

Minutes of the Meeting of the Avon Township Board of Supervisors

November 5, 2025

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

Call to Order: Chad Klocker 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 – Craig Blonigen, Chad Klocker, Kelly Martini, Bryan Rassier, and Stephen Saupe. There was a quorum. Also present – Paul Buttweiler, Marion Gondringer, Casey Jansky, and Andrew Wensmann.

Approval of Agenda: Rassier moved to approve the agenda as presented. Blonigen second. All in favor. Motion carried.

Minutes: Blonigen moved to approve the minutes from the October 1, 2025 meeting as presented. Rassier second. All in favor. Motion carried. Rassier moved to approve the corrected minutes from the September 2025 meeting. Blonigen second. All in favor. Motion carried.

Public Hearings: none scheduled

Public Comments: There were no public comments.

Planning Commission (PC) Report – presented by Andrew Wensmann

1. **Winkels Variance** – The Planning Commission considered a request by Brady & Maria Winkels, 15678 Parkwood Circle, for a variance to construct a garage closer to the road than is currently permitted by Section 9.99.A(3) of the Land Use & Zoning Ordinance #6. The PC recommends setting a public hearing. Blonigen moved to set a public hearing at the Planning Commission meeting on November 26 at 7:15 PM to consider a request by Brady & Maria Winkels, 15678 Parkwood Circle, Avon, to construct a garage 13 feet closer to the center of the road than is currently permitted. Rassier second. All in favor. Motion carried. Mr. Winkels was present at tonight's meeting. He thought that most neighbors would support the variance request, but knows of one neighbor who might be opposed to a shed being built on the site.
2. **Orderly Annexation Agreement (OAA)** – The PC reviewed the current draft of the OAA. No suggestions for improvements were identified. Blonigen moved to approve Resolution 11-05-25, "Joint Resolution as to Orderly Annexation Area by and Between the City of Avon and the Town of Avon." Rassier second. All in favor. Motion carried. The resolution was signed. The Clerk will provide the signed copy to the City for their approval. The PC recommends acknowledging former Supervisor LeRoy Gondringer, who significantly contributed to the discussions regarding the OAA. The Supervisors authorized the Clerk to send a note of thanks to Mr. Gondringer.
3. **Town Hall Use Forms** – The PC reviewed the revised forms and recommends approval. Klocker moved to approve the revised Town Hall Use documents. Blonigen second. All in favor. Motion carried.
4. **Road Plan** – The PC will be working on the road plan at upcoming meetings. Blonigen is digitizing some road data.

Rassier moved to approve the PC report. Blonigen second. All in favor. Motion carried.

Treasurer's Report: The Treasurer provided the Cash Control statement from October 1, 2025 to October 31, 2025 (*appended below*) and read the Treasurer's report. MAT dues are to be paid by December 31st; Martini has taken care of this. The threshold for a required audit has been raised to \$1million. Martini will look into the consequences of ESS and Paid leave. Rassier moved to accept the Cash Control Statement and Treasurer's Report. Blonigen second. All in favor. Motion carried.

For the Period : 10/1/2025 To 10/31/2025

| <u>Name of Fund</u> | <u>Beginning Balance</u> | <u>Total Receipts</u> | <u>Total Disbursed</u> | <u>Ending Balance</u> |
|-----------------------------------|------------------------------|---------------------------|----------------------------|---------------------------|
| General Fund | \$268,036.39 | \$6,670.15 | \$3,598.04 | \$271,108.50 |
| Road and Bridge | \$186,136.92 | \$50.00 | \$2,941.73 | \$183,245.19 |
| Demolition Escrow - Maciejewski | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Novel Solar Decommissioning Escro | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Novel Vegetation Plan Escro | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Road Damage Deposit | \$3,000.00 | \$500.00 | \$0.00 | \$3,500.00 |
| Fire Fund | \$46,484.68 | \$0.00 | \$0.00 | \$46,484.68 |
| General Capital Projects | \$3,927.96 | \$5,670.00 | \$0.00 | \$9,597.96 |
| ARPA Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$507,585.95 | \$12,890.15 | \$6,539.77 | \$513,936.33 |

