumed that Holding would likely not partner this summer, so moved Parkwood Circle to the #1 project for this summer. Saupe was authorized to contact engineer Jeremy Mathiassen for a quote for services to prepare bid documents. There was a question of whether he has already prepared documents for this road – the Clerk will check it out. Huston moved to authorize Sanoski to accept a quote for engineering and preparation of bid documents for Parkwood Circle resurfacing at his discretion if the quote is less than \$20,000. Gondringer second. All in favor. Motion carried.
- LRIP Grant** – The Township anticipates applying for a LRIP grant from MNDOT once the program is announced. The PC reviewed documents (recruitment letter, petition, resident addresses) that are being considered for recruiting resident support for the application. The plan would be to ask residents of Queens Road to sign a letter of support and return it to the Town Hall in a self-addressed stamped envelope. Huston questioned whether we could include a stamped envelope and will contact the MAT attorney for advice. The Supervisors will wait to send out any letters until MNDOT issues the solicitation for proposals. In the meantime, this topic will be on the agenda at the Annual Meeting. At the meeting we will also have available a petition and support letters that residents could sign if they wanted.
- Town eMail** – The Supervisors agreed it was a good idea for Town staff to use a standard email platform, and to have each email personalized with the name of the recipient. Gondringer moved to

authorize the Clerk to proceed with setting up emails for all Town staff with our web provider. Sanoski second. All in favor. Motion carried.

4. **Joint Powers Area fees** – The PC considered whether fees for permits in the Joint Powers area should be increased to cover costs. The PC recommends no change. The Supervisors agree. No action was taken.
5. **Energy Project Fees & Permits** – The PC discussed the fee for energy-related projects (*i.e.*, solar, wind). It is currently \$1,500. Unfortunately, we inadvertently undercharged the recent applicants for a solar garden. We will be more aware of this situation in the future. The PC also discussed the possibility of hiring someone like Nancy Scott to assist with energy project permitting. The Supervisors decided to continue with our current process for now. The Supervisors also discussed the possibility of the Town adopting the uniform building code. This would require inspections of construction, etc. The Supervisors agreed that they would prefer a County-wide requirement.
6. **Solar Garden Plantings** – The Town is now responsible for monitoring plantings of solar garden projects permitted in the Township. Yurczyk reported that she was recently in contact with SWCD and they are willing to handle any permits issued by the Town. Their service would include: SWCD reviewing the proposed planting and inspecting it during the life of the project. The fee is \$4,320 based on their hourly rate and anticipated time. The Supervisors preferred that the applicant pays the fee upfront. SWCD will work up a contract for the Town to approve. The Clerk / Zoning Administration would serve as the contact person. We would need to review the contract every three years.
7. **ARPA Funding** – The PC discussed the report/minutes from the meeting of the *ad hoc* ARPA committee. The PC supports using funds to purchase a tractor, snowplow and shouldering disk. The Town should pass a resolution to use the funds in the “Lost Revenue” category. We are waiting for clarification from MAT on specific language in the resolution recommended by MAT. Once clarification is obtained, the Supervisors will consider adopting the resolution. We will include ARPA funds and potential purchases on the Annual Meeting agenda. Gondringer expressed concern that if a suitable tractor is identified, it might be purchased by the time the board meets to approve the purchase. The Supervisors at a future meeting will consider a motion to authorize the purchase a tractor if an acceptable one at a reasonable price is found.
8. **GIS Mapping Service** – Students in a class at CSB|SJU will provide GIS mapping services if we have a potential project. One recommended project is to map culverts (*i.e.*, location, materials, size) in the Township. Gondringer moved to request the Clerk to get the Township on the list for our culvert project. Sanoski second. All in favor. Motion carried. Koopmeiners was requested to locate Township culverts this summer and mark each with a reflective stake.
9. **Hazard Mitigation** – the County is looking to partner with local governments to obtain FEMA grants to mitigate hazards. Among the items that were considered by the PC were tornado sirens and a whole building generator. Huston suggested that sirens have been more or less replaced by warnings on cell phones. It was suggested that we look into a whole building generator. Gondringer moved to authorize the Clerk to look into a generator for the Hall. Huston second. All in favor. Motion carried.
10. **CSP’s to County** – The County requests that the Township provide copies of any construction site permits that are issued in the Joint Powers Area. The Clerk didn’t realize that these weren’t being sent to the County by our Zoning Administrator, but we will be sure to do so in the future.

