

Minutes of the Meeting of the Avon Township Supervisors
February 1, 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, John Merdan and Stephen Saupe.

Approval of Agenda: Added to the agenda were a discussion of Narnia Lane and a plat by Dan Kulas. Bresnahan moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

Minutes: Bresnahan moved to approve the minutes of the January 4, 2012 meeting after correcting “Deputy Gondringer” to Deputy Clerk Gondringer.” Merdan second. All in favor. Motion carried.

Treasurer’s Report: Martini read the Treasurer’s Report and provided the Cash Control Statement for the period 12/31/2011 to 01/31/2012 (*below*). The report included funds received from the County and MidContinent Cable. The Town will receive approximately \$220 per month in cable fees each month. The Town paid the annual dues to the Township Association this month based on the new census population estimate of 2294 residents. The Town was alerted that Standard and Poor’s rating system has changed, but this shouldn’t affect the Town. Martini will complete the report on outstanding indebtedness and return it to the County. Merdan moved to accept the Treasurer’s report. Bresnahan second. All in favor. Motion carried.

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Revenue	\$35,747.41	\$1,248.20	\$4,485.95	\$32,509.66
Road and Bridge	\$246,790.92	\$2,366.50	\$1,987.28	\$247,170.14
Fire	\$4,698.15	\$416.98	\$0.00	\$5,115.13
Road Damage Deposit	\$200.00	\$0.00	\$0.00	\$200.00
Capital Reserve Fund	\$105,945.45	\$87.96	\$0.00	\$106,033.41
Total	\$393,381.93	\$4,119.64	\$6,473.23	\$391,028.34

Claims & Payroll: Martini presented claims 1760 – 1769. Bresnahan moved to approve the claims and payroll. Merdan second. All in favor. Motion carried.

Road Report: The following items were discussed:

1. Vacating 180th Ave. – The Town is considering vacating 180th Ave since it is essentially a private drive since the City purchased the adjacent Gertken property. The property owner, Ms. Kathleen Yurczyk appeared to discuss this proposal. Ms. Yurczyk inquired if this would change her address or necessitate her to redo her deed, etc. Bresnahan will look into this and follow up with the Town attorney.
2. Narnia Lane – Two residents from Narnia Lane, Mr. Jim Sand and Mr. Steve Wilhelm, appeared to request that the Town consider establishing Narnia Lane as a Town road. It is currently a private, gravel road whose maintenance (i.e., snow removal, dust control) is

currently paid by annual dues of the residents. The Supervisors mentioned that if the Town takes-over the road that the affected residents and Town typically split the initial costs of any required roadwork (i.e., paving, installing a cul-de-sac if necessary). The Supervisors will examine the road during Road Inspection and the residents will have a meeting to discuss whether to continue to work toward a resolution.

3. Noble Oak Circle Project – Mr. Mike Nelson, from Minnesota Engineering & Construction Services appeared to present a map and analysis of the existing storm sewer system in Noble Oak Circle. Mr. Nelson indicated that most of the system should be able to handle a 5-yr storm event and part of it is capable of handling a 100-yr storm. The size of the outlet pipe into the lake is adequate and it is not necessary to increase the size of any pipes. Riprap should be installed around structure 105 to prevent it from plugging with debris. The Town will brush this area in the spring. Further, the Town should televise several pipes to monitor their condition. The Town should monitor the maintenance cover midsummer to clean it if it becomes plugged with algae. The map doesn't show that the drainpipe runs along the south/east side of the road.
4. Salting on Norway Road – more salt/sand mix is required on some sections of Norway Road.

Bresnahan moved to approve the Road Report. Merdan second. All in favor. Motion carried.

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

1. Kampfer Variance: Marty and Lisa Kampfer appeared to request a variance to build a residence on Pelican Lake closer to the road than is permitted by current ordinance. The Kampfer's provided drawings showing the location of their proposed home. It would be no closer to the road than the existing garage. The Planning Commission recommended approving a Public Hearing for their next meeting. Bresnahan moved to hold a public hearing at the meeting of the Avon Township Planning Committee on February 29, 2012 at 7:45 PM to consider a request by Marty and Lisa Kampfer to construct a residence 13 feet closer to the center-of-the-road than is allowed by current ordinance. Merdan second. All in favor. Motion carried.
2. Kulas Plat: Mr. Dan Kulas appeared to seek final approval of the plat for Schmitz Acres. Supervisors examined the plat and Bresnahan moved to accept the plat for Schmitz Acres. Merdan second. All in favor. Motion carried. The plat was signed.

