

Avon Township Supervisors Meeting – October 1, 2025

Tentative Agenda Packet

1. Call to order – 7:00 PM; Avon Township Hall, Queens Road, Avon (MN). Also, available via Zoom (*see footnote below*)
2. Pledge of Allegiance
3. Roll Call
4. Approval of agenda
5. Approval of minutes – September 3, 2025
6. Public Hearings – *none scheduled*
7. Public Comments
8. Planning Commission Report
 - a. Angulski land split
 - b. At Homes Rentals – County Board of Adjustment hearing, October 9
 - c. Orderly Annexation agreement (see Section 10.H(2) in https://www.avontownshipmn.gov/images/docs/joint_pb/08.01.25_Version.PDF)
 - d. Town Hall Use
 - e. Polling Place accessibility grant
 - f. Road plan
 - g. Gondringer Access Permit
9. Treasurer's Report – *Kelly Martini*
 - a. Approval of the Treasurer's Report & Cash Control Statement
 - b. Monetary reserve discussion – Blonigen
 - c.
10. Claims & Payroll – *Kelly Martini*
 - a. Approval of claims, receipts & payroll
 - b.
11. Town Hall Report
 - a. Windows – Avon Hill Lions?
 - b.
12. Road Report & Roadwork Update
 - a. Queens Road – update
 - b. Winter readiness – plows, drivers, salt sand mix
 - c. Road inspection – schedule date (Oct 11?)
 - d. Road mileage certification – approval
 - e.
13. Scheduled Business
 - a. Plat signing – Angulski/Michaletz
 - b. 2025 LRIP Grant – Queens Road completion, or other; County support received
 - c.
14. Other Business (*added at meeting*)
 - a.
 - b.
15. Reports
 - a.
16. Announcements
 - a. **Signs** (incl. 911) –
 - b. **Construction Site Permits** – Meemken (14745 325th St.)

Note: The complete agenda is available at www.avontownship.gov. All Town Meetings are available via Zoom at <https://us02web.zoom.us/j/8325486945>. Passcode: AvonTown. The Clerk may record the meeting to ensure accuracy of the minutes. The recording will be deleted upon completion of minutes and will not become public (Resolution 01-03-18).

- c. **Special Assessment Searches** – Schmit (36591 Pelican Lake Road)
 - d. **Feedlot permits** – none
 - e. **County Hearings/Meeting** – Board of Adjustment, October 9, 2025 (At Home Rental variance) at 6:00 PM. <https://stearnscounty.civicweb.net/document/111520/An%20after-the-fact%20request%20from%20Nathan%20Diehl,%20Fo.pdf?handle=865AAA2634474E0F9EAFABB32BF3ED>
 - f. **Fire Department** (August 2025 calls) – **City:** Medical 10, Fire/Other 4; **Town:** Medical 5; Fire/Other 3; **Collegeville:** Medical 4, Fire/Other 0; **St. Wendel:** Medical 0, Fire/Other 0; **I-94**, 1. None reported.
 - g. **Fire Department Open House:** October 5, 4-6 PM
 - h. Notice of Xcel rate increase received
 - i. Levy info submitted to Stearns County
 - j.
17. Old Business – Culvert mapping project & County app; cold patch at Two Rivers & 190th; bump on 360th; 135th Avenue project with St. Wendel; Case to display old documents; Window treatments for Town Hall; Exterior sign for the Hall; Hiring HR / payroll company; Culvert Pelican Lake Road; Salt shed overhang/awning; Employee *Handbook* including earned sick time etc.; Pipeline Agreement; brush cutter rental for 2025; vacating Parkwood Court; Records to historical society; replace ditch mower; replace 2-ton truck
18. Signatures (*as necessary*)
- a.
19. Announcement of next meeting: November 5, 2025 at 7:00 PM
20. Other Upcoming Meetings/Events
- a. Fire Department Open House – October 5, 2025; 4-6 PM; Avon Fire Hall
 - b. “Fifth” Monday meeting – October 6, 2025; 6:30 PM; Albany Area Schools
 - c. Planning Commission Meeting – October 29, 2025; 7 PM
 - d. District 742 School Board Election – November 4; 7 AM – 8 PM; Avon Town Hall
 - e. MAT Conference – Dec 11-13, St. Cloud Civic Center
 - f. Township Day at the Capitol – March 2, 2026
21. Adjournment

Minutes of the Meeting of the Avon Township Board of Supervisors

September 3, 2025

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

Call to Order: Chad Klocker called the meeting of the Avon Township Supervisors to order at 7:10 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 – Chad Klocker, Kelly Martini, Bryan Rassier, and Stephen Saupe. Absent: Craig Blonigen. There was a quorum. Also present – Paul Buttweiler, Marion Gondringer, Casey Jansky, and Andrew Wensmann.

Approval of Agenda: Rassier moved to approve the agenda as presented. Klocker second. Both in favor. Motion carried.

