

Minutes of the Meeting of the Avon Township Board of Supervisors

December 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 7:05 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, Ken Mergen, Rich Sanoski, and Stephen Saupe. Also present – Marion Gondringer (*Deputy Clerk*), Paul Buttweiler (*Deputy Treasurer*) and Joe Koopmeiners (*Maintenance*).

Approval of Agenda: A few items were added to the agenda. Mergen moved to approve the agenda as amended. Sanoski second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the November 4, 2020 meeting. Sanoski second. All in favor. Motion carried.

Planning Commission (PC) Report

1. **Driveway Standards** – The Supervisors reviewed the current “standards” for driveways in Avon Township. Since double-walled plastic culverts are DOT-approved, Mergen moved to revise the Driveway Standards to include this option. Sanoski second. All in favor. Motion carried. A resolution will be examined at the next meeting.
2. **Road Management Plan** – The PC worked on a road management plan and updated our inventory of roads. Koopmeiners was requested to provide additional assistance in editing the road inventory. At the next meeting the PC will identify and develop a schedule of roads in need of maintenance.
3. **PC Opening** – there is at least one open position on the PC. Several individuals have expressed interest, though no applications have been submitted.
4. **AV System** – a guide to the use of the new AV system was prepared. The system seems to work reasonably well, except there is often a lag. This could be the internet speed in the Town Hall according to EPA, Inc. They will check it out when they return to finish replacing a transmitter.
5. **Vacation Home Rental Policy** – The PC discussed the upcoming County Hearing concerning approval of an Interim Use Permit (IUP) for a vacation home rental and identified several concerns. The Supervisors agreed and recommend: (a) Quiet hours should be established (i.e., 10 PM to 8 AM); (b) There should be a minimum rental of one-week to avoid rowdy groups coming to party for the weekend; (c) Renters shall be prohibited from parking on the road; (d) A sign should be posted on the property providing neighbors with the phone numbers of the owner and sheriff in the event either need to be contacted; and (e) The IUP should be for a trial period, such as 5 years. Mergen moved to authorize the Clerk to write a letter to the County with these five recommendations. Linn second. All in favor. Motion carried.

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 11/01/2020 to 11/30/2020 (*below*). Martini took care of the Workman’s Compensation renewal and

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

For the Period : 11/1/2020 To 11/30/2020				
<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$212,494.30	\$2,122.04	\$82,454.62	\$132,161.72
Road and Bridge	\$290,459.68	\$100.00	\$5,838.45	\$284,721.23
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	\$564,784.67	\$2,222.04	\$88,293.07	\$478,713.64

Claims & Payroll: Martini presented the November PERA claims (3918 & 3919), which totaled \$525.54. The November payroll was \$2,818.70. The December claims (3927 – 3934) totaled \$72,402.55. The December payroll (includes election) was \$4,028.13. A rebate was received for purchases from Menard’s. The final (presumably) payment for Norway road was made this month – according to Martini the total cost of the project to the Township was about \$74,000. Martini will also follow up to determine the rationale for a new invoice from Westwood.

Sanoski moved to approve the claims and payroll. Mergen second. All in favor. Motion carried.

Town Hall Maintenance Report – presented by Joe Koopmeiners

1. **Furnace** – working fine.
2. **LP** – the tank is at 72%.
3. **Equipment** – new tires have been installed on the Bobcat and the Blue Snow Plow is back from the shop and ready.
4. **Shop Floor Drains** – float removed

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

Road Report – presented by Joe Koopmeiners

1. **Road/Maintenance Report** – Among the work completed this month includes: cleaning up downed trees, plowing, and salt sanding roads. No complaints were received about plowing.
2. **Road Mileage Certification** – Linn moved to approve the Road Certification form that states there are 44.5 miles of Township roads. Mergen second. All in favor. Motion carried.
3. **Larkey Culvert** – the County contacted us about a culvert that may be plugged. Koopmeiners examined and the culvert is open. Martini will follow up with the County.
4. **Tires on Co Rd 159** – a resident complained about tires dumped on Co Rd 159 near Achman Lake. Because this is a County road, no action was taken.
5. **Assorted Road Issues** – The following issues have been taken care of: cul-de-sac on Lower Spunk Lane, Dufner Drive, parking and dirt on Pelican Lake Road, and moving a landscaping tank. Brushing on

Norward Road needs to be completed next year once the compost site opens again.

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

Public Hearings: *none scheduled*

Business:

1. **Resolution 12-02-20** – Linn moved to approved Resolution 12-02-20-Designating the polling place for Avon Township. Mergen second. All in favor. Motion carried.
2. **Lion’s Club Donation** – The Avon Hills Lion’s Club, who have been using the Town Hall, donated to the Town an assortment of kitchen supplies. The Supervisor’s authorized the Clerk to send a thank you note acknowledging the gift.
3. **Peach Drive N** – we should consider vacating it. The Supervisors suggested contacting a MAT attorney to determine the steps needed, etc.

