

Minutes of the Meeting of the Avon Township Board of Supervisors

August 3, 2022

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

Call to Order: Chair LeRoy Gondringer called the meeting of the Avon Township Supervisors to order at 7:00 P.M. in the Main Chamber of the Avon Township Hall. This meeting, like other Town meetings, was also available virtually via Zoom at <https://us02web.zoom.us/j/8325486945>, Passcode: AvonTown.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Richard Bresnahan, LeRoy Gondringer (*Chair*), Kelly Martini (*Treasurer*), Rich Sanoski, and Stephen Saupe (*Clerk*). Also present – Craig Blonigen, Paul Buttweiler (*Deputy Treasurer*), Marion Gondringer (*Deputy Clerk*), and Joe Koopmeiners (*Maintenance*).

Approval of Agenda: Added to the agenda were a Fifth Monday report, brushing in road right-of-way, Ditch 28 announcement, and a County Board of Adjustment hearing for Pilarski. Bresnahan moved to approve the agenda as amended. Sanoski second. All in favor. Motion carried.

Minutes: Sanoski moved to approve the minutes of the July 6, 2022 meeting as presented. Bresnahan second. All in favor. Motion carried.

Public Hearing: *none scheduled*

Planning Commission (PC) Report – *presented by Craig Blonigen, PC Vice-Chair*

- Newsletter** – The PC suggested edits to the Township newsletter. The Supervisors examined the current draft of the newsletter and made additional comments. The Clerk will collate the suggested edits into a final draft. The current draft is slightly longer than two pages. The Clerk was authorized to reduce the length to two pages. Once the final version is complete, it will be emailed to PC members and Supervisors for final edits before duplicating. Once approved, the Clerk will have the newsletter copied. The Supervisors decided to mail the newsletter in an envelope. The Primary Election judges will be asked to help prepare the envelopes for mailing.
- Sign** – The PC discussed possible ideas for a sign for the Town Hall and recommended a free-standing sign rather than one attached to the building. The Supervisors agreed. Bresnahan moved to approve a free-standing style sign. Sanoski second. All in favor. Motion carried. *Everything Signs* (Holdingford) has provided a quote for one style of sign. The Supervisors were particularly interested in a sign carved into, say, a granite boulder. Bresnahan mentioned that he knows some local individuals who work in stone; he will contact some for ideas/quotes. The Supervisors agreed that the sign should be lit at night. Power could be run from the flagpole lights.
- Parking Lot** – The PC discussed the new concrete work in the parking lot and modifications to the parking area. The concrete has now been sealed and is ready for use. The PC recommends parking barriers and painting lines. The Supervisors agreed that the area should be striped including handicap parking areas and that there should be no parking areas in front of the Maintenance Shop and the entrance to the Town Hall. There needs to be one handicap space per 25 parking spaces, and 2 handicap spaces for 26-50 spaces. Bresnahan will follow up to identify a potential company to paint the lines and forward the information to Koopmeiners. Koopmeiners will create a striping plan for approval. Various parking barriers were considered. Bresnahan moved to approved the purchase of concrete parking barriers. Sanoski second. All in favor. Motion carried. Koopmeiners was authorized

to look into potential sources of concrete barriers.

4. **Open House** – The PC discussed planning for the Open House. The Clerk summarized ideas and listed potential jobs. The Supervisors generally concurred that: a gavel could be available for kids to pretend to be a Supervisor, old Township records could be on display, Blonigen can provide a carpet shampooer if needed, voting booth could be set up for kids to have an opportunity to vote (*i.e.*, favorite flavor of ice cream, Town sign style). Small bottles of water were suggested as the main beverage to have available. Vanilla ice cream (3-5 gallons) in a dish with toppings was suggested.
5. **Hughes Driveway** – didn’t appear at the PC meeting so no action was taken.

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

Treasurer’s Report: The Treasurer’s Report was read and the Cash Control Statement for the period 07/01/2022 to 07/31/2022 (*copied below*) was presented. Martini reported that her internet has been down since early July (she lives in the SE section of the Township not served by broadband).