11. **Annual Meeting Planning** – A discussion of ARPA funding was added to the Annual Meeting agenda. The Supervisors approved the final agenda for the Annual Meeting. Gondringer will contact a potential candidate for the moderator. Edits to the Road Report, Planning Commission Report and Joint Planning Board Report were made. These reports will be presented by Sanoski, Yurczyk and Gondringer, respectively.

Gondringer moved to approve the PC report. Sanoski second. All in favor. Motion carried.

**Treasurer’s Report:** The Treasurer’s Report was read and the Cash Control Statement for the period 02/01/2022 to 02/28/2022 (*copied below*) was presented. There are some slightly different numbers in cash control statements; this is due to the way CTAS handles things. Gondringer moved to approve the Treasurer’s report and Cash Control Statement. Sanoski second. All in favor. Motion carried. A letter was received from Social Security confirming that Martini is the authorized rep for online services.

For the Period: 2/1/2022 To 2/28/2022

| <u>Name of Fund</u>      | <u>Beginning Balance</u> | <u>Total Receipts</u> | <u>Total Disbursed</u> | <u>Ending Balance</u> |
|--------------------------|--------------------------|-----------------------|------------------------|-----------------------|
| General Fund             | \$181,820.51             | \$637.24              | \$8,328.89             | \$174,128.86          |
| Road and Bridge          | \$234,447.62             | \$57,814.65           | \$18,647.44            | \$273,614.83          |
| Demolition Escrow        | \$2,000.00               | \$0.00                | \$0.00                 | \$2,000.00            |
| Road Damage Deposit      | \$2,950.00               | \$0.00                | \$0.00                 | \$2,950.00            |
| Fire Fund                | (\$18,135.46)            | \$0.00                | \$0.00                 | (\$18,135.46)         |
| General Capital Projects | \$53,455.46              | \$0.00                | \$0.00                 | \$53,455.46           |
| ARPA Fund                | \$121,689.23             | \$0.00                | \$0.00                 | \$121,689.23          |
| <b>Total</b>             | <b>\$578,227.36</b>      | <b>\$58,451.89</b>    | <b>\$26,976.33</b>     | <b>\$609,702.92</b>   |

**Claims, Receipts & Payroll:** The February PERA claims (4189 & 4190) totaled \$560.00. The February payroll was \$3,004.86. The March claims (4191 – 4204) totaled \$8,112.65. The March payroll was \$2,523.94. The ARPA Committee payroll was \$207.78. Martini transferred any ARPA time to a separate time sheet to keep track of expenses to be paid from the ARPA fund. Check 10464 was voided – it printed incorrectly. The plan at the Audit Meeting was to check receipts at each meeting. However, it will be a challenge to do so monthly because the receipts register can have receipts from three months on it. A receipt from HomeTown Title was questioned because it was less than usual; they only sent \$20. We should have followed up to request the difference (\$5). Koopmeiners inadvertently shorted himself overtime of 0.5 hours. Gondringer noted that on the February 1<sup>st</sup> cash control statement the amounts on the bank statement and cash control statement is mostly a CTAS quirk based on when things are printed. Martini said as long as the beginning and ending balances match, then it is not critical. Sanoski moved to approve the Claims & Payroll. Gondringer second. All in favor. Motion carried.

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

The LP is about 40%. Koopmeiners did some touch up work in the Hall.

**Road Report.** Presented by Koopmeiners

1. **Monthly Update/Report** – The majority of work this month was snow-related. Roads were plowed and/or sanded on 9 different days. Our salt/sand supply is at a little less than half. In addition, maintenance was done on the trucks and ditch mower. It is a problem finding cutting edges.

