

# Minutes of the Meeting of the Avon Township Board of Supervisors

July 1, 2020

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

**Call to Order:** Chair Mike Linn called the meeting of the Avon Township Supervisors to order at 7:00 P.M. in the Main Chamber of the Avon Township Hall.

**Pledge:** The Pledge of Allegiance was recited.

**Roll Call:** Present – Mike Linn, Kelly Martini, Ken Mergen, Rich Sanoski, and Stephen Saupe. Also present – Paul Buttweiler, LeRoy Gondringer (*Planning Commission*), Marion Gondringer (*Deputy Clerk*) and Joe Koopmeiners.

**Approval of Agenda:** The agenda was amended to include Shorewood Drive concerns, approving election judges, and the CARES Act. Mergen moved to approve the agenda as amended. Sanoski second. All in favor. Motion carried.

**Minutes:** Linn moved to approve the minutes of the June 3, 2020 meeting. Sanoski second. All in favor. Motion carried.

**Planning Commission (PC) Report** – *presented by LeRoy Gondringer.*

1. **Bauer Driveway** – George Bauer applied to move his driveway about 40 feet to the west. Koopmeiners inspected and no culvert or aprons are required. The PC supports the request. Linn moved to approve a driveway permit for George Bauer. Mergen second. All in favor. Motion carried.
2. **Ward Variance** – Edward Ward applied for a variance to install a trailer 14 feet closer to the road than is currently permitted (Section 9.9, Ordinance #4). The PC recommends setting a public hearing. Mergen moved to set a public hearing on July 29<sup>th</sup> at 7:15 PM to consider a variance request by Edward Ward to install a trailer on his property 14 feet closer to Upper Spunk Lake Road than is currently permitted by Section 9.9, Avon Township Ordinance #4. Sanoski second. All in favor. Motion carried.
3. **Beckmann Variance** – Kayla & Alexander Beckmann applied for a variance to construct a shed 53 feet closer to the road than is currently permitted (Section 9.3; Ordinance #4). The PC recommends setting a public hearing. Linn moved to set a public hearing on July 29<sup>th</sup> at 7:20 PM to consider a variance request by Kayla & Alexander Beckmann to construct a shed 53 feet closer to Nutcracker Lane than is currently permitted by Section 9.3, Avon Township Ordinance #4. Mergen second. All in favor. Motion carried. The Beckmann's will stake out the proposed location of the shed for Township personnel to inspect.
4. **Ramler Variance** – Christopher Ramler applied to construct a 30 x 40 shed 8 feet closer to the road than is currently permitted (Section 9.3, Ordinance #4). The PC recommends setting a public hearing. Sanoski moved to set a public hearing on July 29<sup>th</sup> at 7:25 PM to consider a variance request by Christopher Ramler to construct a 30 x 40 shed 8 feet closer to Pelican Lake Road than is currently permitted by Section 9.3, Avon Township Ordinance #4. Mergen second. All in favor. Motion. Mr. Ramler will stake out the proposed location of the shed for Township personnel to inspect.
5. **Utility Work in Road ROW** – The PC discussed the possibility of developing a permitting process for any utility work that occurs in the Township road right-of-way (ROW). The PC doesn't support developing a formal ordinance at this time. The Supervisors agreed but want to know about and provide feedback

prior to any work in the Township road ROW. Linn moved to set a policy in which companies that plan to work in the ROW will attend a meeting to present their plans (including a set of drawings and reclamation plan) and how they intend to adhere to the State statutes and rules. Sanoski second. All in favor. Motion carried. The policy will be put on the Town website.

- 6. **Road Maintenance Plan** – the PC discussed developing a road maintenance plan. It will likely be based on a road evaluation done by Koopmeiners in 2018. The Supervisors requested Koopmeiners to update the evaluation. Once complete, the PC will rank the roads and develop a 5-year maintenance plan. Mr. Kevin Kruger (320.534.5963), WSB Engineering, has notified the Township that one of their services is to create road maintenance plans. They have done them for Wakefield and Orrock Townships. The Supervisors decided to develop our own at this time. Mr. Kruger also stated that WSB should be included in the contact list when looking for engineers for Town roadwork.
- 7. **Road Inspection** – The Supervisors set Road Inspection for Monday, August 3<sup>rd</sup> at 3:30 PM. Meet at the Town Hall.
- 8. **Cemetery Update** – Gondringer reported that the parish is planning to have the cemetery surveyed. The Town will take no action at this time.

