

Minutes of the Meeting of the Avon Township Supervisors

December 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*).

Approval of Agenda: Merdan moved to approve the agenda as presented. Linn second. All in favor. Motion carried.

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

Planning Commission Report

1. **MOU** – The County has inquired about the status of the MOU. Huston will contact the County to discuss inclusion of the *Enterprise* as the official paper for notifications and clarify why one section of the document was removed.
2. **Bike road races** and **PC membership** will be included as topics on the agenda of the next meeting of the Joint Planning Commission and Annual Meeting, respectively.
3. **December Meeting Cancellation** – there was discussion about whether to recommend cancelling the December meeting since it falls during the holidays and there has been little business lately. Linn moved to cancel the December Planning Commission meeting if there is no scheduled business by Friday December 15, 2017 when it would be necessary to publish notification of the cancellation. Merdan second. All in favor. Motion carried.

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 presented the Cash Control Statement for the period 11/01/2017 to 11/30/2017 (*below*). Linn moved to approve the Treasurer's report. Merdan second. All in favor. Motion carried. Huston signed the Year-end disclosure form authorizing David Drown, Inc., to submit documents related to our building bond. Martini will forward the documents to David Drown. The Town received a Truth-in-taxation charge relating to elections. Martini will submit the Workman's Compensation Audit by the due date which is the end of January.

Claims & Payroll: Martini presented the December claims (3220, 3223 – 3239). November PERA claims were 3221 and 3222. Check 9195 was voided because it was for the Ditch 25 fee for a former Township parcel that had been sold to Jeff Meyer but he never transferred to his name. The invoice from the Fire Department was paid this month. Linn moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

For the Period : 11/1/2017 To 11/30/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$129,425.81	\$365.53	\$73,450.56	\$56,340.78
Road and Bridge	\$100,254.25	\$54.17	\$2,982.81	\$97,325.61
Road Damage Deposit	\$2,050.00	\$0.00	\$600.00	\$1,450.00
Fire Fund	\$11,743.08	\$0.00	\$0.00	\$11,743.08
General Capital Projects	\$40,562.91	\$0.00	\$0.00	\$40,562.91
Total	\$284,036.05	\$419.70	\$77,033.37	\$207,422.38

Town Hall Maintenance Report – postponed until the next meeting because Joe Koopmeiners was absent.

Road Report

1. **Monthly Road Work** – no update since Koopmeiners was absent.
2. **Bus Stop Signs** – signs were installed on Norway Road, Tower Road, and 360th Street. The position of one of them on Norway Road will be re-evaluated.
3. **Snow** – R. Klaphake will be the second snowplow driver. Merdan reported we can't DOT the pickup until it gets new tires.
4. **Stop Sign on 363rd** – A stop sign is down at the intersection of Co Rd 9 and 363rd. Huston will contact the County to replace/reinstall.
5. **Eichers Culvert** – The resident did not install a culvert as requested in letters sent on April 22, 2017 and November 16, 2017. The resident disagrees that a culvert is required. The Supervisors will postpone action until after the next road inspection. In the meantime a letter will be drafted to let the resident know that he is still responsible for replacing the culvert unless re-examination during road inspection proves otherwise.
6. **Vehicles in Road ROW** – Vehicles at Slidegood and Nob Hill have been/will be removed from the road right-of-way.

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

Public Hearings: *None scheduled.*

Business:

1. **Maciejewski Request** – Mr. Elmer Maciejewski requested being included on the agenda but did not attend the meeting.
2. **LRIP Grant** – The proposal was submitted. We should learn in a month or two whether or not we will received funding for resurfacing Norway Road.
3. **Tri- County Humane Society Agreement** – Renewal of the annual agreement (*see agenda packet*) with the Humane Society was discussed. The Supervisors agreed to sign the document 2018 with the

exception that no cats be included. Koopmeiners will be the main contact person. Linn will be the alternate.

