

# Minutes of the Meeting of the Avon Township Supervisors

October 4, 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 – Paul Buttweiler (*Deputy Treasurer*), Marion Gondringer (*Deputy Clerk*), LeRoy Gondringer (*Planning Commission*), and Joseph Koopmeiners (*Maintenance*).

**Approval of Agenda:** Several items, including a discussion of a snow plowing request and a former employee were added to the agenda. Linn moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

**Minutes:** Linn moved to approve the minutes of the September 6, 2017 meeting as presented. Merdan second. All in favor. Motion carried.

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

1. **LRIP Grant** – The Town will apply for funding for resurfacing Norway Road since it is an alternate emergency route in the event that I-94 is closed. Huston will obtain from Westwood the original engineering and bids on the road to serve as the basis for the proposal. Huston will also contact County Engineer Jodi Teich to partner on the grant.
2. **Blattner Project** – Blattner is building a maintenance/storage facility. Two hearings were held at the County at which they were granted variances for site preparation in the shoreland area, and to construct a structure taller than currently permitted in the zoning district and to increase the amount of impervious surface. A resident attended at least one of the Blattner public hearings and suggested previous digging by the Blattner's near the shore of Linnemann Lake caused a large floating bog to break free a year or two ago. The resident and Blattner's are meeting to discuss it.
3. **Service Animals** – there was a concern that service animals could be shot by Town residents if they escaped from their owners. The Sheriff should be alerted in this event.
4. **Wish List** – items to consider for purchase were discussed and include a front desk, tractor, and rain gutters to reduce ice formation on the front sidewalk and to direct water into the rain garden. Koopmeiners will obtain estimates for gutters. Mergen recommended that the rental fee for using a tractor for ditch mowing, etc., should be increased.
5. **Parkwood Circle** – there was a complaint about overhanging branches. Koopmeiners will look into this.
6. **Bike Races** – this will be a suggested topic for the next Joint Planning Commission meeting.
7. **Meeting Times** – the Planning Commission suggests moving the starting time of both PC and Supervisor meetings to 7:00 PM. This is a good idea. A decision will be made at the next meeting. The Clerk will contact the Fire Department to determine when they would need to know about the change to include it in the calendar.

- 8. **Voting Equipment** – The County wants to know if the Township wants to use E-poll books and, if so, how many? Merdan moved to acquire three E-poll books for Township elections. Linn second. All in favor. Motion carried.
- 9. **Enterprise** – it was recommended that the contribution for October feature the Planning Commission and current opening.

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 09/01/2017 to 09/30/2017 (*below*). Linn moved to approve the Treasurer’s report. Merdan second. All in favor. Motion carried. Linn moved to approved Resolution 10-04-17: Resolution Authorizing Signing of Township Checks. Merdan second. All in favor. Motion carried. Resolution appended. The second quarter (June) audit of Township financials by the Clerk/Deputy Clerk matched those provided by the Treasurer (appended).

For the Period : 9/1/2017 To 9/30/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$131,723.27	\$534.39	\$4,149.48	\$128,108.18
Road and Bridge	\$144,138.77	\$0.00	\$6,274.03	\$137,864.74
Road Damage Deposit	\$2,450.00	\$0.00	\$400.00	\$2,050.00
Fire Fund	\$11,743.08	\$0.00	\$0.00	\$11,743.08
General Capital Projects	\$40,622.79	\$0.00	\$59.88	\$40,562.91
<b>Total</b>	<b>\$330,677.91</b>	<b>\$534.39</b>	<b>\$10,883.39</b>	<b>\$320,328.91</b>

**Claims & Payroll:** Martini presented the October claims (3183 – 3198 & 3201). September PERA claims were 3199 and 3200. Merdan moved to approve the payroll and claims. Linn second. All in favor. Motion carried. There was a discussion about how to code time sheets. Martini noted some apparent discrepancies entered on time sheets. These were discussed and apparently due to rounding hours in recording time and confusion about how to code different activities. Martini provided a draft of a potential time sheet that could make it easier to code items for workman’s compensation and bookkeeping needs. We will test it the new time sheet. One suggestion was to have a formal audit.