Minutes: Klocker moved to approve the minutes from the August 13, 2025 meeting as presented. Rassier second. Both in favor. Motion carried.

Public Hearings: At Homes Rentals / Donna Liveringhouse – Variance for a non-compliant garage.

Klocker opened a public hearing to consider a request by Donna Liveringhouse (At Home Rentals LLC; 17083 Upper Spunk Lake Road, 03.01461.0000) for a variance for a non-conforming garage that was built too close to the road. The garage is 69 feet from the center-of-the-road (COR) but only 19.5 feet from the road right-of-way (ROW). Avon Township Zoning Ordinance #6, Section 9.9.9.A (3), requires a setback of at least 30 feet from the ROW if it is known. Notice of the hearing was sent to 25 neighbors within 800 feet of the property. One was returned as 'undeliverable.' The Hearing was posted and published, and also included on the Township website. One individual contacted the Clerk to request information about the variance.

Brian Becker, Ms. Liveringhouse's son-in-law, was present at the hearing to represent his mother-in-law and provide a brief overview of the request. One attendee inquired about the name of the property owner, At Home Rental LLC. Mr. Becker said it was an LLC owned by his mother-in-law. Another resident inquired about the garage. Mr. Becker said it was the only structure on the property that would remain and it is the source of the variance. He also inquired if the house would be rented. Mr. Becker said that the owners, his in-laws, would live in the home.

Steve Smith alerted the Supervisors to a culvert that runs under Upper Spunk Lake Road and drains his property. He would like to see the culvert cleaned out to allow his fields to drain so the meadow can be cut. The culvert runs under a garage on the neighboring property. It was suggested that the culvert just needs to be cleaned out.

No other public comments were received. Klocker moved to close the public hearing. Rassier second. Both in favor. Motion carried.

The PC supports approving the variance. The Supervisors considered the Findings of Facts. They agreed that: The proposed use is allowed in the zoning district. The variance is in harmony with the general purpose of the ordinance. The variance is consistent with the comprehensive plan. The property will be used in a reasonable manner. The plight is not due to unique circumstances, but was created by the previous owner. The variance will not alter the essential character of the area. The variance involves more than economic hardship. After discussion, Klocker moved to approve a variance for a non-conforming garage on the property of At Homes

Rental, LLC at 17083 Upper Spunk Lake Road, Avon (03.01461.0000) which was built by the previous owner about 10.5 feet too close to the road right-of-way. Rassier second. Both in favor. Motion carried.

Public Comments: There were no public comments other than those at the Public Hearing.

Planning Commission (PC) Report

1. **At Homes Rentals, LLC. Access Permit** – Donna Liveringhouse (At Home Rentals LLC; 17083 Upper Spunk Lake Road, 03.01461.0000) applied for an access permit for a new driveway on her property. The PC recommends approval on the condition that it meet all Township access permit policies including for width and allowing only a single access to the road. Klocker moved to approve an Access Permit for Donna Liveringhouse (At Home Rentals LLC; 17083 Upper Spunk Lake Road, 03.01461.0000) on the condition it meets all Township guidelines and policies. Rassier second. All in favor. Motion carried. No culvert is required.
2. **Town Hall Use** – The PC discussed the implementation of expanded use of the Town Hall as authorized by the Supervisors at the August meeting. A new policy guide was developed. The PC also recommends that one Supervisor, working with the Clerk, be authorized to make decisions regarding applications for use of the Hall, and whether or not to waive the fee and damage deposit. Klocker moved to approve the revised policy guidelines for using the Town Hall and to authorize himself and the Clerk to make decisions regarding applications. Rassier second. Both in favor. Motion carried. There are still a few details to be worked out including who will open the Hall for use, etc. This will be on the next PC agenda.
3. **Anti-Virus Software/Website** – The PC discussed the need to up-to-date anti-virus software on Town computers as well as the website. It is likely a credit card will be required; Klocker offered the use of his credit card. The Clerk will look into options for anti-virus software. Blonigen will look into the website and whether or not it has adequate firewalls and if it is time to switch providers.
4. **Access Permit Inquiries** – were received from two individuals and both were advised to attend the PC meeting, though neither did so. No action taken.

Rassier moved to approve the PC report. Klocker second. Both in favor. Motion carried.

Treasurer's Report: The Treasurer provided the Cash Control statement from August 1, 2025 to August 31, 2025 (*appended below*) and read the Treasurer's report. Supervisor Blonigen recommended that the Township have a monetary reserve. Since Blonigen was unable to attend tonight's meeting, further discussion was tabled until next month. Rassier moved to approve the Treasurer's report and Cash Control Statement. Klocker second. Both in favor. Motion carried. The Township will soon need to deal with the implication of the MN Paid Leave and Earned Sick and Safe Time legislation; Martini will be the point person.

