

Minutes of the Meeting of the Avon Township Board of Supervisors

September 4, 2019

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.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Will Huston, Mike Linn, Kelly Martini, John Merdan, and Stephen Saupe. Also present – Paul Buttweiler (*Deputy Treasurer*), Joe Koopmeiners, LeRoy Gondringer (*Planning Commission Chair*) and Marion Gondringer (*Deputy Clerk*).

Approval of Agenda: Deputy Sheriff Brian Theisen and Rosemary Anderson were added to the agenda. Linn moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes from the August 7, 2019 meeting as presented. Merdan second. Two in favor. One abstain (WH). Motion carried. Linn moved to approve the minutes from the Special Meeting on August 28, 2019 as presented. Merdan second. All in favor. Motion carried.

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

1. **Lange Certificate of Compliance** – the Planning Commission discussed a request by Jeff Lange to split and sell a portion of his property to Copart. The PC supports this request on the condition that access to the property is provided. Huston moved to approve a Certificate of Compliance for Mr. Jeff Lange on the condition that the property is sold and attached to Copart, or that an access to the property is provided. Linn second. All in favor. Motion carried.
2. **Lehner Variance & Driveway Permit** – Mr. James Lehner appeared at the PC meeting to inquire about a variance to construct a home at his property on 18304 Red Maple Drive. Based on the plans he provided, he would not need a variance. However, during tonight's meeting Mr. Lehner and PC Chair Gondringer left to re-measure the site and determined a variance of five feet would be required. Huston moved to set a public hearing at 7:05 PM at the September 25, 2019 meeting of the PC to consider a variance for James and Margaret Lehner to construct a home 5 feet closer to the road than currently permitted by ordinance. Linn second. All in favor. Motion carried.

The Lehner's will also require a driveway permit. While on site, Gondringer indicated that there were no potential problems and no culvert is required. Linn moved to approve a driveway permit for James & Margaret Lehner at their property at 18304 Red Maple Drive. Merdan second. All in favor. Motion carried.

3. **PC Membership** – Sheldon Tschida submitted his resignation; the PC is now down to four members. Terms of office for these members were clarified and updated on the website.
4. **Township Signature on Construction Site Permits** – The PC debated various ways to accomplish the Township goal of insuring that residents get a driveway permit when necessary, yet making the process as convenient as possible and treating all residents equally. The PC recommended that a Township signature is required on building permits and the process is handled administratively. The Supervisors decided to make no changes in the current process of issuing driveway permits.

- 5. Comprehensive Plan** – The PC worked on editing and updating the first portion of the Comprehensive Plan. The agriculture section will be discussed at the next meeting.

Treasurer’s Report: Martini read the Treasurer’s Report and presented the Cash Control Statement for the period 8/01/2019 to 8/31/2019 (*below*). Last month \$500 that should have been in the Road Damage fund was incorrectly coded in Road and Bridge. As a result, the actual value in Road Damage should have been \$2350 instead of \$1850, while R&B should have been \$396,300.17 instead of \$396,800.17; these amounts are reflected on this month’s Cash Control Statement. Account balance and FDIC insurance was discussed last month. A Verification of Filing has been received from David Drown, Inc.

Linn moved to approve the Cash Control Statement and Treasurer’s report. Merdan second. All in favor. Motion carried.

For the Period : 8/1/2019 To 8/31/2019

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$180,480.05	\$1,181.04	\$5,855.20	\$175,805.89
Road and Bridge	\$396,300.27	\$50.00	\$5,665.49	\$390,684.78
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$2,350.00	\$500.00	\$0.00	\$2,850.00
Fire Fund	\$9,621.63	\$0.00	\$0.00	\$9,621.63
General Capital Projects	\$44,292.38	\$0.00	\$0.00	\$44,292.38
Total	\$635,044.33	\$1,731.04	\$11,520.69	\$625,254.68

Claims & Payroll: Martini presented the August PERA claims (3631 & 3612), which totaled \$525.54. The August payroll was \$2,804.42 and the September payroll was \$1539.17. September claims (3633 – 3647) were \$4,572.47. Check #9756 voided; it was originally written to Coil’s Flag but should have been written to Joe Koopmeiners as a reimbursement, instead. Koopmeiners has a \$54 rebate from Menards from a purchase of pothole patch; he will use it for a future Township purchase.

Merdan moved to approve the claims and payroll. Linn second. All in favor. Motion carried.

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

- 1. Generator** – The power went out during a storm on August 20th. Without the electric opener, the Maintenance Shop door could not be opened (too heavy and tall). Koopmeiners needed to use his personal vehicle to do work for the Township; the Supervisors authorized payment for his fuel. The Supervisors were also concerned that future occurrences could be a safety issue if, for example, we need to get a plow truck out of the Shop building during a power outage. The door opener is apparently hard-wired into the electrical system and will need to be rewired to be able to use a portable generator. Huston moved to authorize Koopmeiners to get quotes from an electrician to fix the situation. Linn second. All in favor. Motion carried.
- 2. Exterior Lights** – The replacement bulbs are no longer being manufactured. Koopmeiners will look into alternative fixtures and will inquire about options with an electrician.
- 3. Insulation Quotes** – in progress.
- 4. Flag** – a new flag was purchased and put up.

