

Minutes of the Qualification Meeting of Avon Township

Avon Township Hall, 16881 Queens Road, Avon, MN

March 20, 2019

Call to Order: Chair Will Huston 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

Pledge: The Pledge of Allegiance was recited.

Roll Call: The following individuals were present:

Board of Supervisors – *Will Huston, John Merdan, Mike Linn, Kelly Martini (Treasurer),*

Absent – Stephen Saupe, (Clerk)

Board Support – *Marion Gondringer (Deputy Clerk), Paul Buttweiler (Deputy Treasurer)*

Planning Commission – *Will Huston, Ken Mergen, Sheldon Tschida*

Staff Members – *Joe Koopmeiners*

Approval of Agenda: Linn moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

Business:

1. **New Officers:** Will Huston, and Kelly Martini were sworn-in as Supervisor for a three-year term, and Treasurer 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 all candidates.
2. **Chair & Vice-Chair** – Motion by Linn to nominate Huston for chair. Merdan second. All in favor. Motion carried. Motion by Merdan to nominate Linn for Vice-Chair. Second by Huston. All in favor. Motion carried.
3. **Transfer of Town Records** – Huston has been issued a master key since his previous key was not a master.
4. **Appoint Committee Chairs/Members** – *the following appointments were made:*
 - **Fire Board** – Motion by Huston to nominate Linn for the Fire Board representative. Merdan second. All in favor. Motion carried.
 - **Grounds & Buildings** – Motion by Huston to nominate Merdan for Grounds and Buildings Supervisor. Linn second. All in favor. Motion carried.
 - **Maintenance Employee Supervisor** – Motion by Huston to nominate Merdan for Maintenance Employee Supervisor. Linn second. All in favor. Motion carried.
 - **Humane Society** – Motion by Huston to nominate Koopmeiners to serve as Township representative with himself as backup. Linn second. All in favor. Motion carried.
 - **Joint City / Township Planning Board** – Motion by Huston to nominate Ken Mergen and Mike Linn as Township representatives to the Joint City Planning Board. Linn second. All in favor. Motion carried.
 - **Legal** – Motion by Linn to nominate Huston to serve as Township legal representative. Merdan second. All in favor. Motion carried.
 - **Planning Commission Liason** – Motion by Linn to nominate Huston as Planning Commission Liason. Merdan second. All in favor. Motion carried.
 - **Roads & Snow Superintendent** – Motion by Huston to nominate Merdan to serve as Roads and Snow Superintendent. Linn second. All in favor. Motion carried.
 - **Weeds & Roadside Restoration** – Motion by Huston to have Koopmeiners serve as Township representative with himself as backup. Linn second. All in favor. Motion carried.
 - **County Liason** – Motion by Huston to have Mergen serve as County Liason. Merdan second. All in favor. Motion carried.
5. **Housekeeping Report** – Ms. Pilarski was unable to attend the meeting but will continue in her role.
6. **Maintenance Employee Report** – Koopmeiners reports that previously frozen culverts are now flowing. Salt sand is sufficient. Motion by Linn to approve Maintenance Worker Report. Merdan second. All in favor. Motion carried.
7. **Authorize Work and payment for expenditures** – Motion by Huston to approve the purchase of necessary office and other supplies required by Town officials and staff including the Treasurer and Clerk (and deputies), Koopmeiners, Ms. Pilarski and Merdan. Linn second. All in favor. Motion carried.