For the Period : 8/1/2025 To 8/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$279,453.51	\$2,180.35	\$12,159.75	\$269,474.11
Road and Bridge	\$610,838.89	\$100.00	\$402,905.89	\$208,033.00
Demolition Escrow - Maciejewski	\$0.00	\$0.00	\$0.00	\$0.00
Novel Solar Decommissioning Escro	\$0.00	\$0.00	\$0.00	\$0.00
Novel Vegetation Plan Escro	\$0.00	\$0.00	\$0.00	\$0.00
Road Damage Deposit	\$2,500.00	\$500.00	\$0.00	\$3,000.00
Fire Fund	\$46,484.68	\$0.00	\$0.00	\$46,484.68
General Capital Projects	\$3,927.96	\$0.00	\$0.00	\$3,927.96
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$943,205.04	\$2,780.35	\$415,065.64	\$530,919.75

He is working on cleaning up the holes from insulating the Shop. The Shop tank was pumped. The soap dispenser is not working; Jansky will handle.

Town Hall Report: Metal has been recycled at Opatz. Jansky is in the process of cleaning up after the installation of the insulation in the Shop. The Shop tank was pumped. The soap dispenser in the men's bathroom is not working again; Jansky will examine.

Road Report:

1. **Queens Road** – the project is finished; however, Knife River still needs to repair some damaged areas on the edge of the road. They forgot to pick up one of their signs; Jansky has it in the shop. The bridge delineator sign on the NW corner has been replaced; the Clerk will notify the County.
2. **Snow Readiness** – We are ready. Trucks need to be DOT'd. Klocker will contact Dylan Hedlund.
3. **185th Ditch Slope** – black dirt does not appear to have been delivered at this point. Klocker moved to authorize Blonigen to talk to R. Schmainda about the need for black dirt and order more if necessary. Rassier second. Both in favor. Motion carried.
4. **Road Inspection** – The Supervisors agreed to have a fall road inspection. The Supervisors will set the date, perhaps October 11th, at the next meeting.
5. **Brushing** – The Supervisors suggested renting a skid loader with a brush hog that could be used to clean up some brushy areas. It would cost \$530 for 8 hours on the machine from General Rental. Klocker moved to authorize Jansky to rent a brush hog from General Rental to clean up brush (*i.e.*, 360th, 185th, St. Anna Drive) in the Township. Rassier second. Both in favor. Motion carried. The Town will consider purchasing a brush cutter in the future – it may cost up to \$15K. There was a complaint about cutting down a shrub in Parkwood Circle.
6. **Assorted** – Pelican Lake Road culvert project is finished. Riley Court project is finished. Crack-filling is complete. Branches encroaching into the road ROW were removed on 154th Avenue and on Upper Spunk Lake Road, including around the public access. The Clerk will alert the City that the Township is not interested in helping with resurfacing Char Ave or First Street SE.

Rassier moved to approve the Road Report. Klocker second. Both in favor. Motion carried.

Business:

1. **Orderly Annexation Agreement (OAA)** – The *ad hoc* committee supports a revised OAA. The draft is now being considered for approval by the Town Supervisors and City Council. The main changes were: decreasing the percentage of a neighborhood required for annexation to 55% from 60%, and a slight revision in the neighborhood map. Klocker moved to approve the revised Orderly Annexation Agreement with the City of Avon. Rassier second. Both in favor. Motion carried.
2. **Shady's** – Blonigen received calls about loud noise at a recent event at Shady's. Klocker received FaceTime

videos at intervals from Shady's that showed that they were in compliance with the State noise statute. Shady's said that they were being harassed by neighbors.

3. **911 Signs** – The current Township policy is that a resident must pay for a new sign (\$150) that is purchased and installed by the Town. There has been some confusion about how the Town handles a pre-existing sign that is missing or damaged. The Supervisors agreed that the Township would pay the costs for replacing or repairing an existing 911 sign.

There are several 911 signs that have been delivered and need to be installed. The Clerk will provide the addresses to Jansky to install.

4. **Fine Fees** – the Town receives a portion of fines paid. Updated agreements must be signed with the County Attorney's office. Klocker moved to approve Resolution 9-03-25-1: Approving State of Minnesota Joint Powers Agreements with the Township of Avon on Behalf of its Prosecuting Attorney. Rassier second. Both in favor. Motion carried. Klocker moved to approve the "State of Minnesota Joint Powers Agreement." Rassier second. Both in favor. Motion carried. Klocker moved to approve the "Court Data Services Subscriber Amendment to CJDN Subscriber Agreement." Rassier second. Both in favor. Motion carried. This may need to be done on an annual basis.
5. **Culvert Identification** – Jansky has begun locating and mapping culverts. To get help from residents in locating culverts, the supervisors agreed to put a notice on FaceBook, the Town website, announce it at the Annual Meeting, and post it at the Town Hall. At the last meeting it was suggested to use a newsletter to request the information from residents. The Supervisors agreed that the cost of newsletter would not be worth it. Jansky will serve as the contact person (maintenance@avontownship.org) for the information.
6. **Assorted** – there will be an online CTAS workshop on September 4. MNDOT will have LRIP grants again. Blonigen is following up and reported that the County will sponsor us. The Town will apply for funds to complete Queens Road.

