

Minutes of the Meeting of the Avon Township Supervisors

July 6, 2016

Avon Township Hall, 16881 Queens Road, Avon (MN)

Call to Order: Chairman Bresnahan called the meeting of the Avon Township Supervisors to order at 7:30 P.M. in the main chamber of the Avon Township Hall, welcomed guests, and wished everyone a Happy Fourth of July.

Pledge: The Pledge of Allegiance was recited.

Recording: Bresnahan announced that the meeting was going to be recorded. The recorder was turned on.

Roll Call: Present – Richard Bresnahan, John Merdan, Kelly Martini, Roger Nelson, and Stephen Saupe. Also present – Paul Buttweiler (*Deputy Treasurer*), Will Huston (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), and Joseph Koopmeiners (*Maintenance*).

Approval of Agenda: Discussion of a new chain saw was added to the agenda. Nelson moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

Minutes: Merdan moved to approve the minutes of the June 1, 2016 as presented. Nelson second. All in favor. Motion carried. A copy of the March 31, 2016 minutes of the Joint Planning Board meeting were presented to the Supervisors; no action was taken.

Planning Commission Report: Presented by Mr. Will Huston, Planning Commission Chair:

1. **Driveway Permits** – Supervisors agreed with the Planning Commission that deposits should be returned after final completion of the work.
2. **911 Signs** – a resident refuses to purchase a 911 sign. The Planning Commission recommended contacting the MAT attorney for clarification of Town liability/responsibility. Mr. Steve Fenske, MAT attorney told the Clerk that he could find no requirement that the Town is required to pay for 911 signs and that he knew no legal reason that would necessitate changing the current policy. The Supervisors will wait for written confirmation from the MAT attorney before taking action.
3. **Meeting Recording** – The Planning Commission discussed the need to record minutes. Mr. Steve Fenske, MAT attorney, at the recent Short Course stated that it was not necessary or even desirable to record meetings.
4. **Privacy Issues** – It is a good idea for Township personnel to maintain separate computer/email for Town business.
5. **Saint John's Solar Garden** – The Clerk signed the building permit for Orion. Hydrology issues were reviewed by the County. A copy of the interconnect agreement was provided.

Nelson moved to approve the Planning Commission report. 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 6/1/2016 to 6/30/2016 (*below*). Martini responded to an IRS inquiry – she needed to correct a mistake on the form submitted to receive our Bond rebate. The Clerk/Deputy Clerk provided a copy of an audit of Town finances completed as of May 31, 2016 (*appended*); it matches numbers provided by the

Treasurer. The Supervisors plan to examine these statements quarterly. Nelson moved to approve the Treasurer's report. Merdan second. All in favor. Motion carried.

For the Period : 6/1/2016 To 6/30/2016

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$64,918.08	\$56,096.42	\$4,086.38	\$116,928.12
Road and Bridge	\$150,280.72	\$74,250.54	\$3,237.51	\$221,293.75
Road Damage Deposit	\$1,600.00	\$600.00	\$0.00	\$2,200.00
Fire Fund	\$7,586.92	\$24,418.24	\$0.00	\$32,005.16
General Capital Projects	\$60,013.95	\$3,701.43	\$2,130.00	\$61,585.38
Total	\$284,399.67	\$159,066.63	\$9,453.89	\$434,012.41

Approval of Claims & Payroll: Martini presented the July claims (2854 – 2874). The PERA claims for June were 2852 & 2853. A new time sheet was created for Koopmeiners. Martini created a new form to be used to report compensation for time worked on elections. Merdan moved to approve the payroll and claims. Nelson second. All in favor. Motion carried.

Town Hall Maintenance Report:

1. **Windows** – The new windows will arrive in two to three weeks. Koopmeiners will install.
2. **Winter Propane Quote** – completed.

Merdan moved to accept the Town Hall Maintenance report. Nelson second. All in favor. Motion carried.

Road Report & Roadwork Update:

1. **Roadwork** – Koopmeiners reported that he trimmed trees on 154th, Upper Spunk Lake Road, and Lower Spunk Lane, and he cut road ditches. It took about 18 hours to grade the roads. A resident had complained about tree limbs on Upper Spunk Lake Road.
2. **Parkwood Court** – A complaint was received about runoff on the cul-de-sac on Parkwood Court. Koopmeiners examined. No action will be taken at this time.
3. **Truck Repair** – the side panels on the pickup truck are starting to rust out. Avon Auto Body gave a quote of \$3000 – 3400 to repair. Nelson moved to accept the quote. Merdan second. All in favor. Motion carried.
4. **Sprayer & Chain Saw** – a 26-gallon spray unit with boom was purchased to treat weeds on roadsides. The chain saw needs to be replaced.
5. **Driveway Damage Deposits** – No damage to the road was detected as a result of work by Williams (182nd Ave), Rood (182nd Ave) and Woitalla. Nelson moved to return to the deposits. Merdan second. All in favor. Motion carried. The deposit for Rood will be held until the work is completed.
6. **Storm Damage** – Koopmeiners cleaned up some minor storm damage on 160th and Peach Dr.