Claims, Receipts & Payroll: The claims (4927-4941) totaled \$8,804.21. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The payroll approved by the Supervisors was \$2,809.42. Checks 11541, 11542 and 11561 were voided because they were misprinted. The chipper has been sold. The white truck has not yet been sold. The brakes were repaired this weekend which cost about \$1000. The City of Avon is interested in purchasing the truck. Blonigen moved to authorize Klocker to talk to the City and offer the truck for sale at \$8,000 and asking, but not requiring, free composting for Town residents next year. Rassier second. All in favor. Motion carried. The title used to be in the records room, but it has been moved to the bank safe deposit box. Martini will check at the bank for the title. Rassier located a truck at Flamboya Auto in Wisconsin for \$35,000. Jansky identified another truck though it lacks a sander. Klocker moved to purchase the truck in Wisconsin for \$35,000 or less if it is still available, and if not, purchase a 2017 plow truck from Transwest Ford for \$41,000. Blonigen second. All in favor. Motion carried.

Blonigen moved to accept the claims, receipts and payroll. Rassier second. All in favor. Motion carried.

Town Hall Report: The garbage disposal is not working properly. Jansky will examine. If there is garbage in the Hall, put it in a bag and then put it in the dumpster in the Shop. The trash is taken to Opatz (they may have recently sold) or to Albany.

Road Report:

1. **Winter** – We are ready. The red truck has been DOT'd. The main hydraulic cylinder is leaking. It will need to be replaced. Central Hydraulics will charge about \$2,500. Blonigen noted that the StC. airport has excellent mechanics and that the work could be done for less.
2. **Assorted** – The ditches were mowed. Blonigen praised Jansky for the excellent job. He also reported that the *Township Insider* has an ad to rent a tractor and boom truck for \$4,000 per week. The Town will look into a brush cutter next spring. There is a recall on the blue tractor – we will have a full service done when it is in

the shop.

3. **Queens Road** – Jeremy Mathiasen appeared at the meeting to discuss the Queens Road project. He originally did a feasibility study in 2021 and has now revised the study to include just the eastern 0.6 miles, which remain to be done. The work is estimated to cost \$680K. He will send the e-version of the study to Blonigen, who is working on the LRIP grant. The bridge may be a substandard width (2 feet too narrow). Blonigen will confirm with the County to see if it would qualify for a grant if it needs to be modified. St. Anna Drive may need to be resurfaced. Based on current pricing, it is estimated to cost about \$400K.
4. **Road Inspection** – the results from the recent road inspection are ready. They will be used when discussing road projects in the spring.
5. **Plowing Obstructions** – there are some vehicles, etc. in the road right-of-way in the manufactured home park. They could present a problem with snow plowing. Klocker will send the Clerk an address to contact.
6. **Peach Drive** – there are “No Parking” signs near the trail, which are being ignored, perhaps because it is confusing where parking is allowed. It was suggested to put the signs on just one side of the road. Water draining from a driveway has caused wash-boarding on the road, which otherwise is in great shape.
7. **Plowing Gravel Roads** – Klocker inquired if there is a policy on when to plow, especially if a gravel road is not yet frozen. The general guideline is that the Town plows when there is two inches of snow on the road. If a gravel road is not yet frozen, it was suggested to use the belly plow at a high setting.

Blonigen moved to approve the Road Report. Rassier second. All in favor. Motion carried.

Business:

1. **Stearns County Officers Association Meeting** – Martini will attend as a representative of the Association. The dues (currently \$458) will likely increase. Martini noted that there hasn't been an increase since 2008. The Supervisors will look into the value of the dues.
2. **Albany Mutual Survey** – no action taken.

Other Business: *none*

Reports:

1. **Fifth Monday** – Stearns County Sheriff was present and offered trainings on defibrillator use and CPR. There will likely be an increase in the school levy. A third-party company is handling busing.
2. **School Board Election** – Martini was head judge and things went well. There were 58 registered voters and 9 voters. One of the judges assigned by the school district was a significant problem. She will not be permitted to serve as a judge for the Town again. The election costs were paid by District 742.
3. **Fire Department Open House** – No board members were able to attend, but we heard it went well and that there were a few hundred attendees.
4. **Clerk / Treasurer** – Trainings are available from MAT. The Clerk, Steve Saupe, announced that he will work remotely from January through April. The Deputy Clerk will fill-in as necessary. Steve is debating whether to

file for another term as Clerk. Klocker moved to authorize Martini to attend the annual MAT meeting in December. Rassier second. All in favor. Motion carried.