Other Business: none

Reports:

Announcements:

1. **Signs** (incl. 911) – none required.
2. **Construction Site Permits** were issued to Wolbeck (19185 Two Rivers Road; 10x24 deck) and At Home rentals (17083 Upper Spunk Lake Road; 4947 sq ft dwelling, with attached garage and porch)
3. **Special Assessment Searches** were done for Hadrich (14475 Co Rd 159, Avon); Bettin (15726 Parkwood Circle); and Angulski (19263 St. Anna Drive)
4. **Feedlot permits** – none
5. **County Hearings/Meeting** – none pertinent.
6. **Fire Department** (July 2025 calls) – **City:** Medical 4, Fire/Other 3; **Town:** Medical 5; Fire/Other 1; **Collegeville:** Medical 6, Fire/Other 0; **St. Wendel:** Medical 0, Fire/Other 0; **I-94:** 1.
7. Belgrade Coop sent the *Pipeline Awareness* magazine and a note that it is time to lock in pricing for the 2025-6 heating season.

8. The MN LTAP *Exchange* newsletter was received.

Old Business: Culvert mapping; 135th Avenue project with St. Wendel; Windows; Case to display old documents; Window treatments; Exterior sign for the Hall; hiring HR / payroll company; salt shed overhang/awning; culvert - Pelican Lake Road; CDL License changes; Employee *Handbook*, concrete sealing; *Employee Handbook* including earned sick time etc.; Pipeline Agreement.

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

The Clerk will alert the County that the deficiency noted during bridge inspection has been corrected.

Announcement of Next Regular Supervisor Meeting: October 1, 2025; 7:00 PM.

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

- a) MAT Legislative & Research Committee – Sept 12, Mankato
- b) Planning Commission – September 24, 2025; 7:00 PM
- c) District 742 School Board Election – November 11; 7 AM – 8 PM; Avon Town Hall
- d) MAT Conference – Dec 11-13, St. Cloud Civic Center
- e) Township Day at the Capitol – March 2, 2026

Adjournment. Klocker moved to adjourn the meeting at 8:25 PM. Rassier second. Both in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
10, 2025
Stephen G. Saupe, Clerk

date: September

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

Avon Township

Disbursements Register

9/2/2025

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/13/2025	Payroll Period Ending 07/31/2025	11479	August 13 Payperiod	N	Council/Town Board	100-41110-103-	\$ 131.02
	Total For Check	11479					\$ 131.02
08/13/2025	Payroll Period Ending 07/31/2025	11480	August 13 Payperiod	N	Treasurer	100-41510-103-	\$ 69.26
	Total For Check	11480					\$ 69.26
08/13/2025	Payroll Period Ending 07/31/2025	11481	August 13 Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 1,092.03
	Total For Check	11481					\$ 1,092.03
08/13/2025	Payroll Period Ending 07/31/2025	11483	August 13 Payperiod	N	Treasurer	100-41510-103-	\$ 358.13
	Total For Check	11483					\$ 358.13
08/13/2025	Payroll Period Ending 07/31/2025	11484	August 13 Payperiod	N	Council/Town Board	100-41110-103-	\$ 131.02
	Total For Check	11484					\$ 131.02
08/13/2025	Payroll Period Ending 07/31/2025	11485	August 13 Payperiod	N	Clerk	100-41425-103-	\$ 480.86
	Total For Check	11485					\$ 480.86
08/13/2025	Payroll Period Ending 07/31/2025	11486	August 13 Payperiod	N	Council/Town Board	100-41110-103-	\$ 138.52
	Total For Check	11486					\$ 138.52
08/13/2025	STEVE SAUPE	11487	Exxct Hosting/mileage	N	Clerk	100-41425-201-	\$ 57.95
		11487				100-41425-331-	\$ 12.60
	Total For Check	11487					\$ 70.55
08/13/2025	Albany Mutual Telephone	11488	Internet	N	Clerk	100-41425-325-	\$ 59.47
	Total For Check	11488					\$ 59.47
08/13/2025	Minnesota Association of Townships	11489	MAT Dues	N	Treasurer	100-41510-390-	\$ 1,066.64
	Total For Check	11489					\$ 1,066.64
08/13/2025	STAR PUBLICATIONS, LLC	11490	Inv #2025ci-574	N	Council/Town Board	100-41110-351-	\$ 103.40
	Total For Check	11490					\$ 103.40
08/13/2025	Brothers Fleet Services	11491	Paint for plow truck	N	Road and Bridge Equipment	201-43126-221-	\$ 40.00
	Total For Check	11491					\$ 40.00

