

Minutes of the Meeting of the Avon Township Supervisors

September 6, 2017

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

Call to Order: Chairman Huston 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 – Will Huston, Mike Linn, Kelly Martini, John Merdan, and Stephen Saupe. Also present – Marion Gondringer (*Deputy Clerk*), LeRoy Gondringer (*Planning Commission*), and Joseph Koopmeiners (*Maintenance*).

Approval of Agenda: Several items, including a Certificate of Compliance for Hennek and final plat approval for Schmitz, were added to the agenda. Merdan moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the August 2, 2017 meeting as presented. Merdan second. All in favor. Motion carried.

Planning Commission Report – *Presented by Mr. LeRoy Gondringer, Planning Commission Chair:*

- CUP/IUP** – The Planning Commission met with Ms. Angie Berg, Stearns County Environmental Services, to discuss the possibility of having the County take over Conditional Use (CUP) and Interim Use (IUP) permitting. The County would hold the hearing and take care of necessary paperwork. The Town could take back permitting if it wanted. The advantages include: the County is more qualified because they handle these on a regular basis and the staff has more experience, there would only be one stop for residents especially since the County also handles building permits, the County would in most cases issue the permit more quickly than if processed by the Town, the County would handle recording the documents, residents throughout the County would have a more consistent experience in obtaining CUP/IUP's, and neighbors might be less likely to get upset at Town Board members if permits are denied. The main disadvantages are that the fee is higher at the County and the Town will give up some control to the County, but it was noted that the County usually takes the recommendation of the Township. Merdan moved to return to the County handling of Interim Use and Conditional Use permitting and to initiate discussions with the County to complete a Memorandum of Understanding that would include the option of publication of hearings in the *Albany/Avon Enterprise*. Linn second. All in favor. Motion carried. Merdan moved to authorized LeRoy Gondringer (Planning Commission Chair) and Will Huston (Supervisor Board Chair) to work with the County on the MOU. Linn second. All in favor. Motion carried.
- Policy on Service & Memorials** – Linn moved to award a plaque to Town officials (Supervisors, Planning Commission) who end their Township service after 10 or more years. Merdan second. All in favor. Motion carried. Merdan moved that a card be sent in the event of a death of a current or past Town official (including Supervisors, Planning Commission, employees, and Election officials). Linn second. All in favor. Motion carried.
- Nuisance Vehicles** – The Supervisors considered the creation of an ordinance against storing excess numbers of junk vehicles on a property especially in residential areas. For a variety of reasons including the difficulty of enforcement and proving the vehicle is abandoned, no action will be taken on this issue at this time.

4. **Road Improvement Grant** – The Town will apply for a MN DOT grant for funding to resurface Norway Road. Mr. Jim Sand recommends that the Town should submit for funding to bring Narnia Lane up to standards.
5. **Enterprise Column** – recommended topics for the next issue include recognizing the contributions of Brian Brix and Marcy Heinen, brushing, solar gardens, and IUP/CUP to the County.
6. **Planning Commission Membership** – Terms of the current Planning Commission were clarified (Gondringer 2015-2018; Kremers 2015-2018; Mergen 2016-2019; and Saupe 2017-2020. The term for the Huston’s replacement is 2017-2020). A new member is still being sought. It is important to have five members to maintain community involvement.
7. **Stearns County Soil & Water Grant** – the Township received funding from the SWCD for prairie planting and rain garden. Maintenance is required for both. Linn moved to authorize a prescribed burn of the prairie this fall. Saupe will look into getting equipment from Saint John’s Fire Department. The Town will look into installing rain gutters.
8. **Zoning Map** – a copy of the new zoning map was received. Huston will print out an unfolded copy and Koopmeiners will install in the existing frame.
9. **Elections Update** – the Clerk reported that the County is replacing voting equipment in time for the 2018 election cycle. The Town will be invoiced \$1500 per year for use of the equipment. Electronic poll books would be an additional \$750 or so each.