For the Period : 7/1/2022 To 7/31/2022

<u>Name of fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$162,905.23	\$28,990.12	\$17,189.00	\$174,706.35
Road and Bridge	\$377,843.24	\$55,078.37	\$35,515.85	\$397,405.76
Demolition Escrow	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Road Damage Deposit	\$2,950.00	\$0.00	\$0.00	\$2,950.00
Fire Fund	(\$20,440.24)	\$14,454.10	\$0.00	(\$5,986.14)
General Capital Projects	\$53,013.71	\$324.95	\$0.00	\$53,338.66
ARPA Fund	\$48,866.33	\$135,455.33	\$2,558.46	\$181,763.20
Total	\$627,138.27	\$234,302.87	\$55,263.31	\$806,177.83

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

Claims, Receipts & Payroll: The July PERA claims (4290 & 4291) totaled \$599.20. The July payroll was \$3,199.82. The August claims (4292 – 4309) totaled \$32,592.00. The August payroll was \$1,743.47. If needed, funds could be transferred from the ARPA funds to cover our Fire Fund payment. Martini has contacted Cold Spring Coop about removing a finance charge since we only pay bills once a month. There are still questions about how ARPA funding can be used. At one point it was only for COVID-related items. However, we now understand that this requirement changed, which is why we used some funds for a tractor and are considering a generator. Another possible expenditure with ARPA funds is a solar system. Bresnahan will contact Real Solar, Inc. for information.

Bresnahan moved to approve the claims, receipts and payroll. Sanoski second. All in favor. Motion carried.

Town Hall Maintenance Report – *presented by Joe Koopmeiners*

1. **Generator** – no action taken.
2. **Windows** – were washed this month. Seals on some have failed; Koopmeiners will follow up with the manufacturer to determine warranty and/or replacement. The Supervisors discussed options (mini-

blinds, free-standing screen, window film) for blocking the glare that washes out the video screen and gets in the eyes of meeting attendees. Koopmeiners will follow up and report on options.

3. **Sidewalks** – sealer has been applied and is complete. Koopmeiners will look into quotes for concrete parking barriers.
4. **Garage Doors** – require new seals with sensors.

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

Road Report. *Presented by Joe Koopmeiners*

1. **Monthly Update/Report** – Among the work completed this month included removing litter from several roads, removing trees on 360th and Sunnyfield Circle, tree trimming, grading all gravel roads, and fixing wash-outs on Upper Spunk Lake Road and Nordica Road. The bridge chevron signs from Queens Road still need to be removed from the creek.
2. **Stantec Engineering Report** – Jeremy Mathiasen, Stantec, appeared at the meeting to update Supervisors regarding bidding for the proposed Parkwood Circle road project in which the two cul-de-sacs will be reconfigured and the north/west side of the road will be milled and overlaid. The west side of the project will require more work (*i.e.*, Geogrid, class 5). There will be an online bidding process. Bids are due in two weeks (August 17th at 11 AM). The total cost is estimated at about \$300K. The Town is not obligated to take the bid if it is too expensive. If the project is approved, individual residents could work directly with the contractor if they are interested in having their own driveway paved. To consider the bid results, the Supervisors decided to continue this meeting until August 17th.

The final payment voucher for the retainage for 2021 roadwork was provided and signed.

3. **Weeds** – More spray was ordered from the County; we should get a 75% rebate on the cost. There was a complaint about thistles on Tower Road. They are also on the DNR land (Avon Hills SNA); we will contact the County next spring to remove them.
4. **Pickup** – Sanoski moved to authorize Koopmeiners to have the crane repaired for a maximum of about \$500. Bresnahan second. Since the crane broke loose after falling into a gully following the early summer storms, this should be a storm-damage related claim.
5. **Trucks** – Koopmeiners will schedule the DOT in September. Martini reported that a place in St. Joseph will come to the Hall to DOT trucks and do repairs, which is a plus so that they are available for use and for display at the Open House. One truck will require maintenance (injector pump).
6. **Plow Drivers** – we still need confirmation from one driver. Koopmeiners will follow up.
7. **Tractor** – strobe lights are needed. Koopmeiners will follow up.

Sanoski received complaints about residents with fences in the ditch and brush in the ROW on 370th. A realtor inquired about who maintains the road leading to the Vos property (this is a private road; the residents are responsible for maintenance and plowing). Gravel applied this spring has held up well.

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

Business:

1. **Menards** – Martini took care of removing individuals from the credit account who are no longer associated with the Township.
2. **FEMA** – There is an upcoming meeting but no one from the Town can attend. The Clerk will follow up and submit contact information.
3. **Defibrillator** – was suggested as an idea for COVID funding. It could be tucked in the area under the entrance. The Lion's might be interested in helping provide funding.

Old Business: Includes: culvert mapping project, 135th Avenue resurfacing project with St. Wendel, monitoring Highland Terrace drainage (no longer a problem – remove), Blinking Lights 911 sign (Koopmeiners will check for a sign), and the revision of Ordinance 5 (=6) to change expiration dates of various permits.

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

Recurring Reports:

1. There were no requests for **991 signs**
2. **Construction Site Permits** were issued to Gerads (18454 377th St.; addition & shed); Schmitt (37454 145th Ave; open storage shed); Mueller (building permit); Amundson (19308 Two Rivers Road; deck); Chisolm (15172 331st; covered porch); and Gondringer (37067 Pelican Lake Road; house with garage).
3. A **Special Assessment Search** was performed for Tschida (33758 Shorewood Drive).
4. No **feedlot permits** were received.
5. There will be a **County Hearing** (Board of Adjustment) on August 25th for Brian Pilarski for a non-compliant solar array and addition.