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Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/13/2025	MAC's HARDWARE	11492	Acc # 727340	N	General Government Buildings and Plant	100-41940-228-	\$ 102.98
	Total For Check	11492					\$ 102.98
08/13/2025	STEARNS COUNTY RECORDER	11493	Ordinance # 06-04-25 & Encroachment Agreement - Borgerding	N	Recording and Reporting	100-41420-300-	\$ 46.00
	Total For Check	11493				100-41420-300-	\$ 46.00
							\$ 92.00
08/13/2025	MATIT	11494	Inv # 13560	N	Insurance (LMCIT, MATIT, workers comp, etc)	100-41970-360-	\$ 2.00
	Total For Check	11494					\$ 2.00
08/13/2025	Clayton Dobmeier	11495	Brush mowing on 185th Ave N	N	Weed Control	201-43260-300-	\$ 910.00
	Total For Check	11495					\$ 910.00
08/13/2025	STANTEC CONSULTING SERVICES INC	11496	Inv# 2426219	N	Paved Streets	201-43121-300-	\$ 11,973.88
	Total For Check	11496					\$ 11,973.88
08/13/2025	KNIFE RIVER CORP. - NORTH CENTRAL	11497	2025 Queen Rd Improvements	N	Paved Streets	201-43121-300-	\$ 366,795.72
	Total For Check	11497					\$ 366,795.72
08/13/2025	M R SIGN	11498	INV #228272 - #228667	N	Highways, Streets & Roadways	201-43101-226-	\$ 1,111.47
	Total For Check	11498				201-43101-226-	\$ 98.68
							\$ 1,210.15
08/13/2025	Sign Co	11499	Inv # 9524 - Plow Truck Logo	N	Road and Bridge Equipment	201-43126-228-	\$ 90.00
	Total For Check	11499					\$ 90.00
08/13/2025	Hanson Paving	11500	Sarah Lane, Riley Court & St Anna Drive, 360th Street	N	Paved Streets	201-43121-300-	\$ 9,650.00
	Total For Check	11500					\$ 9,650.00
08/13/2025	Payroll Period Ending 07/31/2025	11502	August 13 Payperiod	N	Clerk	100-41425-103-	\$ 510.80
	Total For Check	11502					\$ 510.80
08/13/2025	THE STORE	11503	FUEL FOR TRUCKS -June & July	N	Road and Bridge Equipment	201-43126-212-	\$ 191.56
	Total For Check	11503				201-43126-212-	\$ 267.53
							\$ 459.09

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Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
08/13/2025	Intex Insulating Company Inc	11504	Insulate Shop	N	General Government Buildings and Plant	100-41940-300-	\$ 8,246.00
	Total For Check	11504					\$ 8,246.00
08/13/2025	PERA	WD081320251	DCP & Coordinated Plans	N	Council/Town Board	100-41110-103-	\$ 30.00
		WD081320251			Clerk	100-41425-103-	\$ 55.06
		WD081320251			Treasurer	100-41510-103-	\$ 41.00
	Total For Check	WD081320251					\$ 126.06
08/13/2025	INTERNAL REVENUE SERVICE	WD081320252	July taxes	N	Council/Town Board	100-41110-121-	\$ 46.50
		WD081320252				100-41110-122-	\$ 10.90
		WD081320252			Clerk	100-41425-121-	\$ 55.80
		WD081320252				100-41425-122-	\$ 13.06
		WD081320252			Treasurer	100-41510-121-	\$ 60.14
		WD081320252				100-41510-122-	\$ 14.08
		WD081320252			General Government Buildings and Plant	201-41940-121-	\$ 65.48
		WD081320252				201-41940-122-	\$ 15.32
		WD081320252			Ice and Snow Removal	201-43125-121-	\$ 104.78
		WD081320252				201-43125-122-	\$ 24.44
	Total For Check	WD081320252					\$ 410.50
08/13/2025	XCEL ENERGY	WD081320253	electric bill	N	General Government Buildings and Plant	100-41940-380-	\$ 91.12
	Total For Check	WD081320253					\$ 91.12
08/13/2025	PERA	WD081320254	DCP & Coordinated Plans	N	Clerk	100-41425-103-	\$ 179.44
	Total For Check	WD081320254					\$ 179.44
08/14/2025	MP Asphalt Maintenance	WD08142025	Crack sealing - Infrared Patching	N	Paved Streets	201-43121-310-	\$ 10,475.00
	Total For Check	WD08142025					\$ 10,475.00
	Total For Selected Checks						\$ 415,065.64