Mergen moved to approve the PC report. Linn second. All in favor. Motion carried.

**Treasurer’s Report:** Martini read the Treasurer’s Report and presented the Cash Control Statement for the period 06/01/2020 to 06/30/2020 (*below*). There were some big checks last month. We received our PNP reimbursement. Linn moved to approve the Cash Control Statement and Treasurer’s report. Sanoski second. All in favor. Motion carried.

For the Period : 6/1/2020 To 6/30/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$142,917.05	\$48,219.48	\$19,825.49	\$171,311.04
Road and Bridge	\$380,055.39	\$167,026.68	\$3,069.03	\$544,013.04
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$3,350.00	\$0.00	\$0.00	\$3,350.00
Fire Fund	\$4,996.58	\$37,168.01	\$36,225.00	\$5,939.59
General Capital Projects	\$45,168.13	\$1,058.76	\$0.00	\$46,226.89
<b>Total</b>	<b>\$578,487.15</b>	<b>\$253,472.93</b>	<b>\$59,119.52</b>	<b>\$772,840.56</b>

**Claims & Payroll:** Martini presented the June PERA claims (3819 & 3820), which totaled \$525.54. The June payroll was \$2,818.70. The July claims (3821 – 3833) totaled \$25,596.65. The July payroll was \$2,064.58. We received the invoice from Rinke-Noonan for work related to the road vacation. The Town will pay the invoice and then send an invoice to the Thelen’s as per agreement. Sanoski moved to approve the Claims and Payroll. Mergen second. All in favor. Motion carried.

**Town Hall Maintenance Report** – presented by Koopmeiners

- 1. **Flag** – Koopmeiners purchased summer and winter flags (made with different materials).
- 2. **Landscaping** – Natural mulch will be purchased and spread on the beds in front of the Hall.

Mergen moved to approve the Town Hall report. Sanoski second. All in favor. Motion carried.

**Road Report** – presented by *Koopmeiners*

1. **Road/Maintenance Report** – Work this month included maintenance on the ditch mower and Blue Truck, trimming trees on Noble Oak Circle and Pelican Lake Road, weed inspections, spraying for weeds, and cutting road ditches.
2. **Salt/Sand** – was delivered and is in the shed. We will not participate in the Salt/Sand Symposium
3. **Tower Road Project** – the start date was postponed until after the Fourth. It will begin on July 6<sup>th</sup>. Supervisors noted that some of the equipment is already in place.
4. **Pelican Lake Road** – Residents were sent a letter requesting that they park on one side of the road only and that they park off the road. We received several positive comments about the letter. There were requests from residents to: remove brush at the intersection with 360th (some will be removed, but some is on private property), install no parking signs (the Supervisors will consider this in the future if the letter doesn't work), install 30 mph signs (at least one is already present, no action taken), and replace a missing street name sign (completed).
5. **Riley Court** – Supervisors approved installing a “Dead End” sign to minimize people driving down the road looking for Two Rivers Lake.
6. **Snow Season Readiness** – at this time, everything is in order.
7. **Lower Spunk Lane** – The Supervisors approved a request to spread more gravel on the cul-de-sac. Trees planted in the road right-of-way and a log in the road ROW make it difficult for the plow to turn around – a letter will be sent to the resident requesting that they be removed. Koopmeiners will provide the Clerk with the proper address.
8. **Cardinal Nest Court** – A new sign will be installed because the existing one is misspelled (should be Cardinal instead of Cardinals).
9. **140<sup>th</sup> Avenue** – One quote was received from Knife River for milling, removing a culvert, and reshaping 140<sup>th</sup> Avenue. Mergen moved to authorize Sanoski to seek additional quotes for the 140<sup>th</sup> Avenue project and accept the lowest equivalent quote. Sanoski second. All in favor. Motion carried.
10. **154<sup>th</sup> Avenue** – a resident has placed a cow tank with soil in the road ROW. The resident will be sent a letter requesting it be removed. We will check to see if this is the second request. Koopmeiners will provide the Clerk with the correct address.
11. **Upper Spunk Lake Road** – a resident cut trees off and piled them in the road ROW. The resident will be asked to remove them.
12. **Sinkhole** – there is a sinkhole on 360<sup>th</sup> (near the Maciejewski property). Koopmeiners has patched it twice. Since it is actually on a county road, the Supervisors authorized Koopmeiners to contact the County for a repair.
13. **154<sup>th</sup> Avenue** – a resident requested a flashing light to reduce traffic speed. Since this is a County road, Koopmeiners was authorized to relay the info to the County.

