

Minutes of the Meeting of the Avon Township Supervisors

April 5, 2017

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 and welcomed guests.

Pledge: The Pledge of Allegiance was recited.

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

Approval of Agenda: There were some additions to the agenda including an appearance by Tony Ebnet concerning Red Maple Drive. Linn moved to approve the agenda as amended. Bresnahan second. All in favor. Motion carried.

Minutes: Bresnahan moved to approve the minutes of the March 1, 2017 meeting as presented. Linn second. All in favor. Motion carried.

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

1. **Elections** – Huston and LeRoy Gondringer were elected as Planning Commission Chair and Vice-Chair, respectively.
2. **Town News** – The Planning Commission supports a plan for the Clerk to write a monthly column on the third Wednesday in the *Enterprise* about Township news. The Supervisors also support this plan on a trial basis. We will start this month.
3. **Town Needs** – The Planning Commission brainstormed things that the Town may need in the future including road barricades, a new plow truck, a disk for pulling in road shoulders, and a tractor. Linn moved to authorized Koopmeiners to purchase three, four-bar barricades. Bresnahan second. All in favor. Motion carried.
4. **Certificate of Compliance forms** – The Planning Commission recommended a new Certificate of Compliance form and revised procedures for issuing them. Linn moved to adopt the new form and recommendations. Bresnahan second. All in favor. Motion carried.
5. **Plat Process** – The County is considering changes to the process for review of plat s for minor subdivisions and asked Towns to complete a questionnaire. The Planning Commission considered answers to the questions and agrees with streamlining the process but recommends that there is at least one Town review step either before or after the preliminary plat. Linn moved to approve the questionnaire responses suggested by the Planning Commission and that the Town maintain a review step prior to or after the preliminary plat. Bresnahan second. All in favor. Motion carried. The Supervisors also support having the Environmental Services director sign minor plats. The Town response is appended.

Linn moved to approve the Planning Commission report. Bresnahan second. All in favor. Motion carried.

Treasurer's Report: Martini read the Treasurer's Report and provided the Cash Control Statement for the

period 03/01/2017 to 03/31/2017 (*below*). Linn moved to approve the Treasurer's report. Bresnahan second. All in favor. Motion carried.

For the Period : 3/1/2017 To 3/31/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$93,778.64	\$417.37	\$5,486.02	\$88,709.99
Road and Bridge	\$27,055.64	\$36,368.36	\$2,002.98	\$61,421.02
Road Damage Deposit	\$2,050.00	\$0.00	\$0.00	\$2,050.00
Fire Fund	\$9,673.88	\$0.00	\$0.00	\$9,673.88
General Capital Projects	\$66,829.88	\$0.00	\$0.00	\$66,829.88
Total	\$199,388.04	\$36,785.73	\$7,489.00	\$228,684.77

Claims & Payroll: Martini presented the April claims (3053 – 3077). The PERA claims for March were 3051 & 3052. Check # 8035 to CloudNet was voided. Martini suggested that if changes in the Fee/Salary schedule are made at future Qualification meetings that the changes not become effective until the beginning of the next month. We need to determine how to lower our electric bill. Linn moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

Town Hall Maintenance Report – Presented by Mr. Joseph Koopmeiners:

All is well. Linn moved to accept the Town Hall Maintenance report. Bresnahan second. All in favor. Motion carried.