Appendix 2. Receipts Register

Avon Township

Receipts Register

9/2/2025

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
08/12/2025	MN State	1974	Court Fines	(08/12/2025) -	N	Court Fines	100-35101-	\$ 86.66
								<u>\$ 86.66</u>
08/14/2025	Susan Ball	1970	Special Assessment - Thull	(08/14/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
08/14/2025	Stearns County Abstract	1971	Special Assessment - Angulski	(08/14/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
08/14/2025	Midcontinent	1972	cable fee	(08/14/2025) -	N	Assessment Searches	100-34107-	\$ 275.57
								<u>\$ 275.57</u>
08/14/2025	Stearns County	1973	2025 State Wetland	(08/14/2025) -	N	Wetlands Credit	100-33409-	\$ 772.93
								<u>\$ 772.93</u>
08/29/2025	Knight Barry Title	1975	Special Assessment - Bettin	(08/29/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
08/29/2025	Diehl Construction	1976	Driveway permit - Rd Damage Deposit - Variance Hearing	(08/29/2025) -	N	Variance Hearing	100-32299-	\$ 400.00
						Driveway Permit	201-32101-	\$ 100.00
						ROAD DAMAGE DEPOSIT	225-34311-	\$ 500.00
								<u>\$ 1,000.00</u>
08/29/2025	Opatz Metals	1977	Recycling	(08/29/2025) -	N	Reimbursements for Materials	100-34312-	\$ 46.20
								<u>\$ 46.20</u>
08/29/2025	American Heritage	1978	MMR Interest	(08/29/2025) -	N	Interest Earning	100-36210-	\$ 498.84
								<u>\$ 498.84</u>
08/31/2025	Magnifi	1979	MMR Interest	(08/31/2025) -	N	Interest Earning	100-36210-	\$ 25.15
								<u>\$ 25.15</u>
Total for Selected Receipts								<u><u>\$ 2,780.35</u></u>

Report Version: 03/31/2015

Page 1 of 1

Avon Township
16881 Queens Road, Avon MN 56310

Access Permit Application

Purpose: To provide safe access to a landowner's property and Township roads, and to ensure all building sites in the township have 911 address signs.

1. Property Owner's Name: Jim & Jean Gundringer
2. Application Date: Aug 28 2025
3. Phone: 320-845-4304 eMail: jjgf@albanytel.com
4. Address of Property: 35538 Tower Rd Albany Mn 56307
5. Mailing Address (if different): _____
6. Parcel Number: 03.00911.0010 Township 125 Range 30 Section _____
7. Public Road Accessed: 360th St + Tower Road
8. Legal Description (or append): NW 1/4 of Sec 17 Avon Twp
loss 4 other home sites for a total of 134 acres
9. Contractor Name: _____
10. Access Dimensions (drawing must be attached and is part of the permit application).

Agreement: As homeowner, I understand it is my responsibility to read and understand the requirements of this application and Township Access policies and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and will abide by all of the ordinances of Stearns County and Avon Township, regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the proposed access has been staked by the applicant. If work has not begun within a year, the permit is void. It is the responsibility of the applicant to obtain any other necessary permits from any other regulatory agencies or government bodies. Signature of this application authorizes the Avon Township Officials to enter upon the property to perform needed inspections. Entry may be without prior notice. Failure to comply with the Avon Township Access Policy will result in the forfeit of the damage deposit.

James J. Gundringer
Signature of Property Owner

8-28-25
Date

Township Approval: File Number: _____ This access permit **IS / IS NOT** (circle one) approved.

Permit Conditions: _____

Name (print): _____

Signature: _____ Date: _____

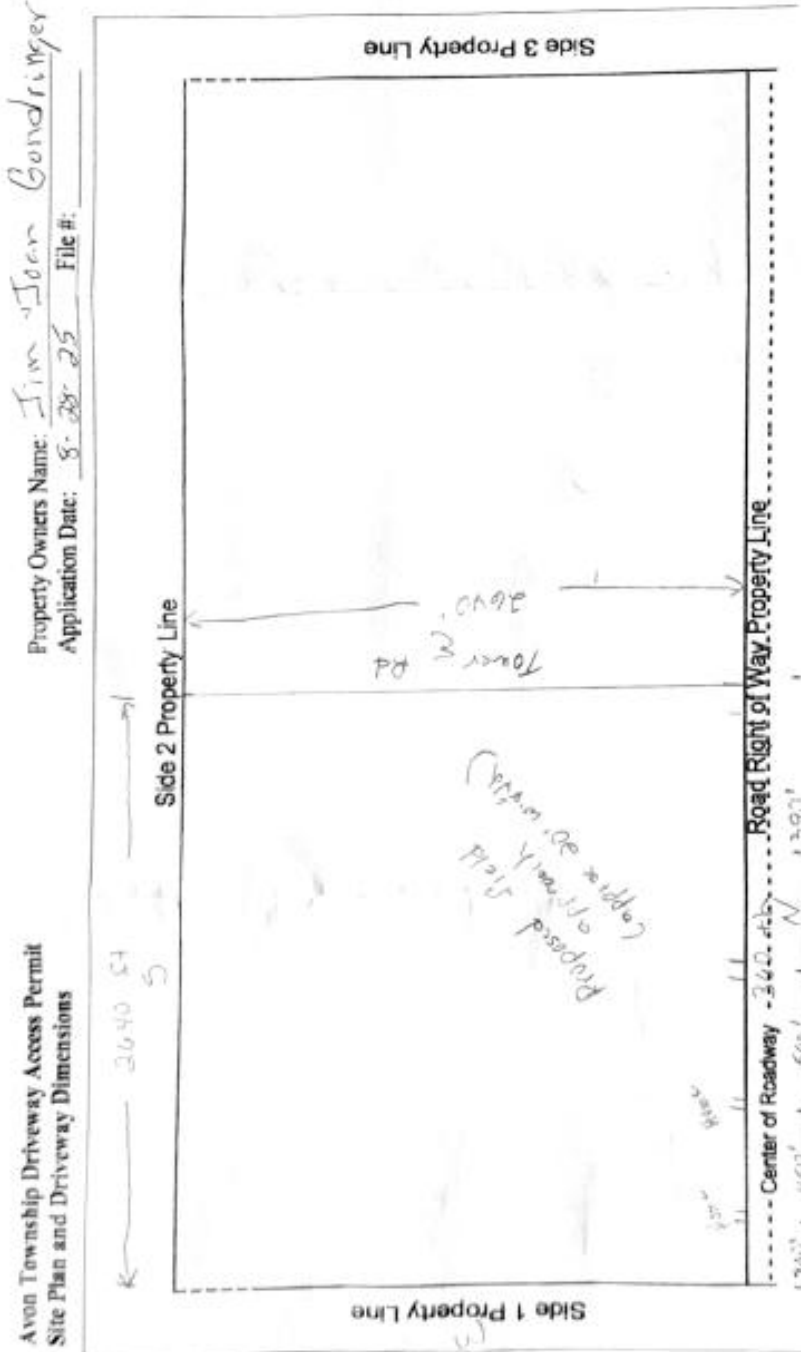
Avon Township Board of Supervisors, Chair

