

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

November 4, 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 7:05 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, Rich Sanoski, and Stephen Saupe (*participated via conference call*). Absent – Ken Mergen. Also present – Marion Gondringer (*Deputy Clerk*), Paul Buttweiler (*Deputy Treasurer*) and Joe Koopmeiners (*Maintenance*).

**Approval of Agenda:** The agenda was amended to include a discussion of Ditch 28 and a letter concerning a ditch on St. Anna Drive. Sanoski moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

**Minutes:** Linn moved to approve the minutes of the October 7, 2020 meeting. Sanoski second. All in favor. Motion carried.

## **Planning Commission (PC) Report**

1. **Red Maple Drive** – Residents on both sides of the road have expressed concerns to the Board about the parking situation on the south side of the road. No action will be taken unless the situation worsens.
2. **Dufner Drive/Parking Pad** – The MAT attorney provided a letter of clarification concerning Township responsibilities regarding the parking pad installed by Mr. Chase Dufner (15636 Parkwood Circle) in the Township road right-of-way. Linn moved to send a letter to Mr. Dufner requiring him to repair the pad to its original state, repair the culvert, and remove the rocks, and that if the work is not done by November 30<sup>th</sup> the Town will restore the area he will be sent the invoice for the work. Supervisor Linn will also call Mr. Dufner to alert him to this decision.
3. **Road Maintenance Plan** – The PC rated roads based on usage. This information, along with a new road evaluation by Koopmeiners will be used to make decisions about the roads at the next meeting. A three-to-five year plan to resurface roads will be developed based on traffic levels, wear observations, and quality of road and disrepair.
4. **CARES Funding** – The Planning Commission recommends including a laptop in the CARES funding package.
5. **Graffiti on 325th** – the Sheriff's office has been alerted to the political graffiti spray-painted on 325<sup>th</sup> Street. The Supervisors will not take any action due to the weather and the assumption it will wear off by spring. An action plan will be reviewed in the spring.
6. **PC Meeting Cancellation** – The PC recommends canceling the November meeting since it is the evening prior to Thanksgiving, there is currently little business, and it would save the Township money. Linn moved to cancel the November Planning Commission meeting so long as no business arises before the legal cancellation deadline. Sanoski second. All in favor. Motion carried. The Clerk and Planning Commission chair will make the final decision.

7. **Ditch 28** – Mr. Joseph Lang requested that the Supervisors consider writing a letter to the County opposing the Ditch 28 project because the cost would be greater than the benefit to residents and that simple maintenance would be more cost-effective. The Supervisors support a similar letter written by the Albany City Council. Linn moved to authorize the Clerk to write a letter to the County opposing the Ditch 28 project because not enough residents will benefit. Sanoski second. All in favor. Motion carried.
  
8. **Avon Lakes Association** – the Supervisors were alerted to the work of the Avon Lakes Association in controlling invasive species. The Supervisors support this work and authorized the Clerk to write a letter in support of, and thanking the group for, their work. In addition, the Supervisors recommended that the Town consider a link to the Avon Lakes Association website/Facebook page.
  
9. **Buckthorn Removal** – the Town will plan for a buckthorn removal activity at the Avon Hills Forest SNA. The Clerk will contact the DNR about this possibility and look into a buckthorn removal plan to implement fall 2021.

Sanoski 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 10/01/2020 to 10/31/2020 (*below*). Martini will handle a request from Blue Tarp concerning our tax-exempt status. Our MATIT insurance coverage was reviewed and it appears to be reasonable for now.

CARES Funding was discussed. We will need a computer to run the AV system. Linn moved to authorize the Clerk to purchase a laptop computer. Sanoski second. All in favor. Motion carried. CARES Act expenditures will be discussed and finalized at a continuation meeting. A resolution (11-11-20) approving and justifying these expenditures will also be discussed. Unspent funds must be sent to the County.

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

For the Period : 10/1/2020 To 10/31/2020

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$214,513.09	\$5,246.58	\$7,265.37	\$212,494.30
Road and Bridge	\$308,448.81	\$0.00	\$17,989.13	\$290,459.68
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
<b>Total</b>	<b>\$584,792.59</b>	<b>\$5,246.58</b>	<b>\$25,254.50</b>	<b>\$564,784.67</b>

**Claims & Payroll:** Martini presented the October PERA claims (3894 & 3895), which totaled \$525.54. The October payroll was \$2,818.70. The November claims (3896 – 3915) totaled \$83,319.62. The November payroll was \$1,625.11. A rebate was received for purchases from Menard’s. The rebate was used to purchase cones for directing voters at the election. It is not clear if the Township will be responsible for the final pay app (\$40,111.30) for the Norway Road project. Martini submitted a grant request for weed control/spraying. There will be additional claims; these will be approved and finalized at the continuation meeting.

