

Minutes of the Meeting of the Avon Township Board of Supervisors

September 2, 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 – LeRoy Gondringer (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), Joe Koopmeiners (*Maintenance*), Paul Buttweiler (*Deputy Treasurer*).

Approval of Agenda: The agenda was amended to include discussions of: (a) Lange/Copart annexation; (b) camper on Pelican Lake Road; (c) assorted resident concerns that were received by Linn. Mergen moved to approve the agenda as amended. Sanoski second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the August 5, 2020 meeting. Sanoski second. All in favor. Motion carried.

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

- Roiger Driveway Permit** – Mr. Darren Roiger appeared to request a permit for a second driveway on his property to access a shed (the CSP has already been approved by Stearns County). The PC supports the request. Koopmeiners had no concerns with it. Mergen moved to approve a driveway permit for Darren Roiger, 32205 Noble Oak Circle, for a new driveway to access a proposed shed from Nob Hill Drive on the condition it has a steel culvert and aprons. Sanoski second. All in favor. Motion carried.
- Copart/Lange Annexation** – Ms. Kathy Johnson appeared to discuss the work on the property owned by Lange/Copart that was recently annexed into the City. This property, which is adjacent to hers on 154th Ave, has been clear-cut by the owners. Ms. Johnson expressed several concerns including: the trees had been cut in the Avon Hills Environmental Overlay District, residents had not been alerted to the situation, how to avoid this devastation in the future, what can be done about it, and what may happen on this property in the future. The Supervisors expressed sympathy for her views and noted that there is no law against cutting down trees on private property. The Supervisors speculate that the Lange's plan to mine gravel from the property in the future.
- Dufner Drive/Parking Pad** – Mr. Chase Dufner, 15636 Parkwood Circle, installed a parking pad without a driveway permit and plugged a culvert at his property causing water to wash over the road. The PC recommends removal of the parking pad, unplugging the culvert, and restoring the ditch to its original condition. The Supervisors were concerned about any activity in the road right-of-way especially parking a vehicle, and the impact of the modifications on the road. Linn moved to deny a driveway permit for Mr. Chase Dufner, 15636 Parkwood Circle, for a parking pad and that Mr. Dufner must remove the pad and the rocks along the side of the road, and clean out the ditch and open up the culvert. Sanoski second. All in favor. Motion carried. Mr. Dufner will require a new design for parking and erosion control. Linn will serve as the contact person with Mr. Dufner.
- CARES Funding** – The PC discussed additional options for CARES funding. The Treasurer has applied for funding; we should receive it soon. Various suggestions include an automated door opener (*Koopmeiners was requested to find the cost*), sanitation for the elections, and electronic equipment

(projector, computers/iPads) for remote meetings. The Clerk will look into the cost of projection systems. Gondringer will also contact a neighbor who has an electronics business.

5. **Road Maintenance Plan** – The PC will start working on this next month. Roads will be rated on the basis of type of use, condition, and traffic.
6. **Shorewood Drive** – there is a rumor that some residents want to be annexed into the City due to failing systems. This is ironic since we just paved the road.
7. **Upper Spunk Lake Hauling** – the Sheriff’s department was alerted that two local haulers may have been running heavy. There is a question about whether Upper Spunk Lake Roads is a 7 or 9-ton road. There is a sign at one end that states it is 7-ton. Supervisors noted that haulers should generally be using the County roads for heavy loads rather than the Township road. Koopmeiners was authorized to order some road tonnage and other signs.
8. **Camper in ROW on Pelican Lake Road** – Mr. Mark Donlin appeared at tonight’s meeting to represent the owner, Bob Schmidt, who couldn’t attend the meeting. The camper is currently being used to allow family to visit Mr. Schmidt. It can’t be moved further from the road because of a utility pole. The family does not plan to use it when the weather gets cold and plans to store the camper for winter. Considering this is a hardship situation, Linn moved to allow the camper to remain until October 15th, and if the Schmidt’s need to put it back in the spring, the issue will be first revisited. Mergen second. All in favor. Motion carried.

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

Treasurer’s Report: Martini read the Treasurer’s Report and presented the Cash Control Statement for the period 08/01/2020 to 08/31/2020 (*below*). Martini switched hours reported on one of the standard Time Sheets to an Elections Time Sheet for bookkeeping purposes.

Mergen moved to approve the Cash Control Statement and Treasurer’s report. Sanoski second. All in favor. Motion carried.

For the Period : 8/1/2020 To 8/31/2020				
<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$171,978.04	\$3,084.02	\$7,172.64	\$167,889.42
Road and Bridge	\$530,271.38	\$394.79	\$219,904.74	\$310,761.43
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$3,350.00	\$1,500.00	\$0.00	\$4,850.00
Fire Fund	\$8,673.93	\$0.00	\$0.00	\$8,673.93
General Capital Projects	\$46,306.76	\$0.00	\$0.00	\$46,306.76
Total	\$762,580.11	\$4,978.81	\$227,077.38	\$540,481.54

Claims & Payroll: Martini presented the Aug PERA claims (3855 & 3856), which totaled \$525.54. The August payroll was \$2,818.70. The September claims (3857 – 3869) totaled \$7,270.70. The September payroll was \$3,806.19. Mr. Thelen didn’t attend the meeting to discuss his legal fee invoice. Martini will write a letter to Mr. Thelen. Belgrade Coop inquired about autopay. We are waiting for rebates from Menard’s. Mergen moved to approve the claims and payroll. Sanoski second. All in favor. Motion carried.