Other/Old Business: *Permitting to County; Maintenance Shed insulation*

Signatures / Documents / Treasurer: The Cares Act Resolution passed last month was signed.

Recurring Reports:

1. There were no requests for a **911 sign**.
2. **Construction Site Permits** were issued to Stephen & Laura Plantenberg (17062 Co Rd 9, Avon, residential accessory structure); and LeRoy & Joyce Gertken (19279 Co Rd 54, Albany; shed).
3. No **Feedlot Permits** were received.
4. No **Special Assessment Searches** were completed.
5. There was a **County Hearing** to consider Shape 2040-Shoreland Alterations (Nov 30th). There will be a hearing on Dec 17th concerning an IUP for a vacation home rental.

Announcements & Brief Reports:

1. Nancy Scott reports that the **Hennen & Mueller projects** in the Joint Powers Area are completed.
2. **Fifth Monday** – Sanoski reported that the ice rink has been upgraded; work is progressing in Suncrest; there has been some interest in Dahlin’s but didn’t proceed because the parking area was too small; Avon Estates will enter Phase II – the City of Avon is still deciding if they will sell it to a developer or do it themselves; Avon schools have some of the highest numbers of reported cases of COVID in the state (*ca.* 50 students & 35 teachers a day are out); and Avon schools will go to distance learning on Dec 14 through the first of the year.
3. **LBAE** – training is now available. Mergen and Sanoski plan to take training after the March election.
4. **Diesel tank** – We should consider a tank for the Town Hall.
5. Documents from the recent **MAT virtual conference** were sent to the Town and distributed to appropriate individuals.
6. **The Store** has been sold which apparently requires an environmental review and assessment search.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, January 6, 2021 at 7:00 PM.

Announcement of Other Town Meetings:

- Planning Commission – December 30, 2020; 7 PM

Adjournment: Sanoski moved to adjourn the meeting at 8:40 PM. Mergen second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____

date: December 7, 2020

Supervisor Signatures:

date: _____

Mike Linn, Chair

Ken Mergen

Rich Sanoski

Avon Township Driveway Permits

General: Any resident who plans to move, change the physical dimensions, or slopes of an existing driveway, or add a new driveway to his/her property requires an Avon Township driveway permit. Changing the surface material does not require a driveway permit. Driveway permits are required to ensure that Township roads are not damaged and that there is no public safety hazard created by the driveway. The permit costs \$50.00. There is a \$500.00 damage deposit that is collected when the permit is issued; it is refunded if no damage is done to the Town road during construction.

Driveway Standards – *Driveways in Avon Township should meet the following standards:*

1. All accesses shall be aligned to be straight and perpendicular to the centerline of the road within the limits of the Township right-of-way.
2. All access will be aligned with street or entrances on the opposing side of the roadway if possible.
3. Avon Township will determine if culverts and aprons are required, and the size/length that is required.
4. Culverts will be a minimum of 15 inches in diameter and made of steel *or DOT-approved double walled plastic*.
5. Aprons will accompany culverts and also be made of steel *or DOT-approved plastic*.
6. It is not permitted to remove the short heel that extends from the Township road into the driveway without approval by the Town Board.
7. Separation distance from other accesses is at the discretion of Avon Township. Generally, only one access per 40 acres or smaller parcel is granted unless the resident can show a specific need for the additional driveway. All new accesses should be a minimum of 125 feet from any other driveway access or intersection.
8. Driveways will conform to the standards of Stearns County (Highway Department Access and Right of Way Width Guidelines) including:
 - a. Residential access surfacing width shall be a minimum of 16 feet and/or a maximum of 24 feet;
 - b. Commercial and industrial access surfacing shall be 30 feet in width;
 - c. Field accesses shall be a minimum of 16 feet in width;
 - d. Entrance/access widths of up to a maximum of 40 feet will be considered under special circumstances (such as high volumes of semi-tractor trailers, narrow adjacent roadways, etc.); and

- e. Street accesses shall be a minimum of 30 feet in width and shall be paved within the limits of the Township right-of-way or graded to drain away from the Township roadway.

Non-Conforming Requests – Avon Township Board of Supervisors make the final decision about any driveway permit that is issued in the Township. If a requested driveway is more than 40 feet wide, it requires a variance hearing for approval. A request for a driveway between 24 – 40 feet will be reviewed by the Planning Commission which will forward a recommendation to the Supervisors for consideration for approval.

Driveway Inspector – The Avon Township maintenance worker is responsible for documenting the road condition before and after the work, determining if a culvert and aprons are required, and whether or not the completed work meets Township specifications.

update: *December 2020*