

Minutes of the Meeting of the Avon Township Board of Supervisors

September 7, 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 – Paul Buttweiler (*Deputy Treasurer*), Marion Gondringer (*Deputy Clerk*), Ryan Klaphake, Joe Koopmeiners (*Maintenance*), and Lori Yurczyk.

Approval of Agenda: Added to the agenda were Deputy Lust, a snowplow driver discussion with Ryan Klaphake, and the order of some agenda items was revised. The date of the next meeting in the agenda was also corrected to October 5, 2022. Sanoski moved to approve the agenda as amended. Bresnahan second. All in favor. Motion carried.

Minutes: Bresnahan moved to approve the minutes of the August 3, 2022 meeting as presented. Sanoski second. All in favor. Motion carried. Bresnahan moved to approve the minutes from the August 29, 2022 Special Meeting as presented. Sanoski second. All in favor. Motion carried.

Public Hearing: *none scheduled*

Sheriff's Department Update: Deputy Mark Lust appeared to update the Township on local activities. Deputy Lust reported 136 calls in the Township for August, an average of 4.3 per day. Most were traffic-related. In response to a question, Deputy Lust stated that there are from 3-6 deputies on duty in the County at any time and that the deputies are responsible for calls outside of cities such as Avon, though they might help out in those situations. There was a recent false alarm of the medical alert system at the home of a Town resident. Deputy Lust was asked how often this occurred – he responded that it was rare. Deputy Lust was thanked for his service.

Planning Commission (PC) Report – *presented by Lori Yurczyk, PC Chair*

- 1. Nob Hill Driveway Request** – The PC considered a request by a realtor for a property owner who wants approval to site a driveway from their property (PID 03.01106.0001) to the cul-de-sac on Nob Hill Drive. The driveway would go through an undeveloped, but platted, road to the south of the property. The PC recommends approval of the request and also recommends vacating this road. After discussing this request, Bresnahan moved to approve a driveway from PID 03.01106.0001 to the cul-de-sac on Nob Hill Drive on the condition that it is placed where selected and marked by Sanoski and Koopmeiners. Sanoski second. All in favor. Motion carried.
- 2. Road Vacations** – The PC discussed vacating some township roads/properties including the undeveloped road described above, the Town property on Two Rivers Road (03.01226.0000), and the properties associated with modification of the cul-de-sacs on Parkwood Circle. The advantage would be 'cleaning up' property lines in the town and providing clear boundaries for affected residents. One disadvantage is cost. The Township attorney sent an opinion that the Town is an 'Urban Township' and the Supervisors can decide by vote to vacate a road/property. He also recommends to not get involved in drawing lines between properties; he stated that this responsibility should be for the neighbors to decide. The Supervisors didn't support this idea because neighbors might disagree about boundaries. The Supervisors questioned whether a different process

is required if the road to be vacated is in a plat; Gondringer will follow up with Ms. Angie Berg (Stearns County Environmental Services). Vacating the Township property on Two Rivers Road may require DNR involvement. The Supervisors generally agreed that it is important to alert neighbors to any proposed plans. A letter should be sent to adjacent/affected neighbors to invite their response prior to any public hearing. regarding the vacation. It was suggested Mr. Ripple should attend meetings regarding vacations. Bresnahan moved to set a public hearing on November 2nd for vacating the cul-de-sacs on Parkwood Circle and the Nob Hill undeveloped road south of PID 03.01106.0001. Sanoski second. All in favor. Motion carried.