14. **Norway Road Project** – Koopmeiners noted that the edge of the road is breaking up in a few places. The Clerk will alert our inspectors before the final payout.

Linn moved to approve the Road Report. Sanoski second. All in favor. Motion carried.

**Public Hearings:** *none scheduled*

**Business:**

1. **Resolution 06-10-20: Denying Road Vacation** – Linn moved to approve Resolution 06-10-20: Denying Road Vacation. Mergen second. All in favor. Motion carried. Note – the resolution number is incorrect in the agenda.
2. **Solar Farm Landscape Plan** – no action taken.
3. **Resolution 07-01-20: Appointing Election Judges** – Mergen moved to approve Resolution 07-03-20: Appointing Election Judges for the 2020 Primary and General Elections. Sanoski second. All in favor. Motion carried.
4. **Election Planning** – Potential plans to maintain health and safety during voting at the Primary and General elections were discussed. It was generally agreed that we will: (a) reduce the number of voting stations; (b) have most voters wait outside the Town Hall to vote – the greeter would meet the voter near the airlock; (c) have a one-way flow of voters (exiting through the west door); (d) hire a person to sanitize stations between voters; (e) no secrecy covers will be provided; (f) “I Voted” stickers will either not be provided or individualized ones placed at each voting station after sanitizing; and (g) single-use pens will be supplied; voters could keep the pen or leave it to be sanitized for a future election.
5. **St. Anna Sportsmen’s Club Raffle** – The Supervisors approved the revised plan for the raffle due to COVID-19. Supervisor Linn signed the approval document.
6. **Shorewood Drive** – A resident expressed concern about the potential for increased speeds on the road after resurfacing. There is a currently 30 mph speed limit sign. At this point, the Supervisors will wait to see if further action is required.
7. **CARES Act** – The Supervisors decided to not apply for any funding through the CARES act.

**Other/Old Business:** *Permitting to County; Peach Drive N – possible vacation, Maintenance Shed insulation, Drop box, LBAE training*

**Signatures / Documents / Treasurer:** *documents were signed as necessary.*

**Recurring Reports:**

1. No requests for **911 signs** were received.
2. A **Construction Site Permit** was received for Kleinjan (37246 Co Rd 9; accessory structure).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Scanlon (37059 Pelican Lake Road) and Jarnot.
5. **Stearns County** will hold a **Public Hearing** concerning the draft of the Comprehensive Plan (SHAPE 2040) on July 28<sup>th</sup> at 9:00 AM. For more information, visit the website: <https://shapestearns.com/>. Written testimony can be submitted to [angie.berg@co.stearns.mn.us](mailto:angie.berg@co.stearns.mn.us).

**Announcements & Brief Reports:**

1. LBAE Training is now available. Mergen and Sanoski will require training. Linn’s training expires July 1, 2021.
2. Pens for the upcoming elections were donated by Adam Ripple (Rinke-Noonan Attorneys-at-Law) and the Central Minnesota Credit Union (Avon). Thank you notes will be sent.
3. Carr’s Tree Service sent an advertisement for services.
4. The Stearns County Assessor’s Office will not conduct in-person property inspections this year due to COVID-19. Postcards will be mailed to property owners in review areas to complete an online property verification form.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, August 5, 2020 at 7:00 PM.

**Announcement of Other Town Meetings:**

- *Road Inspection – Monday August 3<sup>rd</sup>, 3:30 PM*
- *Planning Commission – July 29<sup>th</sup>, 2020; 7 PM*

**Adjournment:** Sanoski moved to adjourn the meeting at 9:12 PM. Mergen second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

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

date: July 7, 2020

**Supervisor Signatures:**

date: \_\_\_\_\_

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Mike Linn, Chair

\_\_\_\_\_  
Ken Mergen

\_\_\_\_\_  
Rich Sanoski