Permit Expiration Date: _____ Photo Taken: _____

Fees Collected: Non-Refundable permit fee: _____ Damage deposit: \$500 (This is refundable for a period of two years from permit date, assuming no damage to the public roadway. Submit Damage Deposit Request form to Clerk when the work is complete to request return of the deposit)

Access Drawing/Dimensions

A diagram showing the proposed access and dimensions must accompany the permit used, or the applicant may append a separate drawing, map, survey or other showing.



Avon Township Driveway Access Permit
Site Plan and Driveway Dimensions

Property Owners Name: Jim & Jean Gondringer
Application Date: 8-28-25 File #:

35538
TOWN
PL
3203

RECEIPT

DATE 24 Sept 2025 NO. 534462

RECEIVED FROM James Gondringer \$ 550.00

Five hundred & 00 dollars and no cent

FOR RENT ☒ FOR Access Permit 3 deposit change 1 DOLLARS

ACCOUNT	<input type="radio"/> CASH	FROM	TO
PAYMENT	<input checked="" type="radio"/> CHECK		
BAL. DUE	<input type="radio"/> MONEY ORDER		
	<input type="radio"/> CREDIT CARD		

3.11

Planned Driveway Access Dimensions:

Width: 20'

Slope/Grade: 25°

Radius: 50'

Culvert Size: 15"

Levy Year: 2026
Township: **Avon**

Levy Information			
Fund Name	2025 Certified	2026 Certified	% Change
NTC Levies			
General Revenue	\$112,350.00	\$89,950.00	-19.9
Road & Bridge	\$376,750.00	\$420,950.00	11.7
Fire Fund	\$150,000.00	\$184,000.00	22.7
Capital Reserve	\$5,000.00	\$5,000.00	0.0
Total NTC Levy	\$644,100.00	\$699,900.00	8.7
RMV Levy (St Cloud City Only)			
Total RMV Levy			
Total Levy			

Clerk Stephen G. Saupe
Date Monday, September 22, 2025

RE: OAA

From: Jodi A - City of Avon <jodi.a@cityofavonmn.com>

Sent: Tue, Sep 9, 2025 at 11:45 am

To: clerk@avontownship.org

 [image001.png](#) (43.2 KB)

Good Morning Steve,

At last night's city council meeting there was much discussion about the agreement.

The council had one remaining concern that they felt should be addressed prior to them approving the document.

Regarding Page 7 Section H.2 as it relates specifically to Avon Estates (see snippet below).

City Setbacks from Farm Operations. The City will adopt measures to ensure that no new residential homes are constructed within 500 feet of structures used to house animals (or which are considered operating feedlots with livestock according to Minnesota Rules) and located on land employed and engaged in agricultural business endeavors. This provision is not intended to apply to new residential structures constructed on the same parcel as the agricultural structures.

We are not certain if the following properties within close proximity to Avon Estates might include "structures used to house animals (or considered operating feedlots with livestock)" that could fall within 500' of a new residence as we continue to build out Avon Estates to the west.

18729 Co RD 54 (Aaron Middendorf)

34114 Peach Dr (Jerome Emmerich)

18732 Co RD 54 (John Klaphake)

18918 Co RD 54 (Mitchell Herdering)

18909 Co RD 54 (Dean Mitchell)

18905 Co RD 54 (Cody Schleicher)

The city will need to make sure that we are able to build out the remainder of Avon Estates without issue.