Town Hall Maintenance Report

1. **Mulch** – Mulching was completed in front of the Town Hall.
2. **Parking Lot** – was graded.
3. **LP** – the tank was filled; the price was good.
4. **Drop Box** – installation was completed. It will be signed to avoid confusion with regular mail.
5. **Housekeeper** – we need to find another housekeeper.

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

Road Report

1. **Road/Maintenance Report** – Among the work completed this month includes: fixing a bump on 360th, grading gravel roads, spraying Norway Road for ragweed and thistles, trimming a tree on Parkwood Circle, and cutting road ditches.
2. **Nordica Road** – there was an inquiry about whether a ¾ inch black pipe in the ditch could be removed. It may be a vertical drain. Koopmeiners was authorized to examine and remove if possible.
3. **Signs** – Koopmeiners will order needed signs (2 Stop Signs & posts – Plum Hill Lane & Parkwood Circle; Bridge Sign and post – Queens Road).
4. **140th Milling** – Knife River has completed the 140th Road project.
5. **Tower Road** – Kotzer's will begin work next week to repair damage to some parts of the road that weren't part of the summer resurface project.
6. **Red Maple Drive** – the MAT attorney, Mr. Steve Fenske, reports that leaving abandoned vehicles and camping in the Town road right-of-way is illegal. No parking signs can be installed.
7. **Snow Season Readiness** – we are ready.
8. **Norway Road Warranty** – we will hold the final payment as long as possible to provide warranty coverage for the slight dips that have been observed over some culverts.
9. **Sand Driveway Permit** – Mr. Morgan Sand inquired about options. He was told that he must contact Stearns County Environmental Services because the proposed driveway is in a wetland area and he must adhere to wetland regulations. Once he sorts out what needs to be done at the County, he will return for the driveway permit.
10. **Road Inspection** – tanks remain in the 154th Ave road right-of-way. Another letter will be sent to the residents to request removal. Pelican Lake Road brushing is completed. A resident on Lower Spunk Lane will be sent another letter requesting removal of a log and trees from the road ROW. A letter may have been sent to the wrong address on Parkwood Circle concerning removing brush. Koopmeiners will check the addresses.

Public Hearings: *none scheduled***Business:**

1. **Hennen Project** – Nancy Scott reports no recent action on the project.
2. **Election Planning** – The Primary Election went smoothly. There were 131 voters, which is about a 9% of the registered voters. The polling place was set up to maintain physical distancing and minimize possible virus exposure. Everything seemed to work well and we plan to set up the General Election the same way. Most voters wore masks. The reduced number of voting stations allowed for distancing, but could be a problem for the General Election where the turnout is sure to be higher. Voters are encouraged to vote absentee to avoid potentially long wait times outside in cold weather. The Clerk will put together a list of items for potential election related CARES funding including computer projection system.
3. **Avon Lion's Club AED Meeting** – Requested use of the Town Hall on Sunday, Sept 13 at 6:00 PM for an additional meeting with the community concerning AED stations. The Club is working to provide AED stations in the area. Supervisors were invited to the meeting. The Supervisors approved this meeting.

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

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

Recurring Reports:

1. A request for a **911 sign** was received for 18781 Two Rivers Road.
2. **Construction Site Permits** were issued to Notch (18781 Two Rivers Roads, residence); Jensen (37939 186th Ave., accessory building), Scepaniak (33768 Highland Terrace; new home & deck), Braegelmann Trust/Kasner (19368 Quaker Road, new residence), Bauer (19498 Quaker Road, home and garage), Roiger (32205 Noble Oak Circle, 30 x 50 shed).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Eveslage (17193 Co Rd 9) and Spanier (34676 Plum Hill Lane).
5. **Stearns County Hearing** – There were Board of Adjustment hearings for Ramler (36903 Pelican Lake Road) and Luitjens (19471 Red Oak Circle).

Announcements & Brief Reports:

1. Fifth Monday – Sanoski attended the meeting and reported there was much focus on COVID planning. Enrollments are increasing; there is no open enrollment. The football field will be renamed. The old hospital will be used for early childhood education. There were a number of maintenance projects (i.e., roof).
2. The American Heritage Bank donated pens to the Town for the elections. The Clerk will send a thank you note.
3. The *Pipeline Awareness* newsletter was received (Summer 2020 edition).
4. MAT hosted a webinar on CARES Act reporting requirements.

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

Announcement of Other Town Meetings:

- *Planning Commission – September 30, 2020; 7 PM*
- *General Election – November 3, 2020; 7 – 8 PM*

Adjournment: Mergen moved to adjourn the meeting at 9:50 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: September 17, 2020

Supervisor Signatures:

date: _____

Mike Linn, Chair

Ken Mergen

Rich Sanoski