Announcements:

- a) **Signs** (*incl. 911*) – none required.
- b) **Construction Site Permits** were received for Meemken (325th St.; 40 x 60 accessory structure) and Blattner Investments (16767 Co Rd 9, 240x25 lean-to).
- c) A **Special Assessment Search** was performed for Bosl (34740 Co Rd 9).
- d) No **Feedlot permits** were received.
- e) There were no pertinent **County Hearings/Meetings**.
- f) **Fire Department** calls in September (2025) were: City: Medical 12, Fire/Other 4; Town: Medical 10; Fire/Other 0; Collegeville: Medical 10, Fire/Other 0; St. Wendel: Medical 0, Fire/Other 0; I-94, 1.
- g) The Belgrade Coop office hours have changed – they are now 8 AM – 4:30 PM.
- h) A notice/advertisement was received from Munbit Domain & ADA Compliance.
- i) The County sent a notice confirming the 2026 Levy: Capital - \$5,000; Fire - \$184,000; General revenue - \$89,950; R&B - \$420,950.
- j) A brochure from Carr's Tree Service was received.
- k) Blonigen received a call about fence setback along a property line. He forwarded the inquiry to Stearns County.
- l) Topics for the upcoming **Township Tuesdays** are: November 18 – Using Technology to Strengthen Your Township; December 2 – Understanding Annexation by Ordinance: What Every Township Should Know; and December 16 – Running an Effective Annual Meeting.
- m) The Paid Leave Law goes into effect January 1, 2026.
- n) A Ditch 28 project summary was received from Stearns County.
- o) The Stearns County Officers Association Meeting will be Nov 20th at 6 PM, Freehold.
- p) M&R Signs provided information about reflective sign coatings and Tufnut security hardware.
- q) A brochure from *Indeed for Employers* was received.

Old Business: Culvert mapping; 135th Avenue project with St. Wendel; Windows; Case to display old documents; Window treatments; Exterior sign for the Hall; hiring HR / payroll company; salt shed overhang/awning; CDL License changes; Employee *Handbook*, concrete sealing; *Employee Handbook* including earned sick time etc.; Pipeline Agreement.

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

Announcement of Next Regular Supervisor Meeting: December 3, 2025; 7:00 PM.

Other Upcoming Meetings/Events: (*available on Zoom at the URL above*):

- a) Stearns County Officers Association Meeting – November 20; 6 PM
- b) Planning Commission Meeting – November 26; 7 PM
- c) MAT Conference – Dec 11-13, St. Cloud Civic Center
- d) Township Day at the Capitol – March 2, 2026

Adjournment. Blonigen moved to adjourn the meeting at 8:36 PM. Rassier second. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: November 20, 2025