3. **Cariveau Encroachment Agreement** – The PC considered an encroachment agreement for Travis Cariveau, 33762 Highland Terrace, PID 03.01334.0004 to site a septic system in the Township road right-of-way/utility easement. The PC questioned if the project was really in the right-of-way, if additional approvals are required because the project is in the utility corridor, and whether side-yard setbacks are being met. After discussion, Bresnahan moved to approve an encroachment agreement for Travis Cariveau to site a septic system as proposed in the plan presented by Watab, Inc. Sanoski second. All in favor. Motion carried.
4. **Ordinance 642** – the PC considered changes to the 439 Ordinance proposed by the County regarding controlled accesses to County lakes and rivers and recommend that there is no reason to oppose any changes. The Supervisors agreed. No action was taken.
5. **State Park Road Account** – The PC was unable to identify any specific projects for which to submit a request for funding. The Supervisors agreed. No action will be taken.
6. **Gertken/Novel Solar Project** – a construction site permit for the project was signed based on the conditions outlined in the Interim Use Permit. Approval of the pollinator mix is in process and awaiting payment of the requisite fee.
7. **Open House Planning** – the PC discussed the upcoming Open House and offered some suggestions. The Supervisors continued this discussion and developed a plan of action. A list of jobs was created and individuals were assigned jobs. In addition, a handout for visitors was created (*appended*) that provided a quick guide to the Township.

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 08/01/2022 to 08/31/2022 (*copied below*) was presented. Martini completed and updated the Menards credit authorized user form. Koopmeiners and Sanoski will be included as signatories.

For the Period : 8/1/2022 To 8/31/2022

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$174,706.35	\$907.77	\$6,262.50	\$169,351.62
Road and Bridge	\$397,405.76	\$80.47	\$31,871.99	\$365,614.24
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	(\$5,986.14)	\$0.00	\$0.00	(\$5,986.14)
General Capital Projects	\$53,338.66	\$0.00	\$0.00	\$53,338.66
ARPA Fund	\$181,763.20	\$0.00	\$0.00	\$181,763.20
Total	\$806,177.83	\$988.24	\$38,134.49	\$769,031.58

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

Motion carried.

Claims, Receipts & Payroll: The August PERA claims (4310 & 4311) totaled \$599.20. The August payroll was \$3,199.82. The September 7th payroll was \$2,032.74. The elections payroll was \$2,672.98. The September claims (4312-4335, 4339) were \$20,261.52. Check 10649 was voided (made out for the wrong amount). A last-minute claim (4339) was prepared for our expired Zoom account. It will be paid from the ARPA Fund.

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. **Parking Barriers** – completed.
2. **Generator from Tractor PTO** – This would be used in the event the power went down, and especially if the Town Hall needed to be used as an emergency shelter for residents. We received a quote of about \$9,000 excluding wiring/electrical work. The City has a generator for their wastewater plant, but one is not included in the Fire Hall addition project.
3. **Window Treatments** – no action taken.
4. **Garage Door Seals & Sensor** – the seals are done. The sensor is the 'bang' type.
5. **Parking lot painting** – no action taken.
6. **Sign Update** – Bresnahan reported that Mike Guggenberger knows a stone carver. First, the Township needs to find a stone with two sides. The letter carving will cost about \$1000; moving the stone to the Town Hall site may cost even more.

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 fixing potholes, shouldering work, ditch cutting, and maintenance on Township vehicles.
2. **Snowplow Drivers** – Ryan Klaphake was scheduled to serve as one of our plow drivers, but tonight informed the Supervisors he wouldn't be driving this winter. The Supervisors brainstormed names of potential alternate drivers. The Supervisors will contact individuals they know who might be interested. Names of any potential drivers should be given to Sanoski. The pay is \$25-30 per hour. Gondringer moved to authorize Sanoski, Koopmeiners and Saupe to interview potential drivers. Bresnahan second. All in favor. Motion carried. The Clerk was authorized to send an ad to the Star-Post.
3. **Stantec Engineering Report/Parkwood Circle Project** – Jeremy Mathiasen, Stantec, appeared at the meeting to get signatures for the roadwork documents from Knife River. He also provided a quote of \$1,470 from Geotek for testing. It would involve monitoring bituminous thickness, base materials used, and density. Mr. Mathiasen suggested that this testing provides an 'insurance policy' to ensure work quality. Sanoski moved to authorize Geotek to test the Parkwood Circle road project for \$1,470. Bresnahan second. All in favor. Motion carried. A resident inquired about a bump-out for their driveway to make it easier to turn around and back out of the drive. He proposed to site the bump-out near where the drive meets the road. To avoid backing all the way to the road, it makes more sense to have the bump-out nearer the home; another

advantage is that it could be an access point to the other lot. The Supervisors were not supportive of the request for a bump-out to turn around near the road. The resident should contact a Supervisor to discuss it further. Knife River plans to complete the Parkwood Circle project the last week of September.