Announcements & Brief Reports:

1. The County sponsored a meeting at the Town Hall regarding Ditch 4. Gondringer reported that there were about 25 people at the meeting.
2. Jeff Johnson, former County Assessor, has retired.
3. A resident inquired about improving broadband service in the Township. He was notified that the Township has provided ARPA funding to the County for enhancing broadband in the Township and that the resident should contact Mr. Mike Williams (Stearns County) for more details.
4. A resident who lives in the area that had requested annexation from City, inquired about the status. The Township has not been contacted since the original meeting with the residents.
5. A request for a Certificate of Occupancy was received. The Township replied with a letter stating that we don't issue Certificates of Occupancy.
6. The Township received a notice of the Transportation (AT) Infrastructure Program Solicitation and a Project Application Webinar that will be held on 8/9/2022, 8/25/2022, and 9/7/2022.
7. A notice soliciting input on the MN DOT 20-Year Minnesota State Highway Investment Plan was received.
8. Gondringer plans to take the Board of Appeals Training.
9. The Township received a call from MAT for resolutions for legislative action.
10. **Fifth Monday** – Sanoski reported that they are pushing to pass the upcoming referendum to purchase the former hospital building. There is a plan to create a trail all the way around North Lake and to redo some of North Park. There is talk about potentially having to run a road through North Park.
11. Ditch 28 – County Commissioners have approved hiring an individual to redetermine benefits.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on September 7, 2022 at 7:00 PM and will be available via Zoom (*see above*).

Other Upcoming Meetings/Events: (*meetings are available on Zoom at the URL above*):

- a. Primary Election – August 9; 7AM – 8 PM
- b. Water Testing Event – August 16; 2-7 PM (Greenwald Pub)
- c. Planning Commission Meeting – August 31, 2022; 7 PM
- d. Open House – Sept 12, 5-7 PM

Continuation: At about 9:30 PM, Bresnahan moved to continue the meeting on August 17th at 7:00 PM to consider potential roadwork bids and other business as necessary. Sanoski second. All in favor. Motion carried.

Minutes of the Continuation of the August 3, 2022 Meeting of the Avon Township Board of Supervisors

August 17, 2022

Call to Order: Chair LeRoy Gondringer called the meeting of the Avon Township Supervisors to order at 7:05 P.M. in the Main Chamber of the Avon Township Hall. This meeting, like other Town meetings, was also available virtually via Zoom at <https://us02web.zoom.us/j/8325486945>, Passcode: AvonTown.

Roll Call: Present: Richard Bresnahan, LeRoy Gondringer, Kelly Martini, Rich Sanoski, and Stephen Saupe. Also present: Joseph Koopmeiners.

Business:

1. **Avon Hills Project** – Mr. John Geissler, Saint John’s Outdoor University director, appeared at the meeting to alert the Township about a grant proposal he is preparing to help pay for conservation easements in the Avon Hills. The Avon Hills is an approximately 60,000-acre area with relatively intact forests. The grant will be submitted to the Lessard-Sams Outdoor Heritage program which is funded by the Clean Water Legacy Fund. If funded, the money would provide a free market approach to pay residents to voluntarily give up their development rights. Saint Johns, the Stearns County Soil and Water Conservation Service, and the Minnesota Land Trust are partners in this project. If the proposal is completely funded it would protect about 1,200 acres of land. The program is strictly voluntary for residents. If a resident opts to join, a management plan is developed and certain restrictions are put into place. Sanoski moved to approve providing a letter of support for the grant application. Bresnahan second. All in favor. Motion carried. The Clerk was authorized to prepare draft and send it to the Supervisors for final approval.
2. **Fire Department** – The Township received an invitation to participate in a Holdingford Fire Budget meeting. Since the Township is served by the Avon Fire Department, the Supervisors requested the Clerk to clarify that the Township should be included in the Holdingford meeting. If so, Bresnahan would be authorized to attend as the Township Fire Board representative.

The City of Avon is planning to upgrade their fire department facilities. They have contacted an architect who has prepared two potential plans (60 x 60 expansion – \$1.2-1.4 million; 81 x 120 expansion - \$1.9-2.2 million). According to a depreciation schedule by David Drown Associates Inc., the Township share, which is 40.3%, would be either \$44,438 or \$67,301 annually. Concerns about the proposal include lack of communication with the Township, inclusion of City (police) services in one of

the plans, and how the Township share is calculated. There will be a meeting at City Hall on September 13th to discuss the proposal. Bresnahan moved to authorize the Supervisors to attend the meeting. Sanoski second. All in favor. Motion carried.