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

- 1. **Native Planting Maintenance** – the prairie vegetation will be burned in the spring rather than this fall.
- 2. **Inventory** – Koopmeiners completed an inventory of the Shop. He is working on the inventory for the 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 ditchwork on 140<sup>th</sup>, clearing the Town Hall parking of weeds, trimming trees on 186<sup>th</sup>, and cleaning up a down tree on Peach Drive.

2. **School Bus Signs** – Several residents have requested signs on Tower and Norway Roads because motorists have not been heeding school buses. No one from the School District has contacted the Town about this problem. To insure safety, Merdan moved to order 4 School Bus signs and posts. Linn second. All in favor. Motion carried.
3. **Salt/Sand** – two quotes were received – one from Lange Trenching (150 yd; 20% salt, 60% sand, 20% granite – \$11,610) and the others from RR Trucking (Mix A: 150 yd; 50% salt, 50% sand/granite – \$14,670.30. Mix B: 150 yd; 50% salt & 50% sand/pea rock - \$13,298.55. Mix C: 150 yd; 40% salt, 60% sand/granite – \$13,127.70.). Linn moved to accept the quote from Lange Trucking for salt/sand. Merdan second. All in favor. Motion carried.
4. **Lower Spunk Lane** – a complaint was received that the turn-around on Lower Spunk Lane needs more gravel. Koopmeiners will follow up and grade it and add some gravel.
5. **Road Certification** – Merdan moved to sign the County road certification form indicating that the Township has 44.5 miles. Linn second. All in favor. Motion carried.
6. **Weed Report** – the annual weed report to the County was discussed. Koopmeiners will provide an estimate of miles/acres of roads sprayed or mowed. Martini will help with costs of spraying/mowing. It will be completed at the November meeting.
7. **911 Sign** – Koopmeiners installed a 911 for a resident.
8. **Ditch Mowing** – we are finished for the season.
9. **Upper Spunk Lake Road** – vehicles have been parked in the road in the right-of-way for about two months. A letter will be sent to request it be removed.
10. **360<sup>th</sup> Culvert** – work is still not complete because of the weather. Koopmeiners plans to complete the project this month.
11. **Trucks** – The pickup needs to be DOT for tabs in February. The red truck is serviced and DOT. The blue truck has decals.

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

**Public Hearings:** *None scheduled.*

**Business:**

1. **Anderson Driveway** – Ms. Rosemary Anderson made her required annual appearance to request that the Town plow her driveway this winter as per the oral agreement that was made in exchange for her selling the land to the Township for the Town Hall and Maintenance facility. Merdan moved to approve plowing the Anderson driveway for the 2017 – 2018 winter season on the condition she install a snow fence. Linn second. All in favor. Motion carried.
2. **Resident Living in Camper** – no action was taken.

3. **Employee Handbook** – because it is not a critical rush nor required at this point, the Town will wait for MAT to complete a Handbook.
4. **SCSU Property** – The DNR is considering acquiring the St. Cloud State University property on Tower Road. They are not planning any changes in use. It has a high quality forest that provides habitat for Cerulean warblers and Red-shouldered hawks. Linn moved to support acquisition of the St. Cloud State University Property on Tower Road by the MN Department of Natural Resources. Merdan second. All in favor. Motion carried. The Clerk will draft a letter.
5. **Census (LUCA) & Fine Revenue** – will be on the agenda of the next meeting.
6. **PC Membership** – the Town will continue to seek potential candidates. The next contribution to the *Enterprise* will feature the Planning Commission.
7. **County & CUP/IUP** – A draft of the proposed MOU with the County was discussed. Under A. Administrative Procedures it was suggested to add “#5 – The County will publish notice of public hearings for CUP’s and IUP’s in the official Township newspaper (*Avon/Albany Enterprise*).” It’s not clear why Section B.3. was eliminated from the MOU by the County. Huston will follow up with the County before final approval.