4. **Pickup** – the crane is fixed.
5. **Upper Spunk Lake Road Mound** – Sanoski has examined it. He reports that it looks strange but doesn't appear that it will cause any problems in the road right-of-way. A small section may be in the Town road right-of-way.
6. **Norway Road meeting** – no action taken.
7. **OSHA Tree cutting regulations** – the recent *Township Insider* magazine provided a description of safety requirements for cutting brush/trees. Koopmeiners stated he is following these protocols.
8. **Ditch Mower** – Gondringer and Koopmeiners will pick up the replacement mower tomorrow in Litchfield.
9. **Road Inspection** – the Supervisors agreed to hold a Road Inspection on October 29th at 8 AM.

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

Business:

1. **Solar Panels** – Mr. John Ruvelson attended the meeting via Zoom to provide an overview of the project proposed for the Town Hall. The system would be an on-grid system and the Town would get paid for kilowatt hours sold back to Xcel, which is then applied to their green offset. RealSolar will apply for initial rebates and do as much as they can. It would be minimal effort on our part. The system will be ready to go. No additional electrical work will be needed. Battery backup can be added afterward but it would be good to do the wiring in advance. Bresnahan requested an all-American made system. Mr. Ruvelson is having a hard time sourcing an all American-made supplier, though there is one Korean producer that could provide equipment. Batteries would probably not be worthwhile if there are short, infrequent power outages. If batteries are needed, Mr. Ruvelson suggested that a 20 kW battery with a generator could work well. He doesn't expect many applicants for the government buildings rebate. The Town needs to figure out which solar module would be acceptable (*i.e.*, only American) and what type of backup system might be needed. To figure out the payback we should determine our usage for the past year. The 49 kW system is the most economical one to install. Bresnahan moved to set a public hearing/informational meeting at the Planning Commission to solicit public information regarding the possibility of the Township installing a 49 kW solar system on the Township Hall site. Sanoski second. All in favor. Motion carried.
2. **Bulk Mailing Permit** – it will cost about \$275 per year for a permit and about \$0.35 per letter. The Supervisors decided to not get a permit because it would not be cost-effective since we only bulk mail the newsletter at most once a year.

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, the revision of Ordinance 5 (=6) to change expiration dates of various permits, Case to display old documents; bridge chevrons in creek; Rassiers Provisional Use Permit

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

Recurring Reports:

1. The **991 sign** for Mueller has been installed. Koopmeiners is awaiting placement instructions from Dockendorf. A resident reported accidentally damaging a 911 sign on Peach Drive. The Supervisors agreed that the resident will need to replace it. A letter will be sent requesting payment to purchase and install the sign. An inquiry about a 911 sign was received from Patricia Skay. We are waiting for a promised payment from Blinking Lights to erect a 911 sign at 35011 Tower Road.
2. **A Construction Site Permit** was signed/issued to Klocker (35389 Co Rd 155).
3. A **Special Assessment Search** was performed for Pattock (17653 Upper Spunk Lake Road); Martini (34187 Lower Spunk Lane)
4. No **feedlot permits** were received.
5. The **Stearns County Board of Adjustment** approved a request from Brian Pilarski to leave as constructed a pole mounted solar panel 26 feet in height that when oriented at maximum tilt is taller than allowed by ordinance; and denied a request for a 34 x 40 accessory structure with 16-foot sidewalls and 25 foot height.

