

Minutes of the Meeting of the Avon Township Supervisors
April 4, 2012
Avon Township Hall

Call to Order: Chairman Gondringer called the meeting of the Avon Township Supervisors to order at 7:30 P.M.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Richard Bresnahan, LeRoy Gondringer, Kelly Martini, and Stephen Saupe. John Merdan was absent.

Approval of Agenda: Added to the agenda were: land sale, clerk audit, rain garden, laptop, sales tax, and road vacation. Gondringer moved to approve the agenda as amended. Bresnahan second. All in favor. Motion carried.

Minutes: The minutes of the March 7, 2012 meeting were amended to change claim 1777 to 1779 and to fix a misspelling. Gondringer moved to approve the amended minutes. Bresnahan second. All in favor. Motion carried.

Treasurer’s Report: Martini read the Treasurer’s Report and provided the Cash Control Statement for the period 3/1/2012 to 3/31/2012 (*below*). Receipts included gas tax, MidContinent franchise fees and quarterly interest. Martini will include an ‘income’ statement in the future. Approximately \$125 remains in the recognition and awards fund that was approved by the residents at the annual meeting. An account has been set up Auto Value with a \$2000 credit limit. Bresnahan moved to accept the Treasurer’s report. Gondringer second. All in favor. Motion carried.

For the Period 03/01/2012 to 03/31/2012

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Revenue	\$29,574.61	\$1,234.04	\$2,186.85	\$28,621.80
Road and Bridge	\$245,101.68	\$31,263.66	\$6,470.47	\$269,894.87
Fire	\$5,115.13	\$0.00	\$0.00	\$5,115.13
Road Damage Deposit	\$200.00	\$200.00	\$0.00	\$400.00
Capital Reserve Fund	\$106,033.41	\$0.00	\$0.00	\$106,033.41
Total	\$386,024.83	\$32,697.70	\$8,657.32	\$410,065.21

Claims & Payroll: Martini presented claims 1780 – 1800. Any Town purchases should use the appropriate form to avoid paying sales tax. Claims 1794, 1795 and 1796 will be rewritten to exclude sales tax and then signed by the Clerk and Supervisor Gondringer. New time cards and reimbursement / claim forms will be created to provide a space for signatures. Bresnahan moved to approve the payroll and the claims excluding sales tax for claims 1794 – 1796. Gondringer second. All in favor. Motion carried.

Road Report: The following items were discussed:

1. Bridge Inspection – Delineators on bridge L9439 (Queens Road) are not properly oriented. Bresnahan moved to authorize Mr. Dean Martini to fix the delineator signs. Gondringer second. All in favor. Motion carried.
2. Signs – Bresnahan moved to authorize Kelly Martini to purchase signs and breakaway posts as necessary. Gondringer second. All in favor. Motion carried. Supervisor Merdan will drive Town roads at night to evaluate signs for reflectivity.

3. Road Hazards – there is a concrete barrier in the right-of-way near Sparks Trailer that may be a hazard. Supervisors will examine it during road inspection. Bresnahan was authorized to contact the business as necessary. There is a wall along Pelican Lake Road that may also be a hazard. This will also be examined during road inspection.
4. Narnia Lane Petition –the residents of Narnia Lane submitted a petition to the Supervisors at the Annual Meeting to request that the Town take over their road. The Supervisors will examine the road during road inspection.
5. Mailbox Damaged on 160th – A resident contacted the Clerk to request a letter from the Town acknowledging that his mailbox at 36895 160th Ave. was damaged while plowing. The Town appreciates being alerted to this situation but declines to send a letter because we have no corroborating evidence.
6. Drainage Map – Ms. Barb Lang requested a drainage map of the Town at the Annual Meeting. Supervisors believe that one is available through Stearns County.
7. Road Inspection – Town officials will meet at 9:00 AM on Saturday, April 21, 2012. Private vehicles will be used. Residents are welcome; meet at the Town Hall.
8. Road Vacation – Stearns County said that if the road were vacated, Ms. Yurczyk would need to change her address, to which she is opposed. Another option would be to turn it into a minimum maintenance road or wait until the resident moves. Gondringer will contact Ms. Yurczyk. The Town is concerned about liability issues related to the road.
9. Road Restriction Exemption Request - there was a request for an exemption to road restriction for project on Pelican Lake Road. The resident was told that the that Town has no authority to grant exemption and that we recommended two loads.

Planning Commission Report: Mr. Ken Mergen, Planning Commission Chair, presented the Planning Commission report. Mergen reported:

1. Salt Shed – The Planning Commission discussed the sale of the salt shed and suggested the process should be as simple as possible.
2. Joint Powers Board – Lowell Rushmeyer resigned from the Joint Powers Board. Bresnahan moved to appoint Ken Mergen as the replacement for Lowell Rushmeyer to the Joint Powers Board effective May 1st. Gondringer second. All in favor. Motion carried.
3. Brushing – Roger Nelson suggested brushwork was required near Springwood Lane because it is affecting the snowplow. This will be examined during road inspection.
4. Reducing Planning Commission Meetings – Mergen suggested that recently the Planning Commission has not had much on the agenda and that one way for the Town to save money would be to reduce the number of scheduled meetings of the full commission. One suggestion is that only the Planning Commission chair and Clerk (note-taker) would be available to address any issues by residents who may walk in. Otherwise, the full Commission would only meet by appointment for a public hearing, etc. This will be a discussion item at the next Planning Commission meeting.