2. **Pushing Snow Across Roads** – some residents illegally pushed snow across township roads. The Supervisors edited letters to be sent to first, second and third-time offenders.
3. **Backup Drivers** – Koopmeiners contacted a potential backup driver who may not have the proper license. Koopmeiners will follow up with DOT.

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

**Business:**

1. **Audit Board** – Huston moved to approve the Board of Audit Minutes and the Board of Audit Report. Sanoski second. All in favor. Motion carried.
2. **Immaculate Conception Church** – John Ruprecht requested a gambling permit (pull-tabs, raffle, bingo) for the parish event on June 26, 2022. Gondringer moved to approve a gambling permit for the Immaculate Conception Parish event. Huston second. All in favor. Motion carried. Gondringer moved to approve a resolution authorizing a 1-day temporary on-sale liquor license for the Immaculate Conception Parish event on June 26, 2022. Huston second. All in favor. Motion carried.
3. **Election Update** – Another judge is required for the election because one of the previous judges had a conflict. Huston moved to approve Resolution 03-02-22-1: Appointing Margie Evens Election Judge. Gondringer second. All in favor. Motion carried. As a result of redistricting, the Township will now be a single precinct. Huston moved to approve Resolution 03-02-22-2: Establishing Precincts & Polling Places in Avon Township. Sanoski second. All in favor. Motion carried. The results of the election could leave the Town with no Treasurer or Supervisor. The Supervisors will consider options after the election.
4. **Hennen Decommissioning** – as a condition of their CSP, the Hennen's are obligated to decommission one of the residences on their property. It is not clear if they have done so. We will contact Environmental Services in the spring to see if the Hennen's have dealt with the septic issue.

**Old Business:** *none*

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

**Recurring Reports:**

1. The Township has been unable to contact Blinking Lights, Inc regarding a **911 sign** on their property on Tower Road for about two years. They (T-Mobile) recently applied for a CSP to complete work on the equipment. This CSP is contingent upon obtaining a 911 sign.
2. **Construction Site Permits** were issued to T-Mobile Cell (Blinking Lights; 34948 Tower Road, Albany); and Pitzer (2 – 8x20 shipping containers, 10 x 12 enclosure).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were performed Gondringer (18093 360<sup>th</sup> St., Albany); Jonas (34759 Co Rd 9); and Andreasen (32002 Narnia Lane).
5. There were no relevant **County Hearings**.

**Announcements & Brief Reports:**

1. Fire Board Report – Huston reported that the Fire Department is planning an expansion of the Fire Hall.

2. Township Town Hall meeting – Martini reported that the meeting concerning roads, broadband and weeds was interesting. She will share notes.
3. MAT Legislative Committee Meeting – Martini reported it was a good meeting. She will share notes.
4. A brochure from Central Applicators was received.
5. A letter seeking a donation was received from the DARE program.
6. A brochure from MPG was received (regarding trucks for sale).
7. Midcontinent provided an affirmative action letter.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on April 6, 2022 at 7:00 PM and will be available via Zoom (*see above*).

**Other Upcoming Meetings/Events:** (meetings are available on Zoom at the following URL:

- Avon Township/City Joint Planning Board – April 11 (2<sup>nd</sup> Monday) – this meeting was cancelled
- LBAE meeting – April 18, 7 PM

**Huston Farewell:** Supervisor Huston’s term has ended and he will be stepping away from Township service for a little while. He served on the PC from 2013 until 2017, and as Supervisor from 2017 until 2022. He has done an amazing job for the Township and will be missed. He was provided with a certificate of service and a small party was held in his honor.

**Adjournment:** Huston moved to adjourn the meeting at 9:35 PM. Sanoski second. All in favor. Motion carried.

**Respectfully submitted,**  
Stephen G. Saupe, Clerk

date: March 11, 2022

**Supervisor Signatures:**

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

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

\_\_\_\_\_  
Rich Sanoski