

Minutes of the Meeting of the Avon Township Board of Supervisors

October 7, 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 – Marion Gondringer (*Deputy Clerk*) and Joe Koopmeiners (*Maintenance*).

Approval of Agenda: The agenda was amended to include a meeting with Deputy Sheriff Okerstrom and a 911 sign request. Mergen moved to approve the agenda as amended. Sanoski second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the September 2, 2020 meeting. Sanoski second. All in favor. Motion carried.

Sheriff Department Report: Deputy Sheriff Garret Okerstrom attended the meeting to provide an update. He reported that there were 160 calls in August and 149 calls in September. They responded to an assortment of calls including suspicious activities, behavioral health issues, accidents, assisting the Avon PD, and lots of traffic stops. The Supervisors had no major concerns for the Sheriff's department.

Planning Commission (PC) Report

- 1. 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 Supervisors agreed that he must unplug the culvert and restore the ditch to its original condition. MAT will be contacted to determine about potential Township liability. Linn will follow up with Mr. Dufner.
- 2. Ditch 28** – the County will hold a hearing about cleaning out this ditch to minimize flooding in the Two Rivers Lake watershed. Landowners who benefit from the project (especially in the NW sections of the Township), which is an extensive listing, will be assessed for the project.
- 3. Road Maintenance Plan** – The Supervisors authorized Koopmeiners to rate Town roads on a scale from 1 to 5 as he did about two years ago.
- 4. CARES Funding** – The Supervisors identified the bathrooms and front door as two major ways that COVID could potentially spread in the Town Hall. To minimize these risks the Supervisors decided to purchase automatic soap and towel dispensers, and to install an automated door opener. In addition, the Supervisors discussed the necessity of making the Town Hall accessible for remote meetings in the event it is necessary to isolate at home again. EPA, Inc was contacted for a quote to add microphones and a projection system to the Town Hall. To provide maximum distancing and virus-safe voting at the upcoming General Election, the Supervisors also agreed that some stand-up voting booths were needed. Sanoski moved to use CARES Act funding to purchase: (a) an automatic door opener for the Hall, (b) automatic soap and towel dispersers for the bathrooms, (c) a projection system for the main chamber that was provided for in a quote from EPA, Inc; and (d) stand-up voting booths. Linn second. All in favor. Motion carried.

5. **Shape 2040** – Stearns County is requesting the use of a new form to get feedback from townships regarding rezonings and other permitting.

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 09/01/2020 to 09/30/2020 (*below*). The difference between the September and October statements is due to when Koopmeiners’ check cleared the bank.

Mr. David Thelen appeared to discuss the invoice he was sent for legal fees from his road vacation request. Though he had agreed to pay the legal bill, he argued that the charges were excessive. He suggested a revised payment that he considered fair. Linn moved to accept the proposal by Mr. Thelen to pay \$1,333.50 for legal fees associated with his road vacation request. Sanoski second. All in favor. Motion carried.

MATIT insurance coverage will be reviewed at the November meeting.

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

For the Period : 9/1/2020 To 9/30/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$167,889.42	\$58,732.18	\$12,108.51	\$214,513.09
Road and Bridge	\$310,761.43	\$0.00	\$2,312.62	\$308,448.81
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$4,850.00	\$0.00	\$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	\$540,481.54	\$58,732.18	\$14,421.13	\$584,792.59

Claims & Payroll: Martini presented the September PERA claims (3870 & 3871), which totaled \$525.54. The September payroll was \$2,818.70. The October claims (3873 – 3893) totaled \$18,441.81. The October payroll was \$1,796.33 and October PERA (3872) was \$262.77. Sanoski moved to approve the claims and payroll. Mergen second. All in favor. Motion carried.

Town Hall Maintenance Report

1. **Housekeeper** – we need to find another housekeeper. A card will be sent to Dolores to thank her for her service. Koopmeiners has been cleaning the Hall.
2. **Diesel Barrel** – it was suggested that we should consider getting a diesel barrel to save fuel costs and for convenience during snow season, etc. No decision was made.
3. **Gophers** – Koopmeiners has been trapping gophers in the drainfield. He will look into alternate methods.
4. **Doors** – Koopmeiners investigated an automatic door opener.

