

# Minutes of the Meeting of the Avon Township Supervisors

February 17, 2010

Avon City Hall

**Call to Order:** The meeting of the Avon Township Supervisors was called to order by Chairman Gondringer at 8:00 P.M.

**Pledge:** Everyone stood for the Pledge of Allegiance.

**Roll Call:** Present – Kelly Martini, Richard Bresnahan, LeRoy Gondringer, John Merdan, Stephen Saupe. Township attorney, Mr. Igor Lenzner was also present.

**Approval of Agenda:** There was no formal agenda for tonight's meeting.

**Minutes:** Minutes from the previous meeting will be approved at the March 3<sup>rd</sup> meeting.

**Claims:** No claims were presented at this meeting; they will be presented at the March 3<sup>rd</sup> meeting.

**Treasurer's Report:** No report was presented at this meeting; it will be presented at the March 3<sup>rd</sup> meeting.

## **Business:**

1. **Tribute to Ms. Renee Smith** – Gondringer announced that Clerk Renee Smith, who had been with the township for many years had passed away. Gondringer and everyone present, acknowledged how much Renee had done for the Township. She will be sorely missed by the township, her family and friends.
2. **New Clerk Appointed** – Merdan moved to appoint Stephen Saupe to fill the clerk vacancy. Bresnahan second. All in favor. Motion carried. Saupe took the oath of office and the pertinent documents were signed.
3. **Building Project Financing** – David Drown, President of David Drown Associates, Minneapolis, appeared to present financing options for the building project. One possibility is a Certificate of Indebtedness. These are paid back within a 10 year period. If the amount exceeds \$550K it requires a 30 day period to allow for public comment. Mr. Drown indicated that equipment could be obtained by a separate certificate, though recommends a two-part deal. Each would be a general bond obligation; there would be a single security with two parts. The interest rate would likely be about 3.5% for 10 years. He recommends purchasing a bond rating (likely "A" by S&P) because it would be worth 0.5 percentage points. It takes a few weeks to get the process done. If money for the project is required in May, we need to hold the bond sale in mid-April. Mr. Drown will attend the March 3<sup>rd</sup> meeting to provide more information and get the process started for the 2<sup>nd</sup> meeting in March.
4. **Election** – Martini reported that the ballots are printed and ready to go. She needs help getting the machines to the Parish Center. Merdan will move the machines on the Thursday before the election. Martini stated the machines requiring testing within two days of the election. Ms. Zoe Graul volunteered to assist. Martini will alert Saupe when the testing will occur so it can be published in the *Enterprise*. Saupe will publish the election notices in the *Enterprise*.

5. **Building Project Estimates** – Several building committee members (Lee Larkey, Zoe Graul, Ken Mergen, Ed Springer, Jr.), architect Dan Tideman and Construction Manager Stephen Plantenberg attended the meeting. Plantenberg presented an estimated cost of the project. The preliminary estimate for construction costs was \$667,136. Soft costs (construction management fees, insurance, design services) were estimated at \$151,780, and owner items (furniture, fixtures, snow plows) was estimated at \$129,285. The total estimate for the project is \$984,201. Mr. Larkey pointed out that the electorate had approved a maximum of \$600K for construction expenses. The building committee discussed various options for decreasing the cost of the project. Cost savings could be achieved by: (a) removing in floor heat in the town hall (bid as separate projects because this type of heating will likely save money in the long run); (b) possibly downgrade windows (Thermotec vs. Pella); (c) use non-opening windows); (d) cut one bay from the maintenance facility; (e) possibly reducing the entry doors to one; (f) removing electronics from the entry; (g) reduce area of parking; (h) not build a holding pond (though Mr. Tideman will confirm with the County and engineers if this is feasible/possible); and (i) reduce design contingency costs. Mr. Tideman will remove engineering costs of \$3,500 since this service is being duplicated. The roof of the hall will be asphalt shingles and the maintenance shed will be steel over a rubber membrane. Mr. Tideman stated the drawings and specification will set the level of quality but the township will need to pick colors, etc. The time for a public bid opening will be set.
6. **CD Renewal** – There was a discussion of what to do with CD's that are coming due for renewal. Bresnahan moved that as they come due the monies should be rolled into a regular savings account. Merdan second. All in favor. Motion carried.
7. **Annual Meeting Planning** – Martini drafted a tentative agenda for the Annual Meeting for discussion. The agenda was finalized. Martini will retype and make copies for the meeting. Martini will look into refreshments for the meeting.
8. **Life Insurance** – Gondringer received a letter from the Minnesota Benefit Association indicating that the Township may be enrolled in their group life plan. If so, this will be a real benefit to the family of Clerk Smith, and will supplement her PERA. Martini will check into it.
9. **Plows** - Jeff Lange had spoken to Merdan about the possibility of purchasing one of his snow plows for approximately \$12,000. We will likely need a plow truck and a pickup for cul-de-sacs. Plow trucks are also readily available at auctions.

**Reports/Announcements:**

- **Spring Short Course** – The brochure for the Township Short Course was presented. Martini and Saupe plan to attend the session in St. Cloud.
- Day at the Capitol on Feb 24<sup>th</sup> – Gondringer, Merdan and Martini plan to attend.

**Adjournment:** Bresnahan moved to adjourn the meeting at 11:15 PM. Merdan second. All in favor. Motion carried.

**Next Meeting:** The next meeting is February 24, 2010.

Respectfully submitted,  
Stephen Saupe, Clerk