### Town Hall Maintenance Report

1. **Housekeeping** – Koopmeiners has been cleaning the Hall. Perhaps the Lion's Club or Scouts could wash windows in the spring. A card for our previous housekeeper was signed.
2. **Furnace** – is now fixed. It required two visits. Among other things, it required a new pressure switch.
3. **Bathroom Dispensers** – Koopmeiners installed the automated paper towel and soap dispensers. The tiles made the job a little challenging.
4. **Old Voting Booths** – will be donated to a school or organization that might want them.
5. **Doors** – automated, touch less doors were installed in the entrance/foyer.

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

### Road Report

1. **Kevin Kruger (WSB Engineering)** – Mr. Kruger appeared at tonight's meeting to provide an overview of services offered by WSB, a company of about 400 engineers based mostly in Minnesota. They are available for help with pavement projects, storm water issues, soil testing, GIS work, road overlays, and pavement management reports. He provided literature and suggested we contact WSB in the future for quotes on projects.
2. **Road/Maintenance Report** – Among the work completed this month includes: trimming trees on Norway Road and 182<sup>nd</sup>, installing a new stop sign at Parkwood Circle and Plum Hill Lane, installing a 911 sign post, and installing a new post and bridge sign on Queens Road. In addition, maintenance was performed on the Blue plow truck, lawn mower, and trailer.
3. **Snow** – Plowing for the October storms went well. The good news is that we received some compliments; the bad news is that a few mailboxes were accidentally hit and there was some damaged lawns along the roadway on Parkwood and 155<sup>th</sup>. Linn responded to the calls and Koopmeiners will check it out. The Blue truck is at Ramler's for light repairs. A broken leaf spring will also be repaired. The cutting edge on the main blade of the Red Truck needs to be replaced (*wing is good*). The cutting edge of the wing of the Blue truck needs to be replaced (*main blade is good*). Linn move to authorize Koopmeiners to purchase new cutting edges for the plows as needed. Sanoski second. All in favor. Motion carried.
4. **Weed Report** – Linn moved to approve the annual weed report. Sanoski second. All in favor. Motion carried. The report was signed and will be returned to the County.
5. **Nordica Road** – Koopmeiners checked and it appears to be a broken drainpipe. No action is necessary.
6. **Parkwood Circle** – will be brushed in the near future.
7. **Pelican Lake Road** – the camper and dirt that was dumped on the road are gone.
8. **Lower Spunk Lane** – log has been removed.

9. **Cow Tank** – was emptied and moved back from the road. Koopmeiners was authorized to determine if it have been moved far enough from the road ROW.
10. **Bobcat Tires** – Linn moved to authorize Koopmeiners to purchase new tires for the skid loader. Sanoski second. All in favor. Motion carried.

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

**Public Hearings:** *none scheduled*

**Business:**

1. **Mask Plan** – The Supervisors expressed support for requiring visitors and Town staff to wear masks in the Town Hall.
2. **Larkey Culvert** – The County alerted the Township to a concern from Mr. Lee Larkey (St. Anna Dr.) about a potentially plugged culvert. Koopmeiners will check it out.
3. **Hennen/Mueller Projects Update** – no new information from Nancy Scott, our zoning administrator.
4. **Election Report** – the election went well. There were 1002 votes cast at the Town Hall. More than 90% of registered Township residents voted in the election. Voters selecting a Democratic candidate were more likely to vote absentee (50.7%) compared to those selecting a Republican candidate (19.8%). The polls were set up like they were during the Primary Election to minimize potential exposure to COVID-19. New for this election were 5 stand-up voting booths. The voting booths were sanitized after each voter. The large turnout resulted in wait times as long as 40 minutes or more. The majority of voters voted before noon. Despite the long wait, voters seemed to be in a good mood. Only a tiny percentage of voters refused to wear a mask and an even smaller percentage of voters forgot that it is illegal to wear any items (hats, buttons, masks) bearing the name of a candidate on the ballot. Thanks are owed to our outstanding election judges – Deb Angulski, Lisa Baker Gilk, Duane Fasen, Marion Gondringer, Jay Hedlund, Kelly Martini (Head Judge), Kamela Mohs, Sue Rushmeyer, and Stephen Saupe.
5. **Town Officer Organization** – an informational letter was received regarding the election, road projects and Ditch 28. They have a new email address (stearnsco-townofficers@gmail.com).

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

**Signatures / Documents / Treasurer:** A card for our former housekeeper was signed to thank her for her years of service.

**Recurring Reports:**

1. There were no requests for a **911 sign**.
2. **Construction Site Permits** were issued to T-Mobile/A&K Blinking Light (34948 Tower Road, upgrade antennas); Plumski (18858 Co Rd 154; 12 x 16 addition); and Pitzer (shed).
3. No **Feedlot Permits** were received.
4. **Special Assessment Searches** were completed for Rozek (13706 365<sup>th</sup> St) and there was an inquiry re The Store (37215 County Rd 9).