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

Road Report

1. **Road/Maintenance Report** – Among the work completed this month includes: fixing bumps on 360th, grading roads one last time before winter, removing some gravel from 325th, and cleaning up four tires on 160th. Koopmeiners reported that the patches on Tower Road are complete.
2. **Pelican Lake Road** – Koopmeiners reports that the camper is still there. The resident has until October 15th to remove it. A resident at 36661 Pelican Lake Road may be constructing pad and has dumped a pile of dirt on the road. The Clerk was authorized to write a letter requesting removal of the dirt and to alert the resident that parking pads are not permitted in the township road right-of-way.
3. **Bobcat tires** – Koopmeiners was authorized to look into replacement tires.
4. **Red Plow** – is being DOT'd. The blue one is next.
5. **Snow** – Koopmeiners reports that we are ready (including drivers, vehicles, salt sand).
6. **Annual Weed Report** – will be completed at the November meeting.
7. **Lower Spunk Lane** – the log in the *cul de sac* has been removed but the resident stated that the power company planted the pine trees and refuses to move the apple trees in the road ROW. An encroachment agreement was considered. The height of the telephone line/power pole seems low; Koopmeiners will measure.
8. **Maciejewski Second Driveway Follow-up** – the original is a field approach and no changes are necessary at this time.
9. **Brushing** – was completed on Parkwood Circle. Additional work was done on Noble Oak. 186th and this will be targeted next year.
10. **Norway Road** – Koopmeiners fixed some ruts and did some brushing in response to a resident complaint.

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

Public Hearings: *none scheduled*

Business:

1. **Mask Plan** – Visitors and Town staff will be required to wear masks when in the Town Hall, even during meetings, unless they have an underlying health condition such as asthma.
2. **Red Maple Drive** – Mr. Tony Ebnet appeared at tonight's meeting to discuss parking in the ditch along Red Maple Drive. A neighbor has posted no parking along the south side of the road. Because the road is not centered in the right-of-way, the actual extent of the ROW is not clear. The Supervisors request that the PC draft a letter and get a legal opinion on how to handle this situation.
3. **Fruth Cow Tank** – The Fruth's appeared at tonight's meeting to discuss their cow tank that is in the road ROW. Mr. Fruth stated that it had been there many years and that it is in line with the utility pole and support wire. The problem is that it is not visible to the plowtrucks if it is covered with snow. Mr.

Fruth agreed to move the tank further from the road. Mergen moved that Mr. Fruth must move the tank at least two feet further from the road than it currently sits and that it be marked with tall red flags by October 31st. Linn second. All in favor. Motion carried.

4. **Zimmerman 911 Sign** – Michelle & John Zimmerman purchased a property on 325th St. which needs a 911 sign. He was told to contact Stearns County Environmental Services. He paid the 911 sign fee to initiate the process for the Town to purchase and install the sign once the County issues a 911 number.
5. **Anderson Drive** – The Supervisors agreed to continue the agreement with Ms. Rosemary Anderson concerning her driveway. Ms. Anderson agreed to install a snow fence and reflectors along both sides of the driveway.
6. **Projects in the Joint Powers Area** – Nancy Scott reports no recent changes on the Hennen project – they have begun work. Ms. Scott is also working with Mr. Jon Mueller who has requested a construction site permit in the Joint Powers Area.

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 Zimmerman (14745 325th St.).
2. **Construction Site Permits** were issued to Ramler (36903 Pelican Lake Road; shed); Fasen (32123 Noble Oak Circle, 14 x 18 replacement); and Luitjens (19471 Red Oak Circle, 36 x 48 pole shed)
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Kierzek (17427 Orchid Court); Cox (325th St.); and Lancour (37801 Cardinal Nest Court)
5. There was a **Stearns County Hearing** (Board of Adjustment) to consider a variance for a septic setback for Rosenberger (33129 Co Rd 50). There will be a hearing to consider a variance for Ward on October 22nd.

Announcements & Brief Reports:

1. The MNDOT Stakeholders Survey will not be completed at this time.
2. The Mississippi River – Sartell Watershed seeks comments on its draft report until October 14th.
3. The Sheriff's department placed an electronic speed sign on Norway Road.
4. There has been no further action from Morgan Sand regarding his proposed field approach in a wetland area.
5. CenturyLink alerted the Town to a single residence project in the road ROW on Spunk Tree Circle.
6. Mr. Barry van Buren was approved to use the Town Hall for a Republican candidate Meet & Greet at the Town Hall on October 14th from 6 – 8 PM, provided he pay any associated costs for opening the facility.
7. Stearns County is soliciting proposals for funding to control Aquatic Invasive Species; proposals are due October 26th.
8. Stearns County Assessors will to begin some site visits the week of Sept 28th.
9. A thank-you card was sent to the American Heritage Bank for their pen donation for the elections.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, November 4, 2020 at 7:00 PM.

Announcement of Other Town Meetings:

- *Planning Commission – October 28, 2020; 7 PM*
- *General Election – November 3, 2020; 7 – 8 PM*

Adjournment: Sanoski moved to adjourn the meeting at 9:20 PM. Mergen second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: October 18, 2020

Supervisor Signatures:

date: _____

Mike Linn, Chair

Ken Mergen

Rich Sanoski