Road Report – Presented by Mr. Joseph Koopmeiners:

1. **Monthly Road Work** – Among the work completed this month were: fixing a sink hole on 360th, removing a fallen tree near Red Oak Circle, filling some potholes, and grading gravel roads. There was little need for snow removal this past month. A downed sign on Tower road will soon be reinstalled. Koopmeiners will remove a bed discarded on Meadowview. Koopmeiners found the proposed location for the Larson's new driveway on Tower Road to be acceptable.
2. **911 Signs** – the cost of signs has gone up. There will not be an increase in cost to residents; the fee for purchase and installation will remain at \$75.
3. **Sign Database** – A student in a GIS mapping course at the College of St. Benedict/St. John's University has volunteered to prepare a digitized map of all the signs in the Township. This will complement the sign listing created by Treasurer Martini. This new project will allow the Town to see where various signs are located, when the sign was installed, the type of coating (*i.e.*, antireflective) and so on. This project required Koopmeiners to determine the GPS coordinates of all Town signs. He completed this project in about two days. Signs at intersections are County signs. To determine signs needing replacement, Koopmeiners will drive Township roads at night with Merdan to identify those signs that need to be replaced because of low nighttime visibility.
4. **Winter Road Closings** – Apparently any minimum maintenance road not plowed during the winter must be formally closed and barricaded. The pickup may need to be used on narrow minimum maintenance roads that remain open. The Supervisors will develop a plan/policy of winter road closing at a later meeting.

5. **Upper Spunk lake Road Trees** – A quote of \$4,445 was received from Weaver’s Tree Service to remove 21 trees along Upper Spunk Lake Road that are in the right-of-way. The quote also includes underbrush. Linn moved to accept the quote for tree removal submitted by Weaver’s Tree Service. Bresnahan second. All in favor. Motion carried. The stumps will need to be removed. This will be examined during road inspection. At least one landowner needs to sign the release form permitting removal of trees with a diameter greater than 6 inches.
6. **Red Maple Drive** – Mr. Tony Ebnet appeared to inquire about the status of relocating this road. One option would be to continue this road through to Pelican Lake Road, which could provide a tax benefit to the Town. However residents would not likely be in favor because of increased traffic. The Supervisors will examine the situation during road inspection.

Linn moved to approve the road report. Bresnahan second. All in favor. Motion carried.

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Qualification Meeting Minutes** – Several corrections were recommended (*i.e.*, names of specific Supervisors making and seconding motions for the Grounds, Maintenance Worker Supervisor, and Joint Planning Board assignments). Bresnahan moved to add after the second sentence in #12, “In order to garner the trust of Avon citizens it is important to adjust the salaries and fees to reflect these concerns.” Linn second. All in favor. Motion carried. Linn moved to approve the minutes of the Qualification/Organizational Meeting as amended. Bresnahan second. All in favor. Motion carried.
2. **Caspers Plat** – Linn moved to accept and sign the preliminary plat for James and Kay Caspers for their property at 17470 Marsh Lane, Avon (MN). Bresnahan second. All in favor. Motion carried.
3. **Census Request** – Martini will complete the Public Employment and Payroll Census request.
4. **Update Directory** – The Supervisors were asked to update contact information for the County and MAT.
5. **Liquor License** – Linn move to authorize Stearns County to approve a Temporary On-Sale Liquor License for the sale of intoxicating liquors at the Immaculate Conception Parish Grounds (37168 Co Rd 9) for an event to be held on June 25, 2017. Bresnahan second. All in favor. Motion carried.
6. **Orion Project Tax** – Bresnahan reported that a production tax will be paid in 2018 based on the amount of electricity generated by the Saint John’s solar garden during the current calendar year.
7. **AWAIR Plan** – Linn moved to adopt the Avon Township Workplace Accident and Injury Reduction (AWAIR) Program. Bresnahan second. All in favor. Motion carried.
8. **Hiring & Employee Policies** – Linn moved to authorize the Deputy Clerk to put together a hiring policy and welcome packet for new employees and Town officials. Among the information to be considered for inclusion are: instructions for completing necessary forms (*i.e.*, W4, I9, time sheets), a copy of the AWAIR plan, safety glasses (if appropriate), direct deposit forms, procedure for issuing a key, contact information, and a tour of the Town Hall.