4. **Resolution 12-06-17-1.** Merdan moved to approve Resolution 12-06-17-1 designating the Town Hall as the Township polling place. Linn second. All in favor. Motion carried. A copy of the resolution is available in the December 2017 agenda packet.
5. **Resolution 12-06-17-2.** Linn moved to approve Resolution 12-06-17-2 updating the regular meeting schedule. Merdan second. All in favor. Motion carried. A copy of the resolution is available in the December 2017 agenda packet.
6. **2018 Meeting Schedule** – Linn moved to reschedule the July 4, 2018 Supervisor meeting to July 11, 2018. Merdan second. All in favor. Motion carried. A draft of the legal notice to submit to the *Enterprise* announcing this change and other meeting changes was discussed and edited (*see agenda packet*).
7. **Limited Rural Manufacturing** – The County requested feedback on a proposal to allow a new land use – Limited Rural Manufacturing – in Agricultural Districts as a Conditional Use (*see agenda packet for copy*). Linn moved that the Township is neutral and takes no exception to this proposal. Merdan second. All in favor. Motion carried. The Supervisors noted that if the Township has any concerns about a proposed request that it can be addressed through the CUP process.
8. **Emergency Snow Plow Drivers** – The Supervisors reviewed Resolution 12-07-16 which designates emergency snowplow operators. No changes are required at this time.
9. **Board of Appeals & Equalization** – the Assessor’s Office has scheduled the annual Board of Appeals & Equalization Meeting for April 23, 2017 at 7:00 PM in the Town Hall.
10. **Enterprise** – snow issues will be featured in the December contribution to the *Enterprise* (3rd Wednesday).
11. **Employment Discussion** – A new time sheet was discussed. At approximately 9 PM Merdan moved to close the meeting to the public to discuss employment issues. Linn second. All in favor. Motion carried. The Supervisors moved to the conference room. The meeting was re-opened at approximately 10:15 in the main chamber of the Town Hall.

Other/Old Business:

The Town **logo** is in progress. The **THK bike race** will be placed on the agenda of the Joint Planning Commission. **Fines revenues** will be discussed at a future meeting.

Signatures / Documents / Treasurer: No signatures were required and all documents were in order with both the Clerk and Treasurer.

Recurring Reports:

1. There were 911 sign requests for Klocker (35389 Co Rd 155) and Garry (35188 Co Rd 155).
2. Certificates of Real Estate Value are now available online.
3. Construction Site Permits were received for Blattner (16767 Co Rd 9; loading dock, canopy over loading dock, and warehouse, shop and office) and Baker (Co Rd 9; 2 high tunnels, 8 x 12 primitive dwelling, deck).
4. A Feedlot Permit was issued to Raab (34934 140th Ave).

- 5. A Special Assessment Search was completed for a resident at 37533 Riley Court.
- 6. The County approved the Blattner’s CUP for construction of a warehouse, truck dock, shops, wash bay and offices.

Announcements & Brief Reports:

- 1. A gambling permit was signed for the Holdingford Lions Club.
- 2. Martini & Merdan provided an update about the MAT conference. Among items addressed were water issues and maintaining documents and using the documents retention schedule. In addition, a resolution is required for the Clerk to record meeting proceedings.
- 3. A map of the Township created by the GIM section of the MNDOT was edited/corrected and returned.
- 4. The *Technology Exchange* newsletter was received.
- 5. Rinke-Noonan will sponsor a conference on Drainage and Water issues on February 15, 2018.
- 6. The County will be applying for a grant to replace election equipment.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, January 3, 2018 at 7:00 PM. There will be a future closed meeting to continue discussions of employment issues.

Announcement of Other Town Meetings: *none scheduled.*

Adjournment: Merdan moved to adjourn the meeting at 10:30 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____

date: December 31, 2017

Supervisor Signatures:

date: _____

Will Huston

Mike Linn

John Merdan