5. There was a **Stearns County Hearing** to consider a variance for Ward – no news on the outcome. Stearns County also had a hearing concerning Shape 2040 and Shoreland Alterations.

**Announcements & Brief Reports:**

1. MAT will hold a Virtual Educational Conference on Nov 20, 4-7:30 PM & Nov 21, 9-11 AM.
2. Martini applied for a grant to control Noxious Weeds.
3. A genealogist contacted the Town seeking information about Johann Baptist Knobloch (Section 25). He likely once lived on a farm on 135<sup>th</sup>.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, December 2, 2020 at 7:00 PM.

**Announcement of Other Town Meetings:**

- Planning Commission – October 28, 2020; 7 PM (*may be cancelled if no business*)

**Continuation:** Linn moved to continue the meeting on November 11 at 7 PM in the Town Hall to, among other things, finalize the expenditures for our CARES Act funding. Sanoski second. All in favor. Motion carried.

## **Minutes from the Continuation of the November 4, 2020 Meeting of the Avon Township Board of Supervisors**

**November 11, 2020; Avon Township Hall**

**Call to Order:** Linn called to the order the meeting at 7:08 PM.

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

**Roll Call:** Present – Kelly Martini, Ken Mergen, Mike Linn, Rich Sanoski, Stephen Saupe. Also present – Paul Buttweiler (*Deputy Treasurer*), LeRoy Gondriner (*PC Chair*), Marion Gondringer (*Deputy Clerk*)

1. **Dufner Driveway Permit** – Mr. Chase Dufner appeared at the meeting to present a plan for a driveway that would allow him to park at the base of his hilly property while still maintaining the integrity and safety of the Township road right-of-way (ROW). Mr. Dufner agreed to remove the current pad, remove the rocks and clean out the ditch. He proposes to install a driveway 50 feet from the existing one, level the area, and in the ditch install a DOT-approved, double-wall plastic culvert and aprons. He agreed that the new pad would not be in the Town road ROW. The current driveway policy is that only one driveway per property less than 40 acres is permitted. The Supervisors are willing to waive this requirement in this case due to the unique situation (steep slope) with the property. The Supervisors agreed that a plastic culvert would be acceptable in this situation and authorized the Planning Commission to reconsider this requirement in our policy. Linn moved to approve a permit for Chase Dufner, 15636 Parkwood Circle (Avon), to install a second driveway on his property, roughly 50 feet from the current one on the condition it has a 15-inch minimum culvert and aprons that are either steel or DOT-approved double walled plastic, that the driveway is no wider than 24 feet, and that any parking pad in not in the Township road ROW. Sanoski second. All in favor. Motion carried.
2. **CARES Funding** – The Supervisors reviewed the expenditures that will be submitted for CARES funding. The main items purchased are a projection system (including computer) to allow for remote meetings, touch less entry doors, touch less soap and towel dispensers in the bathrooms, standup voting booths,

and sanitizing supplies for the General and Primary Elections. Martini provided a summary of expenditures. The Supervisors examined and edited a resolution for CARES funding. Sanoski moved to approve Resolution 11-11-20: Resolution Expending Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds. Linn second. All in favor. Motion carried. Martini will file the necessary paperwork and return the unused funds (\$23,614.44) to Stearns County.

- 3. **Claims & Payroll** – The Supervisors reviewed newly submitted claims, which were primarily related to CARES funding. Sanoski moved to approve the monthly claims and payroll. Mergen second. All in favor. Motion carried.
- 4. **Building Blueprints** – Albany Township is apparently considering building a town hall. They contacted Martini to request examining the blueprints for our building. The Supervisors acknowledged that Albany is welcome to look at the blueprints and to tour our facilities.
- 5. **Letters** – The Supervisors examined the drafts of the letters to the Lakes Association and County (re Ditch 28) and authorized sending them.
- 6. **MAT** – Town staff are reminded about the educational conference (virtual) on Nov 20 & 21.
- 7. **Joint Powers Area** – Zoning Administrator Nancy Scott reports there is nothing new concerning the Hennen and Mueller projects.
- 8. **Environmental Review** – questions regarding *The Store* site location were received, though no one on the Board was able to supply any answers.
- 9. **AV System** – the new AV system froze during a Zoom call, likely due to slow internet service. The Clerk will check it out and provide a written description/directions about how the system works.
- 10. **Larkey Culvert** – Koopmeiners will examine.
- 11. **Star-Post** – In response to a request from the editor, no one had any ideas for potential stories.
- 12. **Fifth Monday** – The Albany Area Schools (District 745) Fifth Monday meeting will be November 30<sup>th</sup>.

**Adjournment:** Mergen moved to adjourn the meeting at 8:30 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

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

date: November 13, 2020

**Supervisor Signatures:**

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

\_\_\_\_\_  
Mike Linn, Chair

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

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