5. Membership – Bresnahan moved to appoint Roger Nelson and Gerry Kremers to another term on the Planning Commission. Gondringer second. Saupe reported that he sent an application for the Planning Commission to Mr. Will Huston.

Bresnahan moved to accept the Planning Commission report. Gondringer second. All in favor.
Motion carried.

Scheduled Business

1. Resolution 4-04-12 – Gondringer moved to approve Resolution 04-04-12: Resolution establishing a policy for the compensation and reimbursement of town officers. Gondringer second. All in favor. Motion carried.
2. Resolution 4-04-12-1 – Bresnahan moved to approve Resolution 04-04-12-1: Resolution establishing precincts and polling place. Gondringer second. Two in favor. No opposed. Motion carried.
3. Matt & Sylvester Preusser were welcomed to the meeting.
4. Board of Audit – Bresnahan moved to approve the minutes from the March 7, 2012 meeting of the Avon Township Board of Audit. Gondringer second. All in favor. Motion carried.
5. Board of Canvass – Bresnahan moved to approve the minutes from the March 13, 2012 meeting of the Avon Township Board of Canvass. Gondringer second. All in favor. Motion carried.
6. Board of Qualification – Bresnahan moved to approve the minutes from the March 21, 2012 meeting of the Avon Township Board of Qualification. Gondringer second. All in favor. Motion carried.
7. MAT Officer List – Board members signed and updated the MAT officer listing.
8. Election Judges – Saupe is in the process of recruiting election judges. Names need to be submitted to the political parties.
9. Gutters – Merdan received quotes for gutters for the Town Hall from Tony's Lifetime Exteriors and Lutgen. Gondringer moved to accept the low quote for rain gutters from Tony's Lifetime Exteriors. There was no second. Motion failed.
10. Policy for Record Review – To insure access to, and protection of Town records, Bresnahan moved that: (a) records can be accessed by appointment; (b) someone from the Town must be present with the individual searching the records; (c) individuals must provide identification; (d) individuals are not permitted in the record storage room; and (e) a minimum charge of \$25 will be assessed (and \$25/hour after the first hour) that is payable before leaving. Credit cards will not be accepted. Gondringer second. All in favor. Motion carried. Gondringer moved to authorize the Planning Commission Chair and Clerk to oversee records and undertake any work related to this responsibility. Bresnahan second. All in favor. Motion carried.

11. Cell Tower – MAT recommended reviewing language regarding cell towers related to co-location of equipment.
12. Land Sale – Supervisors appointed a sub-committee (Gondringer, Mergen and Saupe), which will meet Wednesday April 11, to develop a proposal for how to sell the five-acre Town property near Budde Trucking.
13. Laptop Computer – MAT recommends the use of the CTAS program for maintaining Town financial records. Bresnahan moved to authorize the purchase of a PC laptop computer for less than \$400 that would enable Deputy Clerk Gondringer to use the CTAS accounting program for auditing Town financial records. Gondringer second. All in favor. Motion carried.
14. SCORE grant – the Town applied for \$1000 from Stearns County for roadside cleanup.
15. Rain Garden – Merdan is working on this landscaping project.

Reports/Announcements

1. The Urban Short Course will be held April 19, 2012, Otsego, MN
2. The Town received the 2012 Tax Capacity Rates.
3. The County will hold a Public Hearing on Ordinance #439 – to amend Ordinance 439 related to topographic alterations and retaining walls by adding exemptions.
4. MN Roadway Maintenance Training and Demo Day will be April 10, 2012 (St Paul).
5. Asphalt maintenance product/service information was received from Glieden Enterprises and Caldwell Asphalt Co.
6. The Land Stewardship Project suggests contacting the legislature concerning HF 389 / SF270.h.
7. Certificate of Real Estate Values – *none received*
8. Construction Site Permits – *Woitalla (36295 Tower Road; house & garage); Panek (14703 365th St.; 28 x 40 pole shed)*
9. A brochure for the MBA (insurance program) was received.
10. The Town Officers Association Meeting will be April 26, 2012, 7:45 PM; Freeport
11. Albany Telephone will be running fiber optic cable through Town.
12. The Winter 2012 edition of Technology Exchange was received.
13. The County approved a variance for the Kampfer’s to construct residence 75 feet from the ordinary high water level

Announcement of next meeting: *May 2, 2012 at 7:30 PM*

Adjournment: Bresnahan moved to adjourn the meeting at 11:20 PM. Second by Gondringer. All in favor. Motion carried.

Respectfully submitted,

Stephen G Saupe, Clerk

date

Supervisor Approval:

Richard Bresnahan

LeRoy Gondringer

John Merdan