Linn 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 08/01/2017 to 08/31/2017 (*below*). Martini stated that the beginning balance is \$5180 greater than the end balance from the previous month because she voided check #9036 (\$5180) that had been written twice to Weaver Tree Service. Linn moved to approve the Treasurer’s report. Merdan second. All in favor. Motion carried. Linn moved to approve Resolution 09-06-17 authorizing access to the Township safety deposit box (*copy appended below*). Merdan second. All in favor. Motion carried.

For the Period : **8/1/2017 To 8/31/2017**

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$132,584.09	\$2,040.61	\$2,901.43	\$131,723.27
Road and Bridge	\$144,908.75	\$3,298.80	\$4,068.78	\$144,138.77
Road Damage Deposit	\$2,650.00	\$0.00	\$200.00	\$2,450.00
Fire Fund	\$11,743.08	\$0.00	\$0.00	\$11,743.08
General Capital Projects	\$40,622.79	\$0.00	\$0.00	\$40,622.79
Total	\$332,508.71	\$5,339.41	\$7,170.21	\$330,677.91

Claims & Payroll: Martini presented the September claims (3167 – 3182). August PERA claims were 3165 and 3166. Koopmeiners inspected and reported that Janorschke and Schmitz completed work on their driveways without damage to the Town road. The Supervisors approved returning driveway deposits to Janorschke and Schmitz. Main Street Title erroneously underpaid (\$5.00) for a special assessment (receipt 998530); they were sent an invoice for the additional \$5.00. There was a glitch at the bank that resulted in Koopmeiners check being deposited late. Martini clarified the issue with the bank and suggested it may be

due to the change in bank ownership. Merdan moved to approve the payroll and claims. Linn second. All in favor. Motion carried.

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

1. **Parking Lot** – There are quite a few weeds in the parking lot. Koopmeiners will drag the lot before winter.
2. **Propane** – Merdan moved to authorize purchasing propane from Wenner Gas. Linn second. All in favor. Motion carried.
3. **Rain garden/prairie plantings** – The Stearns County Soil & Water District followed up on the plantings around the Town Hall. We will burn the prairie this fall as part of prescribed management. Saupe will rent equipment from the Saint John's Fire Department and recruit volunteers.
4. **Inventory** – the shop inventory is completed but not the Town Hall.

Merdan moved to approve the Town Hall report. Linn second. Motion carried.

Road Report – Presented by Mr. Joseph Koopmeiners:

1. **Monthly Road Work** – included cutting brush on Upper Spunk Lake Road, cutting road ditches, fixing sink holes on 154th and 140th, and tree trimming on assorted roads. Koopmeiners thought the ditches would need to be cut once more before winter. A resident stopped Koopmeiners during his mowing to complain to him about assorted issues. Crack filling was done by Midwest. The Clerk maintains a record of all Town roadwork.
2. **Red Plow truck** – Koopmeiners has been working on brakes. He will take it in for MN DOT inspection. Otherwise, Koopmeiners reports that we are ready for snow.
3. **Collegeville Road** – approximately 100 feet of Collegeville Road owned by the Town was resurfaced by Hardrives (\$3450). We tagged onto a project a project by St. Wendel Township.
4. **Driveway Permit** – a resident required written clarification of the driveway policy – a Township driveway permit is only required when the driveway is widened or its footprint is changed.
5. **Chipper** – Koopmeiners reported that it works well.

Linn moved to approve the Town Hall report. Merdan second. Motion carried.

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Schmitz Plat** – Merdan moved to approve the final plat for Mr. Jaime Schmitz. Linn second. All in favor. Motion carried. The final plat was then signed.
2. **Hennek Certificate of Compliance** – Mr. Jayme Hennek appeared to request a Certificate of Compliance to attach an adjacent 3.48 acres to his existing parcel (03.01111.0003). Though the usual procedure is for these requests to be first examined by the Planning Commission, the Supervisors agreed to handle

this one because it was uncomplicated and Mr. Hennek stated he had pressing time needs. Merdan moved to approve the Certificate of Compliance for Mr. Jayme Hennek on the condition that it didn't create any additional building credits for any parcel. Linn second. All in favor. Motion carried.