Announcements & Brief Reports:

1. Joe Lang reports that no Eurasian milfoil or starry stonewort was found during a survey of 27 area lakes.
2. The *Pipeline Awareness* magazine was received.
3. A brochure was received from Belgrade Coop.
4. The Township Attorney, Adam Ripple (Rinke Noonan), sent notice of his hourly rates.
5. A letter of support for an Avon Hills Grant Proposal letter was sent.
6. The *GameTime* catalog was received.
7. The County held a Water Testing event in Greenwald.
8. Martini attended the MAT Legislative & Research Committee meeting. One item MAT is working on is to keep the tax for auto parts in the County. Among the topics discussed included working on
9. Martini attended the District 5 Meeting.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on October 5, 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. Open House – Sept 12, 5-7 PM
- b. Planning Commission Meeting – September 28, 2022; 7 PM
- c. Road Inspection – October 29, 8 AM

Adjournment: Sanoski moved to adjourn the meeting at 10:40 PM. Bresnahan second. All in favor. Motion carried.

Respectfully submitted,

Stephen G. Saupe, Clerk

date: September 13, 2022

Supervisor Signatures:

date: _____

Richard Bresnahan

LeRoy Gondringer

Rich Sanoski

Avon Township Open House September 12, 2022

Welcome to the Avon Township Open House. We are celebrating our Township facilities that consist of Town Hall building, Maintenance Shop, and Salt shed. Our facilities are the result of careful planning and foresight by past township staff and residents. The town is debt-free; everything was paid off 2 years ago with no tax increase to residents. The Township is governed by a board consisting of three Supervisors who are assisted by a Clerk and Treasurer. Supervisors are elected to a three-year term while the Treasurer and Clerk are elected in alternate years. The Supervisors are supported by a Planning Commission that makes recommendations concerning a variety of issues. Below is a quick overview of the Township. For more information visit the township website.

- **Annual Meeting** – the annual meeting of Township residents is the second Tuesday of March at 8:15PM
- **Complaints?** – contact the Clerk or one of the Supervisors
- **Election Judges** – the Township maintains an elections staff of about 10 individuals. If you would like to serve as a judge, contact the clerk.
- **Equipment** – the town owns two plows – Red and Blue. We also have a pick-up with a crane and plow blade that is used for cul-de-sacs. The Township recently purchased a New Holland tractor with ARPA funds.
- **Fire Protection** – supplied by the Avon Fire Department (shared with the City of Avon & Collegeville Township)
- **Permits** – For information, visit the website, contact the Clerk, or call Stearns County Environmental Services. As a reminder, permits are required for: burning, adding to or constructing a building, a deck more than 12 inches from the ground, installing a new driveway or modifying an existing one.
- **Planning Commission Meeting** – last Wednesday of the month, 7:00 PM
- **Planning Commission:** Craig Blonigen, Rich Sanoski, Stephen Saupe, Andrew Wensmann, Lori Yurczyk
- **Posting Locations** – The Store & Township Hall
- **Roads** – 44 miles (most paved)
- **Stearns County Environmental Services** – handles most all construction site permits and it is usually a good place to start an inquiry (320-656-3613)
- **Supervisor Meeting** – 1st Wednesday of the month; 7:00 PM
- **Supervisors:** Richard Bresnahan (320.828.0973), LeRoy Gondringer (Chair, 320.290.0177), Rich Sanoski (320.260.1025), Kelly Martini (Treasurer, 320.493.9987), Stephen Saupe (Clerk, 320.248.8036)
- **Township Election** – election for Township officials occurs on the second Tuesday of March from 2-8 PM. The election precedes the Annual Meeting
- **Virtual Meetings** – all Township meetings are available on Zoom (<https://us02web.zoom.us/j/8325486945>. Passcode: *AvonTown.*)
- **Voting** – Residents vote in the Town Hall.
- **Website** – www.avontownship.org

What to do at the Open House

- Check out the Town Hall
- Have some ice cream and a beverage
- Sit in a snow plow
- Visit the Maintenance Shop
- Check out how much salt is use on the roads during the winter
- Enter a drawing for maple syrup and pottery
- Vote to name our plows
- Be a Supervisor for a Day