7. **Mobile Home Park** – A Town resident complained about septic issues. The Supervisors are considering a meeting with various interested parties (i.e., Stearns County) to address issues.
8. **Patching** – Mr. Will Huston provided copies of the contract with Mid-Minnesota Hot Mix for patching. The contracts were signed. The company will provide Huston with insurance documents.
9. **325th Street** – Merdan moved to send an invoice to Saint John's for \$7,994.14 for the additional widening and shouldering of the road as requested by Saint John's for their parking area. Nelson second. All in favor. Motion carried.
10. **Knife River Roadwork** – Nelson moved to authorize payment of \$207,370.19 to Knife River for resurfacing 325th and 165th. Merdan second. All in favor. Motion carried. Payment will be held until Westwood checks and approves the breakaway posts installed on the mailboxes.
11. **Winter Preparation** – Koopmeiners estimates that the salt shed is about three-quarters full. Bresnahan will contact Lange Trenching for a quote on 100 yards of salt/sand mix. Koopmeiners reports that the plows are ready and we have a full complement of drivers.

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Election Update** – The Primary Election will be August 9th from 7:00 AM to 8 PM. Martini and Mergen will conduct the Public Accuracy Test on Tuesday, August 2nd at 6:30 PM. Saupe and Martini will conduct the pre-Public Accuracy Test as soon as materials are available. Nelson moved to approve Resolution 07-06-16 Appointing Election Judges. Merdan second. All in favor. Motion carried.
2. **Web Site** – The Town web site was hacked. It appears to be working now. It was restored from a backup in March. The Clerk is working on bringing it back up to date.
3. **Clerk Schedule** – The Clerk will be away for most of the rest of the year. The Deputy Clerk will assume the role of Acting Clerk beginning with the July meeting of the Planning Commission and continue through the end of the year with the exception of the August and December Planning Commission meetings. The Clerk will continue to receive calls and will forward information to the appropriate individuals.
4. **Annual Meeting** – During the meeting no one realized that at least one non-resident made and/or seconded a motion at the Annual Meeting. At the beginning of the next Annual Meeting it will be announced that only residents are permitted to make motions and vote.
5. **Weed Inspection Report** – Nelson reported that he and Mr. Bob Dunning inspected the Township earlier this month. There are no major issues. Residents with problem areas have taken care of them. Nelson provided a list of several roadside ditches that the Town will spray. The beetles used to control spurge on Tower Road seem to be working. Wild parsnip is a new weed that will need to be dealt with.
6. **Census** – The State Demographer reports that the 2015 population of the Town is estimated to be 2283 and that there are 794 households. Merdan moved to accept the estimates of the State Demographer. Nelson second. All in favor. Motion carried.

- 7. **Stearns County Ordinance #539** – No action was taken.
- 8. **Alerting Residents of Brushing** – Modifying an action last month, Nelson moved to not notify residents when cutting brush in the Township. Merdan second. All in favor. Motion carried.
- 9. **Avon Area Lakes** – At a previous meeting the Supervisors approved a payment of \$1000 for AIS work. Martini noted that payments cannot be made to a non-profit organization.

Other/Old Business: none

Recurring Reports:

- 1. There was one request for a 911 sign; no action will be taken (see above).
- 2. Certificates of Real Estate Value were received for Korneck (\$0) and Gerads (\$275,000).
- 3. Construction Site Permits were received for Martini (40 x 56 shed); Immaculate Conception Church (30 x 40 shed); Williams (80 x 54 home); Hondl (14 x 16 sunroom & 14 x 16 deck); and Luitjens (home).
- 4. There were no County feedlot permits.
- 5. No home-extended business permits were received.
- 6. A Special Assessments Search was performed for Childs/Kreuzer (33186 154th Ave).

Announcements & Brief Reports:

- 1. A 2016 Legislative Wrap-up was provided by MAT at the summer short course.
- 2. No one from the Town attended the County Ingestion Pathway Exercise which was for planning in the event of a major accident at the Monticello power plant.
- 3. Saint John’s has completed its Wellhead Protection Program.
- 4. There was a request for a copy of the CUP and inspection records for the Cell Tower on the Beuning property.
- 5. The organizer of the Seniors Games Bike Race was alerted that any future event on Town roads requires a permit.
- 6. There will be a meeting on “Planning Effective Meetings.” No one will attend.
- 7. The Building Permit for Saint John’s Solar Garden project was signed.
- 8. Knife River reported that some of its signs by the asphalt plant were stolen.

Adjournment: Nelson moved to adjourn the meeting at 9:18 PM. Merdan second. All in favor. Motion carried.

Announcement of Next Meeting: The next regular meeting will be held on Wednesday, August 3rd, 2016 at 7:30 PM.

Respectfully submitted,

Stephen Saupe, Clerk

Supervisor Approval:

date: _____

Richard Bresnahan

Roger Nelson

John Merdan

Avon Township

Cash Control Statement

For the Period : 5/1/2016 To 5/31/2016

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Fund	\$79,476.98	\$1,436.48	\$15,995.38	\$64,918.08
Road and Bridge	\$165,125.22	\$0.00	\$14,844.50	\$150,280.72
Road Damage Deposit	\$1,600.00	\$0.00	\$0.00	\$1,600.00
Fire	\$7,586.92	\$0.00	\$0.00	\$7,586.92
General Capital Projects	\$60,013.95	\$0.00	\$0.00	\$60,013.95
Total	\$313,803.07	\$1,436.48	\$30,839.88	\$284,399.67

Clerk