

Minutes of the Avon Township Board of Qualification & Organizational Meeting

March 16, 2022 7:00 PM

Call to Order: Vice-Chair Rich Sanoski called to order the meeting of the Avon Township Supervisors at 7:00 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon. The meeting was also available virtually at <https://us02web.zoom.us/j/8325486945> (Passcode: AvonTown).

Pledge: The Pledge of Allegiance was recited.

Roll Call: the following individuals were present:

Board of Supervisors – *LeRoy Gondringer, Kelly Martini (Treasurer), Rich Sanoski, Stephen Saupe, (Clerk). Absent: Will Huston*

Board Support – *Paul Buttweiler (Deputy Treasurer), Marion Gondringer (Deputy Clerk); Joe Koopmeiners (Maintenance)*

Planning Commission – *Craig Blonigen, LeRoy Gondringer, Rich Sanoski, Stephen Saupe, Lori Yurczyk (Chair)*

Approval of Agenda: A few items were added to the agenda including approval of the Board of Canvass minutes, snow plowing complaint, and printer issues. Gondringer moved to approve the agenda as amended. Sanoski second. Both in favor. Motion carried.

Business:

1. **Board of Canvass Minutes** – Several corrections to the Board of Canvass meeting minutes were suggested. Gondringer moved to approve the corrected Board of Canvass minutes from the March 8, 2022. Sanoski second. All in favor. Motion carried.
2. **New Officers:** LeRoy Gondringer submitted to the Clerk a letter accepting the 3-year Supervisor position. LeRoy Gondringer and Stephen Saupe were sworn-in as Supervisor for a three-year term, and Clerk for a two-year term, respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements have been obtained from both candidates (Martini, Saupe) in the Township election.
3. **Supervisor Position – 1-year Term:** Since Gondringer accepted the 3-year position but was also elected to the 1-year term, it means that the 1-year position is open. Sanoski, Gondringer and the Clerk must appoint a replacement until the next election (March 2023), according to Minnesota Statute 367.03. There was consensus to appoint a candidate with experience as either a Supervisor, Planning Commission member, or both. Qualified candidates who have expressed a willingness to serve include Craig Blonigen, Richard Bresnahan, and Lori Yurczyk. The consensus was that all would be excellent candidates. One advantage of selecting Bresnahan is that there would be continuity (Blonigen & Yurczyk) in the PC membership. Sanoski moved to appoint Richard Bresnahan to the position of Supervisor for a one-year term. Gondringer second. All (Gondringer, Sanoski, Saupe) in favor. Motion carried.

Bresnahan was called to see if he would accept the appointment. He stated that he would and that he could attend tonight's meeting. He was asked to do so, and he arrived a few minutes later. Bresnahan took the oath of office. Bresnahan took his place at the dais and served for the remainder of the meeting.

4. **Chair & Vice-Chair** – Sanoski nominated Gondringer to serve as Chair. Bresnahan second. All (Sanoski, Gondringer, Bresnahan) in favor. Motion carried. Gondringer nominated Sanoski as Vice-Chair. Bresnahan second. All in favor. Motion carried.
5. **Transfer of Town Records/Keys** – Former Supervisors Ken Mergen and Will Huston have not returned their keys. The Clerk will follow up. Huston returned the computer he was issued. Bresnahan was issued Computer 1. The transfer of records is otherwise complete.
6. **Appoint Committee Chairs/Members** – *the Supervisors made the following appointments:*
 - **County Liaison** – LeRoy Gondringer
 - **Fifth Monday** – Rich Sanoski
 - **Fire Board** – Richard Bresnahan
 - **Grounds & Buildings** – Rich Sanoski
 - **Humane Society** – Joe Koopmeiners / Richard Bresnahan
 - **Joint Powers Board** – Richard Bresnahan. Gondringer moved that the Planning Commission representative to the Joint Powers Board will be the chair of the Planning Commission, and that the Chair of the Supervisors will be the alternate to the Joint Powers Board if either the appointed Supervisor or the Planning Commission Chair is unavailable. Bresnahan second. All in favor. Motion carried.
 - **Legal** – LeRoy Gondringer
 - **Maintenance Worker Supervisor** – Rich Sanoski
 - **Planning Commission (PC) Representative** – no appointment since two Supervisors serve on the PC. The consensus was that all Supervisors should try to attend important PC hearings.
 - **Roads & Snow** – Rich Sanoski
 - **Weeds & Roadside Restoration** – Joe Koopmeiners / Rich Sanoski
 - **Zoning Administrator** – Clerk