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

Scheduled Business

1. Salt Shed Land – Mr. Tom Lashinski, Albany, is interested in purchasing the salt shed property owned by the Town. The property is approximately five acres in two separate parcels. Ultimately the Town plans to sell this property and construct a salt shed at the Town Hall site. This is a good time to seek an appraisal of the property to consider a sale. The City will likely annex this property. Merdan moved to authorize Planning Commission Chair

Ken Mergen to contact realtors to get an idea of the work of the property. Bresnahan second. All in favor. Motion carried. Mergen will report at the March meeting and this will be a topic for the Annual Meeting. Saupe will search for the property abstract.

2. Planning Commission Members – the terms of Gerry Kremers and Roger Nelson will expire in March. Mergen will contact them to determine if they want to be reappointed for a second term. If not, we will advertise the position. Any individual who is appointed to the Planning Commission will be asked to complete the Town form.
3. Meeting Schedule – The Supervisors set the upcoming meeting and election schedule. Bresnahan moved to accept the proposed meeting schedule including a Road Inspection. Merdan second. All in favor. Motion carried. All Town staff/employees will be invited to the Qualification meeting for a staff meeting.
4. Web Site – Saupe reported he's been having problems trying to edit the website. One of his colleagues has provided a considerable amount of help. CloudNet has quoted a price for revising the site. Merdan moved to authorize Saupe to fix the website as necessary. Bresnahan second. All in favor. Motion carried. To keep residents alerted to Town actions, we will create an email distribution list that residents can join to receive notices of public hearings, minutes, etc. Residents will be able to sign up via the website or send a notice to the Clerk.
5. Toilet – The toilet still needs to be fixed. Saupe will contact Construction Manager Plantenberg.
6. Board of Appeals Meeting – The Assessor's Office tentatively set the meeting for May 3rd but that will not work for the Supervisor's. Alternate dates were suggested.
7. Preliminary Budget for 2013 – Deputy Clerk Marion Gondringer reported that her audit matches Treasurer Martini's records. There is a question about how to handle fund transfers because the way they are currently being done makes it appear to increase the amount of income or expenses. Bresnahan moved to maintain the 2013 proposed budget at the same level (\$424,100) as 2012. Merdan second. All in favor. Motion carried.

Line items in the General Revenue Fund are: Payroll - \$26,000; Payroll Tax – \$5,000; Office supplies & reimbursements - \$11,000; Election Judges - \$1,500; Stearns County - \$12,500; Township Association - \$4,400; Association Due - \$1,500; Legal notices - \$1,500; Attorney fees - \$10,000; Utilities - \$7,500; Facility Debt - \$68,000; Misc - \$2,500. The total general revenue budget is \$151,400 but since the expected income from permits, etc is \$2,000, the levy request is for \$149,400.

Line items in Road & Bridge Fund are: Road repair - \$20,000; Snow - \$15,000; Salt – \$8,000; Reconstruction/improvements – \$174,200; Signs - \$5,000. The total road & bridge budget is 222,200 but since the expected income from gas and gravel tax is \$21,000 the levy amount is \$201,200.

Fire Fund is – \$63,500 and Capital Improvement is – \$10,000. Thus, the total proposed levy amount for 2013 is \$424,100 (= 149,400 + 201,200 + 63,500 + 10,000).

- 8. Wood Chipper – Merdan priced wood chippers, which cost between \$10 – 12,000. Considering the costs of maintaining the equipment, insurance, need to haul the equipment, the Supervisors decided to continue contracting for chipping service as needed.

Reports/Announcements

- 1. Schwalbe Dairy – Conditional Use and Feedlot permits were granted by Stearns County.
- 2. Woitalla Subdivision Agreement and Transfer of Development Rights was received from Stearns County.
- 3. Land Stewardship Project – recommends that Townships lobby against Senate File 270 & House File 389 that weakens township control.
- 4. UM LTAP Workshops – Gravel Road Maintenance (Apr 11, 17) & Traffic Engineering Symposium (Feb 29).
- 5. Stearns County Township Day at the Capitol is Feb 29. Merdan and Gondringer plan to attend.
- 6. Certificate of Real Estate Values – Chapman (14475 Co Rd 159; \$227,000)
- 7. Construction Site Permits – *none received*
- 8. The Avon Hills Conference will be held February 25, 2012 at St. John’s.

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

Adjournment: Bresnahan moved to adjourn the meeting at 10:55 PM. Second by Merdan. All in favor. Motion carried.

Respectfully submitted,

Stephen Saupe, Clerk

date

Supervisor Approval:

Richard Bresnahan

LeRoy Gondringer

John Merdan