Road Report – presented by Joe Koopmeiners

1. **Road/Maintenance Report** – Among the things done this month were: sprayed thistles in road right-of-way, graded gravel roads (370th, 365th and 360th), cleaned up after the storm, graded part of the parking lot, cut brush with the tractor and brush cutter, and cleaned up a downed tree on 185th.
2. **Plow Drivers** – we still have commitments from drivers, including Sheldon Tschida, who will help with pickup plowing on weekends.
3. **Salt/Sand** – was delivered and is in the shed.
4. **911 Sign at 33482 Poverty Point Road** – the resident changed her mind about wanting to move the 911 sign closer to the tar. No action was taken.
5. **Items in Road Right-of-Way on Shorewood Drive** – a resident was requested to remove items (including landscaping materials and a Porta-Potty) that had been placed in the road right-of-way during a project. The resident complied.
6. **Quaker Road Pothole** – Albany Township has fixed their section of the road about which we received a complaint.
7. **Maciejewski Driveway** – has still not removed the original driveway. The Clerk was authorized to send a letter requesting that this driveway be removed.
8. **Red Truck** – needs a new fuel tank. One is on order and will be installed by Ramler Inc.
9. **36373 Pelican Lake Road** – brush was cut near this residence to improve road visibility.
10. **Road Checks** – the state of the road near 19072 Two Rivers Road and 36407 Pelican Lake Road was examined. No action was needed at this time.
11. **Brushing** – The brushing rig worked well. While using the tractor and brush cutter two fiber optic boxes were inadvertently damaged. The companies were alerted to the problem.
12. **Norway Road** – Huston reported that the project is in motion. There will soon be a pre-construction meeting.
13. **360th** – The Supervisors authorized dumping two loads of gravel on 360th.

Public Hearings: *None scheduled.*

Business:

1. **Deputy Sheriff Theisen** – Deputy Sheriff Brian Theisen appeared at the meeting to greet Supervisors and residents, and to see if the Township has any particular concerns. Deputy Theisen also provided a summary of calls in the Township during July. He will look into a mobile speed sign to slow traffic on Upper Spunk Lake Road.

2. **Rosemary Anderson** – Ms. Anderson appeared to renew the agreement for the Town to clear snow from her driveway. The agreement will continue for the 2019-2020 winter season. Ms. Anderson agreed to mark the end of her drive with reflectors. She stated that she accepts the conditions in the letter sent to her on December 5, 2018.
3. **Rescheduled Meetings** – the regularly scheduled December meeting of the Planning Commission is Christmas Day and the January meeting of the Supervisors is New Years Day. Huston moved to reschedule the December Planning Commission meeting to December 18th though it could be cancelled if there is no business, and to reschedule the January meeting of the Supervisors to January 8th. Linn second. All in favor. Motion carried.
4. **Insurance** – the Supervisors will examine the MATIT insurance declarations page at the next meeting.
5. **Driveway Permit Requirements** – Currently, if the surface of a driveway is changed from one material (*i.e.*, gravel) to another (*i.e.*, concrete), no driveway permit is required. There was a concern that this process could result in damage to the Town road so a driveway permit should be required in this event. The Supervisors decided not to change this requirement.
6. **Enterprise Contribution** –possible topics include driveway permits and the visit by the Deputy Sheriff.

Other/Old Business: Permitting to County; Fine revenue; Peach Drive N

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

Recurring Reports:

1. A request for a **911 sign** was received from Mounie (34192 Smiley Drive). The Clerk will contact to find out where they want it.
2. **Construction Site Permits** were received for Rooney (19139 Two Rivers Rd; home, garages); Kroll (35204 Co Rd 155; screen porch & additions); and Skalicky Rev Trust (17309 Upper Spunk Lake Road; deck)
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Vickery (36411 Pelican Lake Road); Kalla (35297 Tower Road); Gielen (37240 175th Ave); Kreuzer (33186 154th Ave); and Lehner (18446 Co Rd 9).
5. There are no relevant upcoming **County Hearings**.

Announcements & Brief Reports:

1. The MAT Legislative & Research Meeting will be held in St. Cloud on Sept 18 & 19. No representative from the Town will attend.
2. Merdan will attend the Albany Area Schools Fifth Monday meeting on Sept 30, 2019.
3. A brochure from MN Native Landscapes was received.
4. A brochure from ClearSpan Buildings was received.
5. An update to our CenturyLink subscriber agreement was received.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, October 2, 2019 at 7:00 PM.

Announcement of Other Town Meetings: The Planning Commission meets September 25th at 7:00 PM.

Adjournment – Merdan moved to adjourn the meeting at 8:43 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: September 11, 2019

Supervisor Signatures:

date: _____

Will Huston

Mike Linn

John Merdan