The Clerk is currently serving three roles (Clerk, PC, Zoning Administration). Gondringer suggested this could be split up. Sanoski moved to approve the slate of appointments listed above. Bresnahan second. All in favor. Motion carried.

7. **Potential Conflicts** – The Supervisors considered potential conflicts of interest. The main conflict that was identified is that the Supervisors might be needed to help Koopmeiners with roadwork. To avoid a potential conflict, several resolutions were considered. Gondringer moved to approve Resolution 03-16-22-1. Authorizing contract with Sanoski. Bresnahan second. All in favor. Motion carried. Sanoski moved to approve Resolution 03-16-22-2. Authorizing contract with Gondringer. Bresnahan second. All in favor. Motion carried. Gondringer moved to approve Resolution 03-16-22-3. Authorizing contract with Bresnahan. Sanoski second. All in favor. Motion carried.
8. **Authorize Work** – Gondringer moved to authorize Supervisors, Treasurer (and Deputy), Clerk (and Deputy), and Maintenance Worker (Koopmeiners) to purchase routine and necessary office and other supplies required to carry out their assigned duties and responsibilities. Sanoski second. All in favor. Motion carried.
9. **Housekeeping Report** – No news since the monthly (March) Supervisor meeting.
10. **Maintenance Worker Report** – Koopmeiners reported that gravel will be needed on 360th, 365th, 370th (West), and Peach Drive. He calculates we will need about 450 yards (current price would be

about \$5,602). The Supervisors will consider authorizing this work at the April meeting.

11. **Road Inspection** – Sanoski moved to hold Road Inspection on April 5, 2022 at 3:00 PM. Bresnahan second. All in favor. Motion carried. The Clerk will publish.
12. **Official Newspaper** – Bresnahan moved to approve the *Star-Post* as the official Township newspaper. Sanoski second. All in favor. Motion carried.
13. **Official Posting Places** – Sanoski moved to approve *The Store* & Town Hall as the official posting places. Bresnahan second. All in favor. Motion carried.
14. **Designate Town Bank** – Bresnahan moved to approve the current Town banks – American Heritage Bank and Magnifi Financial – as the official Township banks. Sanoski second. All in favor. Motion carried. Bresnahan moved to approve Resolution 03-16-22-4: Authorization to sign checks. Sanoski second. All in favor. Motion carried.
15. **Salary, Fee, & Mileage Schedule** – The Supervisors discussed the Fees Schedule and made edits. Bresnahan moved to approve the edited Fee Schedule. Sanoski second. All in favor. Motion carried. The Supervisors discussed the Salary/Wage Scale. Bresnahan moved to increase the hourly wage for laborers, housekeeping, and election judges to \$17. Sanoski second. All in favor. Motion carried. Bresnahan moved to approve the Fees and Wage Scale as edited (*appended below*). Sanoski second. All in favor. Motion carried.
16. **Township Policies** – The Supervisors authorized the Planning Commission to review monthly Township policies and provide recommendations. The Compensation Policy (Resolution 06-03-20-2) will be the first to be reviewed. The Workplace Accident and Reduction plan (AWAIR policy) will be among the policies included in this review.
17. **Financial Reporting Forms** – All required forms have been submitted. The Clerk has submitted the levy information to the County Auditor.
18. **Training Courses** – Gondringer needs to complete Local Board of Appeals & Equalization (LBAE) training when it becomes available.
19. **Planning Commission (PC) Report/Update** – presented by Lori Yurczyk. She indicated that the Town should put a priority on finding additional PC members. She suggested simplifying the application form. Sanoski's term on the PC is up. The Supervisors reviewed Sanoski's performance according to Town policy. Bresnahan moved to approve Sanoski's evaluation. Gondringer second. All in favor. Motion carried.
20. **Town Employee Review** – Koopmeiners will be reviewed at an upcoming Supervisor meeting.