3. **Revenue from Fines** – A subcommittee (Huston, Martini and Saupe) was created to discuss how to proceed.
4. **HR Issues** – Huston attended a free session by Rinke-Noonan on Employment Handbooks. They recommend 20 -30 pages should be adequate. They will review one for about \$1200 or create one for about \$2000. MAT is presumably working on one. The general agreement was to wait to see what MAT comes up with. Martini will follow up with MAT to determine the status. Linn stated that he wants more tracking of Koopmeiners time to see if it would be cheaper to hire a contractor to complete some jobs. Linn also requested clarification of submitted claims.
5. **Meeting vs. Hourly Fee** – There has been confusion about how to compensate Town officers who have a meeting with someone; should they receive the standard meeting fee or be paid hourly? The general consensus was to pay a meeting fee.
6. **Resident Living in Camper** – A resident is apparently living in a camper in Sunridge Addition. No action will be taken at this time.
7. **Census (LUCA)** – A subcommittee will determine the response and report how to proceed.
8. **Girls Scouts** – Linn moved to approve the application by the Avon Girl Scouts to use the Town Hall on the first and third Sundays of the month. Merdan second. All in favor. Motion carried.
9. **School Bus** – calls were received about motorists driving past stopped school buses on Tower Road and Norway Road. The School District was contacted; they have apparently not received any complaints. No action was taken.

Other/Old Business:

1. No action was taken on a Town logo or THK bike race.
2. Meadowview Road will be plowed.

Recurring Reports:

1. There were no requests for 911 signs.
2. Certificates of Real Estate Value are now available online.
3. Construction Site Permits were received for Rausch (15175 Co Rd 159; convert house to shed, build new house); Christen (37108 Sara Lane; detached residential structure); and Fruth (33208 154th; addition).
4. A Feedlot Permit was received for Ritter (34678 Tower Road; Jeremiah Smith operator).
5. No home-extended business permits were received.
6. Special Assessment Searches were performed for 15715 Parkwood Circle; 36613 Pelican Lake Road (McNabb); 32097 Narnia; 19308 Two Rivers Road; 17687 Upper Spunk Lake Road; 34114 Co Rd 155 (Gamble); 15077 Co Rd 52; and 35073 Co Rd 155 (Laing).
7. The Bullert re-zoning request was granted by Stearns County. The Mitchell/Schleicher certificate of compliance was approved by Stearns County.

Announcements & Brief Reports:

1. No one from the Town participated in the Ingestion Pathway Tabletop Exercise.
2. There will be a Fall Maintenance Expo held in St. Cloud. No one from the Town will participate.
3. CenterPoint sent a notification that rates will change
4. No one attended the District 5 Meeting.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, October 4, 2017 at 7:30 PM.

Announcement of Other Town Meetings: none.

Adjournment: Merdan moved to adjourn the meeting at about 10: 09 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Will Huston

Mike Linn

John Merdan

RESOLUTION 09-06-17

**RESOLUTION AUTHORIZING ACCESS TO THE TOWNSHIP
SAFE DEPOSIT BOX**

WHEREAS, the Town Board of Avon Township, Stearns County, Minnesota requires a place to store important documents; and

WHEREAS, there is often need for various Township staff to access the Safe Deposit Box;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Township of Avon, Stearns County, Minnesota delegates the authority to access any Safe Deposit Box maintained by Avon Township, Stearns County, Minnesota, to the Treasurer, Clerk, Deputy Treasurer, Deputy Clerk, and all Township Supervisors;

AND, BE IT FURTHER RESOLVED, that the Treasurer and Clerk of Avon Township, Stearns County, Minnesota, will be the individuals designated by the Town Board of the Township of Avon, Stearns County, Minnesota to maintain the keys for the Safe Deposit Box.

Adopted this 6th day of September, 2017.

BY THE TOWN BOARD

Will Huston

Mike Linn

John Merdan

Attest:

date