#### **Other/Old Business:**

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

#### **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 Scepaniak (17469 Orchid Ct; home & garage); Fruth (154<sup>th</sup> house addition), and Sanoski (34171 Smiley, addition).
4. There were no Feedlot Permits or Special Assessment Searches.
5. The County held two Hearings concerning the Blattner property (see Planning Commission report).

#### **Announcements & Brief Reports:**

1. Website – a resident complained that minutes weren’t posted quickly enough to the website. He was informed that, unless there is a very timely issue, we update the site approximately monthly. In addition, minutes from meetings are not posted until they are formally approved, which could mean a lag of a month and a half or more between the meeting and time the minutes are posted. The Town will continue with this plan.
2. The 2018 Levy was reported to County ((General Revenue - \$162,000; Road & Bridge - \$196,100; Fire - \$63,000; Capital Reserve - \$3,000).
3. The *Technology Exchange Newsletter* received (Sept 2017).
4. An advertisement from Rinke-Noonan for an HR workshop was received
8. Mr. Earl Sadlowsky passed away. He was formerly associated with the Township. To our knowledge there were no Town benefits to which he was entitled. A card will be sent to the family.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, November 1, 2017 at 7:30 PM.

**Announcement of Other Town Meetings:** *none scheduled.*

**Adjournment:** Merdan moved to adjourn the meeting at 10:15 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe Clerk

Clerk signature: \_\_\_\_\_ date: \_\_\_\_\_

**Supervisor Signatures:** \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_  
Will Huston

\_\_\_\_\_  
Mike Linn

\_\_\_\_\_  
John Merdan

**RESOLUTION 10-04-17**

**RESOLUTION AUTHORIZING SIGNING OF TOWNSHIP CHECKS**

**WHEREAS**, it is necessary for Avon Township, Stearns County, Minnesota to write checks; and

**WHEREAS**, the Town has a designated Town bank in which Township funds are deposited and checks are written; and

**WHEREAS**, the Clerk, Chair of the Board of Supervisors, and Treasurer usually sign checks for Avon Township, and

**WHEREAS**, the Avon Township Vice Chair of the Board of Supervisors, Deputy Clerk, and Deputy Clerk are authorized to take over the duties of Chair, Clerk and Treasurer, respectively, in their absence;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Avon Township, Stearns County, Minnesota delegates the authority to sign checks to the Avon Township Chair of the Board of Supervisors, Clerk and Treasurer, and in their absence, the Town Board of Avon Township, Stearns County, Minnesota delegates the authority to sign checks to the Vice Chair, Deputy Clerk and Deputy Treasurer, respectively.

Adopted this 4<sup>th</sup> day of October, 2017.

**BY THE TOWN BOARD**

\_\_\_\_\_  
Will Huston

\_\_\_\_\_  
Mike Linn

\_\_\_\_\_  
John Merdan

**Attest:**

\_\_\_\_\_

\_\_\_\_\_  
date

Avon Township - Clerk		Cash Control Statement						8/1/2017
For the Period :		6/1/2017 To 6/30/2017						
Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits in Transit	Plus Outstanding Checks	Total Per Bank Statement	
General Fund	\$70,632.44	\$59,226.96	\$17,544.22	\$112,315.18	\$0.00	\$916.88	\$113,232.06	
Road and Bridge	\$49,357.30	\$75,415.94	\$9,958.29	\$114,814.95	\$0.00	\$8,415.00	\$123,229.95	
Road Damage Deposit	\$2,050.00	\$200.00	\$200.00	\$2,050.00	\$0.00	\$200.00	\$2,250.00	
Fire	(\$24,678.12)	\$25,494.85	\$0.00	\$816.73	\$0.00	\$0.00	\$816.73	
General Capital Projects	\$39,554.88	\$767.95	\$0.00	\$40,322.83	\$0.00	\$1,200.00	\$41,522.83	
<b>Total</b>	<b>\$136,916.50</b>	<b>\$161,105.70</b>	<b>\$27,702.51</b>	<b>\$270,319.69</b>	<b>\$0.00</b>	<b>\$10,731.88</b>	<b>\$281,051.57</b>	

Clerk Quarterly  
Audit  
April - June 2017