8. **Planning Commission Membership** – Planning Commission member will be renewed at the April Supervisor Meeting.
9. **Town Bank, Newspaper & Posting Locations** – Based on the recommendation of residents at the Annual Meeting, Huston moved to authorize the American Heritage Bank and Central Minnesota Credit Union as the official financial institutions, the *Avon/Albany Enterprise* as the official newspaper, and *The Store, Dahlin's* and Town Hall as the official posting locations. Linn second. All in favor. Motion carried.
10. **Authorize Work by Supervisors/Conflicts of Interest** – Resolution 03-20-19-4; Township will require at least two bids from road engineering firms. Motion by Linn to approve. Merdan second. All in favor. Motion carried. Resolution 03-20-19-2 authorizing John Merdan to work with Koopmeiners as needed. Motion by Huston to approve. Linn second. All in favor. Motion carried.
11. **Salary, Fee, & Mileage Schedule** – Motion by Linn to make the following changes to the Fee and Wage schedule: Driveway Damage Deposit fee - \$500.00, include a two year limit for returned after inspection. Liquor license requests will come to a meeting (*Landing, and Pelican Lake Ballroom*). Plat Signing Fee - add “outside of a regular meeting”. Site inspections - \$500.00. Clerk stipend - \$300, Treasurer stipend - \$260, Deputy Clerk stipend - \$260. Mileage is not paid for election judges, or for travel inside the Township except for postings. Changes take effect April 1st, 2019. Motion by Linn to approve fee schedule as amended above. Merdan second. All in favor. Motion carried. *The revised schedule is appended.*
12. **Bike Race Permit Fee** – Tabled until after the current races have taken place and can be assessed.
13. **Review Resolution Establishing a Policy for Compensation and Reimbursement of Town Officers** – Motion by Linn to approve Resolution #03-20-19-1. Merdan second. All in favor. Motion carried.
14. Resolution # 03-20-19-2 Linn motion to approve. Merdan second. All in favor. Motion carried.
15. **Activity Listing** – A listing of actions required throughout the year was examined. Correction of the meeting time for the March Qualification Meeting from 7:30 to 7:00. Add discussion in January concerning Open House for the Maintenance Shed at the Annual Meeting.
16. **Open House/Maintenance Shed** – After discussion the decision was made to have the maintenance building open for a public open house between 8:30 a.m. and 9:00 a.m. on the day of Road Inspection (April 27).

Review and Amend Policies

1. **Snow and Ice Control Policy** – Koopmeiners has reviewed policy and suggests no changes. Deputy Clerk will retype snow removal routes with corrections.
2. **AWAIR Policy** – Read and reviewed. Motion by Merdan to adopt AWAIR Policy. Linn second. All in favor. Motion carried.
3. **Financial Reporting Forms** – The Treasurer reported that all required forms have been submitted.
4. **Training Courses** – All officers are up to date.
5. **Planning Commission Report/Update** – Ken Mergen (2016-2019) introduced Sheldon Tschida as Planning Commission member added since the last Qualification Meeting. Terms are: Ken Mergen (2016-2019) Huston: (2017-2020) Saupé (2017-2020), Tschida (2019-2022). Motion by Huston to reappoint Ken Mergen to a three year term. Merdan second. All in favor. Motion carried.
6. **Performance Reviews** were completed for Planning Commission members, Ken Mergen, Sheldon Tschida, Travis Koopmeiners, and Ryan Klaphake.

Maintenance Employee Discussion - Motion by Huston to close the meeting at 8:35 PM for the performance review of maintenance employee Joseph Koopmeiners. Linn Second. All in favor. Motion carried.

Motion by Huston to reopen meeting at 8:55. Linn second. All in favor. Motion carried.

Meeting Summary: Discussed all things related to maintenance in the Township. Koopmeiners is doing an excellent

job. All were in favor of keeping the contract as is excluding item 1 on exhibit B. Yearly salary is increased by \$3,000, effective with the next pay period, April 5th, 2019. Vote was 2-1.

Other Business:

Newsletter – Suggested idea: Open House for the maintenance shed before the Road Inspection. Norway Rd update.

Adjournment: Merdan moved to adjourn the meeting at 9:07 PM. Linn second. All in favor. Motion carried.

Respectfully Submitted,
Marion Gondringer, Deputy Clerk

Deputy Clerk Signature: _____ date: _____

Supervisor Approval:

Will Huston

Mike Linn

John Merdan

date: _____

Fee Schedule

| Amount | Item |
|---------------------|--|
| \$75 | 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>) |
| 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 |
|----------------|--|
| \$15 | Hourly wage – Laborer, Housekeeping, etc. |
| \$15 | Hourly wage – Election judge |
| \$20 – 25 | Hourly wage – Snow Plow Operator |
| \$55 | Monthly Meeting stipend – <i>Elected and appointed officials.</i> |
| \$55 | Meeting stipend – required, organized City, Town, County, or MAT gathering or training (<i>less than 4 hours</i>) |
| \$55 + \$15/hr | Meeting – as above (<i>more than 4 hours, \$55 plus \$15/hr total not exceeding \$100</i>) |
| \$55 | Qualification Meeting stipend for staff |
| \$55 | Moderator Stipend – Annual Meeting |
| \$55 | Site inspection stipend (<i>only if not prior to a regularly-scheduled meeting</i>) |
| \$260 | Treasurer – monthly stipend |
| \$300 | Clerk – monthly stipend |
| \$260 | Deputy Clerk – monthly stipend |
| Mileage | Follow federal guidelines. Mileage is not paid for Election judges or for travel inside the Township, except for postings. |