9. **Performance Reviews** – The Supervisors will review the performance of the Town Maintenance worker and plow drivers during road inspection.
10. **SHIP mini-grants** – the Town will not apply. High-speed internet is a definite need in many areas of the Town.
11. **eMail** – the Clerk will look into availability of Town officials obtaining email through our new web provider.

Other/Old Business: none

Recurring Reports:

1. There was one request for a 911 sign (Ebensteiner; 36397 160th). The 911 sign for Brock will be installed soon.
2. Certificates of Real Estate Value were received for Hanson/Hofer (\$450,000) and Rodenwald/Macarthur (\$160,000).
3. Construction Site Permits were signed and/or received for Koop (14127 Norway Road, residence); Korneck (18118, St. Anna Drive, home & shed); Ramler (36903 Pelican Lake Road, water-oriented accessory structure); Haakonson (32712 182nd Ave, 12 x 58 deck); and Opitz (40 x 36 pole building)
4. No County feedlot permits were received.
5. No home-extended business permits were received.
6. Special Assessment Searches were performed for Brock (15749 Co Rd 159), Netter (17469 Orchid Court); and Williams (17435 Orchid Court).
7. A Stearns County Hearing approved a variance for Larson to build closer to a feedlot than is currently permitted by ordinance.

Announcements & Brief Reports:

1. The Technology Exchange newsletter was received.
2. A flyer from Sign Solution was received.
3. The Town Officer meeting is April 27 at 7:45 PM in Freeport. Linn moved to authorize attendance by interested Town officials. Bresnahan second. All in favor. Motion carried.
4. The Legal Short Course will be April 20 in Otsego. Linn moved to authorize attendance by interested Town officials. Bresnahan second. All in favor. Motion carried.
5. The 2017 Tax Capacity rates were received from the Stearns County Auditor/Treasurer office. A partial summary of results are: Avon Twp – 20.4933%; Avon City – 84.4689%; Collegeville Twp – 19.5372%; and Albany Twp – 30.9070%.
6. Koopmeiners attended the recent Noxious Weed meeting.
7. Contractors who work for the Town must first present Certificates of Insurance (\$1.5 million) before beginning any work.
8. The Town will receive another refund from MAT insurance.
9. The information necessary to receive a reimbursement for some of the interest on the 8038 Bond for the Building was submitted.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, May 3, 2017 at 7:30 PM.

Announcement of Other Town Meetings: Road Inspection – Saturday, April 22, 2017 @ 9:00 AM; and Board of Appeals & Equalization – Monday April 24 @ 7:00 PM. All meetings will be held at the Avon Township Hall unless otherwise indicated.

Adjournment: Linn moved to adjourn the meeting at about 10:05 PM. Bresnahan second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Richard Bresnahan

Mike Linn

John Merdan

Please return by Wednesday, April 12th

Subdivision Ordinance Questionnaire

AVON Township

NOTE: According to *Minnesota Statutes, section 505.03, subdivision 1(a)*, Townships with a population over 5,000 are required to have Town Board approval and signature of final plats. There are no Townships in Stearns County that have a population of over 5,000.

According to *Minnesota Statutes 505.09, subdivision 1(a)* plats must be signed by the chair of the Town Board if the Township has a Planning Commission.

- 1. Do you have a Subdivision Ordinance? Yes No
- 2. Do you have a Planning Commission? Yes No
 - a. If yes, does your Planning Commission review and sign preliminary and final plats? Yes No
- 3. We have a documented process for reviewing plats? Yes No
 - a. If yes, please provide a copy with this survey.
- 4. How many meetings does a property owner attend to obtain plat approval? 4
- 5. We would like to reduce the time frame for property owners to obtain plat approval in our Township? Yes No

Comments:

The Town supports streamlining the process for minor plats and also supports the ES director signing them. However, the Town wants to be informed about plats in the Town and wants to retain the right to a review

Name and position of person completing survey: Stephen Saupe, Clerk
Avon Township; 320 248 8036

before or after the preliminary plat. This could be similar to the current Town renewal of building permits