3. **MAT District 5 Meeting** – Martini plans to attend the meeting on August 18th in Willmar. This meeting helps to determine the MAT priorities for the next legislative session. One issue that was suggested was to inquire about the status of the LRIP program.
4. **LRIP Representative** – MAT is requesting volunteers for the Local Road Improvement Program (LRIP) board. One potential disadvantage of serving on the committee is that it might be perceived as a conflict if the representative's Township submitted a proposal. No action was taken.
5. **Snow Plow Drivers** – Koopmeiners reported that one driver requested a raise. Town staff (Bresnahan – Colledgeville Twp; Gondringer – Holding; Koopmeiners – Wakefield; Sanoski – Krain) will contact other Townships to determine an appropriate rate of pay before making a decision.
6. **Parkwood Circle Roadwork** – Jeremy Mathiasen, Stantec, appeared to provide the results of the bid opening for the Parkwood Circle roadwork project. Two companies provided bids – Knife River Corporation (\$316,721.55) and MN Paving and Materials (\$328,833.00). Mr. Mathiasen recommends that if the Township wants to move forward with the project, that Knife River should be awarded the project as low bidder. He said that there shouldn't be a concern with the project completion date, especially with good paving weather conditions. Bresnahan moved to accept the bid by Knife River for the Parkwood Circle road project. Sanoski second. All in favor. Motion carried.

Mr. Mathiasen suggested that a company be hired to test thicknesses as an insurance policy that the project is done correctly. The Supervisors agreed it was a reasonable idea and authorized Mr. Mathiasen to seek a quote for testing services. Mr. Mathiasen will provide this information that can be reviewed at September meeting. He also stated that he will send out a newsletter to residents to notify them of the upcoming work. He will also send information about who to contact at Knife River if a resident wants to have them resurface a private driveway.

7. **Parking Lot** – The Supervisors plan to paint lines in the parking lot. Mr. Jeremy Mathiasen was asked to provide contact information about potential companies that can provide this service. Koopmeiners was authorized to purchase 10 concrete parking barriers.
8. **911 Sign Cell Tower Property** – Koopmeiners confirmed that there is still no 911 sign at 35011 Tower Road. The Clerk noted that the companies involved (KGI Wireless, Spectrum, and Powder Ridge Development Company) were contacted months ago but have not followed through with payment for the sign. The Clerk will contact the companies again.
9. **Equipment** – Koopmeiners reported that the beacon for the tractor has been ordered and should arrive in September. The ditch mower is leaking near the gear box; Koopmeiners will attempt to service.
10. **Mound on Upper Spunk Lake Road** – a resident has built a mound on their property on Upper Spunk Lake 10 feet from the edge of the road. The mound may serve as a sound barrier. The mound appears to partly extend into the Township road right-of-way. Concerns were raised about the effect of the mound on the utility corridor and if water/soil runoff onto the road. The Supervisors will inspect and then make a plan.
11. **Norway Road** – Sanoski will set up a meeting with the resident about constructing a berm to prevent a

future washout.

- 12. **Maps** – Gondringer reported he was in contact with the County and that they will provide maps to the Township. The Clerk was authorized to follow up and determine if the Township needs any particular maps.
- 13. **Solar Project** – Bresnahan provided an overview of a proposal from Real Solar for 50.96kW and 49.14 kW Solar PV systems. After rebates, the cost to the Township would be \$47,348 and \$67,403, respectively. There would be an additional cost for backup batteries and site preparation. The Supervisors suggested ARPA funds could be used to pay the costs. Maintenance should be minimal; Bresnahan reported that he has a similar system and has only had to replace the microinverters once. The Supervisors viewed the proposal positively and requested more information from the company. Bresnahan will invite the rep to the September 7th meeting and request pricing for a larger system. If approved, the project may need permits from the County. There was a question was about how any rebate funds would be handled (deposited in General Revenue?).
- 14. **Road Complaints** – residents voting at the Primary complained about some of the roadwork last summer on Kopy Lane (*non-existent cracks were enlarged and filled which damaged the road*) and Spunk Tree Circle (*general poor workmanship*). Mr. Mathiassen was alerted to the complaints. The Supervisors are aware of these situations.
- 15. **Fall Expo** – a brochure was received about Educational Sessions/Curriculum. No action will be taken.
- 16. **FEMA** – the “Request for Public Assistance” document was completed and will be submitted by the Clerk.

Adjournment: Bresnahan moved to adjourn the meeting at 9:03 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,

Stephen G. Saupe, Clerk

date: August 19, 2022

Supervisor Signatures:

date: _____

Richard Bresnahan

LeRoy Gondringer

Rich Sanoski