Announcements

1. **Parking Lot** – An election judge pointed out that there is now a 2-inch lip on the concrete pad by the entrance. The Supervisors discussed using ARPA funds to pave the parking lot and fix the sidewalk.
2. **Two Rivers Road** – Gondringer announced he had a conversation with a Supervisor from Holding Township about Two Rivers Road. They are amenable to a joint project, likely next year or the

following.

- 3. **Town Celebration** – at the Annual Meeting the residents supported hosting a celebration this summer in honor of our beautiful facility that is fully paid. It was suggested to hold a festival in June from 3-6 PM. Food could be grilled. The festival could be announced in a Town newsletter. Ideas for a newsletter and festival will be brainstormed at a future meeting.
- 4. **Snow Plow Complaint** – a resident contacted both Saupe and Sanoski concerned that the Town is plowing too far into his yard. He stated that he didn't plow snow across the road. Sanoski will follow up.
- 5. **Printer** – it is not possible to print from the new laptops to our printer, even after installing the proper drivers. The toner was just replaced, but the 'warning light' has come back on. We may need a new printer.

Adjournment: Sanoski moved to adjourn the meeting at 9:17 PM. Bresnahan second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____

date: March 22, 2022

Supervisor Approval:

date: _____

Richard Bresnahan

LeRoy Gondringer, Chair

Rich Sanoski

Avon Township – Fees & Wage Schedule

16881 Queens Road; Avon, MN 56310

Fee Schedule

Amount	Item
\$150	911 Signs (<i>includes sign, post & installation</i>)
\$25	Certificate of Compliance
\$15	Chainsaw rental (<i>per hour</i>)
\$400	Conditional Use Permit
\$50	Driveway Permit
\$500	Driveway Permit Deposit (<i>deposited in Township treasury and refunded after completion and inspection determines no damage, with a 2-year limit on refund</i>)
\$400	Encroachment Agreement (<i>includes recording costs</i>)
\$1,500 + fee	Energy Project Permits (<i>i.e., CUP, IUP</i>); plus attorney and/or consulting fee if applicable
Twice permit amount	Late fee (<i>for any construction or other work that begins prior to issuing permit</i>)
\$150	Liquor License (<i>to take place at a Supervisor Meeting</i>)
\$25	Noise Ordinance Exemption
\$400	Public Hearing (<i>Other</i>)
\$100	Plat signing fee (<i>outside regular scheduled meeting</i>)
\$25.00/hr	Record searches (<i>outside regular scheduled Hall hours</i>)
\$0.25/copy	Record duplicating
\$150 + fees	Road Vacation (<i>fees include recording, legal cost, etc.</i>)
\$500	Site inspections (<i>by Supervisors and Planning Commission members</i>)
\$25	Special Assessment Search
\$400	Special Meeting
\$400	Variance

Salary/Wage Scale

Amount	Item
\$55	Election Judge Training (<i>per training session</i>)
\$17	Hourly wage – Election judge
\$17	Hourly wage – Laborer, Housekeeping, etc.
\$25 – 30	Hourly wage – Snow Plow Operator
\$17	Hourly wage – Zoning Administrator
\$75	Meeting stipend – <i>Elected and appointed officials; for required City, Town, County, or MAT meetings/trainings shorter than 4 hours</i>
\$100	Meeting stipend – <i>Elected and appointed officials; for required City, Town, County, or MAT meetings/trainings longer than 4 hours</i>
\$260	Monthly stipend – Treasurer
\$300	Monthly stipend – Clerk
\$260	Monthly stipend – Deputy Clerk
Fed. Rate	Mileage – Follow federal guidelines. Mileage is not paid regularly scheduled Township meetings (<i>i.e., Supervisors, Planning Commission</i>), or for Election judges serving at the Town Hall.
\$55	Moderator Stipend – Annual Meeting
\$55	Site inspection stipend (<i>only if not prior to a regularly-scheduled meeting</i>)