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

| Avon Township | | Disbursements Register | | | | | | 11/4/2025 | | | |
|---------------|----------------------------------|------------------------|-----------------------------|------|--|----------------|-------------|-----------|--|--|--|
| Fund Name: | All Funds | | | | | | | | | | |
| Date Range: | 10/01/2025 To 10/31/2025 | | | | | | | | | | |
| Date | Vendor | Check # | Description | Void | Account Name | F-A-O-P | Total | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11522 | October Payperiod | N | Treasurer | 100-41510-103- | \$ 69.26 | | | | |
| | Total For Check | 11522 | | | | | \$ 69.26 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11523 | October Payperiod | N | Clerk | 100-41425-103- | \$ 287.59 | | | | |
| | Total For Check | 11523 | | | | | \$ 287.59 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11524 | October Payperiod | N | Ice and Snow Removal | 201-43125-103- | \$ 1,229.55 | | | | |
| | Total For Check | 11524 | | | | | \$ 1,229.55 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11525 | October Payperiod | N | Treasurer | 100-41510-103- | \$ 358.13 | | | | |
| | Total For Check | 11525 | | | | | \$ 358.13 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11526 | October Payperiod | N | Council/Town Board | 100-41110-103- | \$ 65.51 | | | | |
| | Total For Check | 11526 | | | | | \$ 65.51 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11527 | October Payperiod | N | Clerk | 100-41425-103- | \$ 393.07 | | | | |
| | Total For Check | 11527 | | | | | \$ 393.07 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11528 | October Payperiod | N | Council/Town Board | 100-41110-103- | \$ 138.52 | | | | |
| | Total For Check | 11528 | | | | | \$ 138.52 | | | | |
| 10/01/2025 | Payroll Period Ending 09/30/2025 | 11529 | October Payperiod | N | Council/Town Board | 100-41110-103- | \$ 69.26 | | | | |
| | Total For Check | 11529 | | | | | \$ 69.26 | | | | |
| 10/01/2025 | Casey Jansky | 11530 | Diesel fuel | N | General Government Buildings and Plant | 201-41940-223- | \$ 15.01 | | | | |
| | Total For Check | 11530 | | | | | \$ 15.01 | | | | |
| 10/01/2025 | STEVE SAUPE | 11531 | Envelopes, Sheet Protectors | N | Clerk | 100-41425-201- | \$ 51.78 | | | | |
| | | 11531 | | | | 100-41425-204- | \$ 53.98 | | | | |
| | Total For Check | 11531 | | | | | \$ 105.76 | | | | |
| 10/01/2025 | Albany Mutual Telephone | 11532 | Internet | N | Clerk | 100-41425-325- | \$ 59.51 | | | | |
| | Total For Check | 11532 | | | | | \$ 59.51 | | | | |
| 10/01/2025 | STAR PUBLICATIONS, LLC | 11533 | Inv #2025-13645 | N | Council/Town Board | 100-41110-351- | \$ 84.60 | | | | |
| | Total For Check | 11533 | | | | | \$ 84.60 | | | | |

Appendix 2. Receipts Register

Avon Township

Receipts Register

11/4/2025

Fund Name: All Funds

Date Range: 10/01/2025 To 10/31/2025

| <u>Date</u> | <u>Remitter</u> | <u>Receipt #</u> | <u>Description</u> | <u>Deposit ID</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-P</u> | <u>Total</u> |
|-----------------------------|------------------------|------------------|---------------------------------|-------------------|-------------|----------------------|--------------|----------------------------|
| 10/01/2025 | James Gondringer | 1984 | Access Permit/Rd damage deposit | (10/01/2025) - | N | Driveway Permit | 201-32101- | \$ 50.00 |
| | | | | | | ROAD DAMAGE DEPOSIT | 225-34311- | \$ 500.00 |
| | | | | | | | | <u>\$ 550.00</u> |
| 10/02/2025 | Stearns County | 1985 | 2025 Voter Funding | (10/02/2025) - | N | Local Government Aid | 100-33401- | \$ 293.44 |
| | | | | | | | | <u>\$ 293.44</u> |
| 10/10/2025 | MN State | 1986 | Court Fines | (10/10/2025) - | N | Court Fines | 100-35101- | \$ 146.65 |
| | | | | | | | | <u>\$ 146.65</u> |
| 10/10/2025 | Gov.com surplus action | 1987 | Wood chipper | (10/10/2025) - | N | Sale of Investment | 401-39990- | \$ 5,670.00 |
| | | | | | | | | <u>\$ 5,670.00</u> |
| 10/14/2025 | Midcontinent | 1988 | cable fee | (10/14/2025) - | N | Royalties | 100-36220- | \$ 269.37 |
| | | | | | | | | <u>\$ 269.37</u> |
| 10/31/2025 | MN State | 1989 | AG Market Value Credit | (10/31/2025) - | N | Local Government Aid | 100-33401- | \$ 5,456.60 |
| | | | | | | | | <u>\$ 5,456.60</u> |
| 10/31/2025 | Magnifi | 1990 | MMR Interest | (10/31/2025) - | N | Interest Earning | 100-36210- | \$ 25.18 |
| | | | | | | | | <u>\$ 25.18</u> |
| 10/31/2025 | American Heritage | 1991 | MMR Interest | (10/31/2025) - | N | Interest Earning | 100-36210- | \$ 478.91 |
| | | | | | | | | <u>\$ 478.91</u> |
| Total for Selected Receipts | | | | | | | | <u><u>\$ 12,890.15</u></u> |