If the above properties are indeed considered operating feedlots or have structures which are used to house animals and are located within 500' of Avon Estates, the city would ask that a provision be added to exclude Avon Estates or to change the 500' distance to a lesser amount to avoid restricting residential development in Avon Estates.

Please discuss and advise.

I plan to bring this back to city council in October.

2025 Election VOTER Funding

From: Hiscock, Rebecca <Rebecca.Hiscock@stearnscountymn.gov>

Sent: Mon, Sep 29, 2025 at 10:22 am

To: clerk

Cc: Gerads, Roxanne, Laudenbach, Laura

 [image001.png](#) (36.6 KB)  [Funding Letter 2025 Avon Township.pdf](#) (385.4 KB)  [2026 VOTER Expenditure Reporting Form.pdf](#) (785.8 KB) [2026 VOTER Expenditure Reporting Form.xlsx](#) (70.2 KB) – [Download all](#)

Happy Monday,

In 2025, the Office of the Secretary of State authorized the transfer of \$3.195 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account for expenses directly related to election administration. The funds were distributed based on:

- 20 percent allocated equally to all 87 counties.
- 80 percent allocated based on proportion of registered voters.

Counties must distribute funds to cities and townships by December 31st each year. Stearns County will receive \$74,416.33. Distribution of funds will be according to the statewide formula:

50% - retained by county - \$37,708.31

25% - absentee locations - \$18,854.16

25% - split between all cities/townships - \$18,854.16

How will funds be distributed?

Distribution of the 25% (\$18,854.16) will be allocated to municipalities based on registered voters on May 1st from the most recent statewide general election.

If your city is an absentee location for a statewide election, your municipality will receive a distribution based on the number of ballots your location processed in the 2024 General Election.

What can the VOTER Account funds be used for?

The funds can be used for any purpose that is directly related to election administration. The enabling legislation included the following categories:

1. Equipment.
2. Hardware or software;
3. Cybersecurity;
4. Security-related infrastructure;
5. Capital improvements to improve access to polling places for individuals with disabilities;



COUNTY OF STEARNS

To: All Township Board Chairpersons
From: Michael Decker, Assistant Highway Engineer
Date: September 15 2025
RE: Township Road Mileage Certification

The following is a list of road mileage for each township in Stearns County certified and submitted to us by the respective townships as being maintained and open to travel by the public for at least eight (8) months of 2025.

Township	Mileage
Albany	47
Ashley	33.4
Avon	44.5
Brockway	61.4
Collegeville	44.5
Crow Lake	25.3
Crow River	35.6
Eden Lake	56
Fair Haven	45
Farming	44.7
Getty	35.9
Grove	34
Holding	45.6
Krain	56
Lake George	31.8
Lake Henry	33
Le Sauk	25
Luxemburg	47
Subtotal	745.7
Total	1,436.90

Township	Mileage
Lynden	40.1
Maine Prairie	78.05
Melrose	32.5
Millwood	44.2
Munson	46
North Fork	41.2
Oak	33
Paynesville	56.7
Raymond	32
St Joseph	18.5
St Martin	36.2
St Wendel	63
Sauk Centre	36.8
Spring Hill	37.9
Wakefield	57.55
Zion	37.5
	691.2

Please review the mileage shown for your Township and add new mileage if applicable. Please sign and return this form by **November 10th**.

Date

Township Chairperson

Township

Avon Township
16881 Queens Road; Avon MN 56310

Application to Use the Avon Township Hall

A. Requested use date(s) _____

B. Requested use time(s) _____

C. Purpose of use (*describe function and estimated number of people*)

D. Name of organization _____

E. Responsible agent (***must be an Avon Township resident***) _____

a. Address _____

b. Phone _____

c. Email _____

I, _____ (print name), have read and understand the rules and policies governing the use of the Avon Township Hall facilities and, as the responsible agent, accept both personally and for my organization, full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Township of Avon for any and all claims for damages or injury related to the requested use.

Responsible Agent Signature _____ date _____

Submit this application to Avon Township Clerk, 16881 Queens Road, Avon, MN 56310; or via email at clerk@avontownship.org

Avon Township
16881 Queens Road; Avon MN 56310

Township Hall – Use Approval Form
(to be completed by the Township)

You/your organization has been approved to use the Avon Township Hall on the date/time indicated. Review the Rules & Policies for use and be sure to return the facility to the condition in which it was found. Contact the Town agent to set up a time for a building orientation and to receive instructions on how to get access to the Hall. ***The Town agent must also be contacted at the completion of the event to alert the Town that the Hall has been cleaned and vacated.***

A. Name of organization _____

B. Responsible Agent _____

C. Approved Date(s) / Time(s) of use: _____

D. Deposit/Use Fee Required _____

E. Date paid/Receipt issued _____

F. Building Orientation meeting scheduled (*if applicable*) _____

G. Township agent/contact person (*typically the Clerk but may be other appointee*)

A) Name _____

B) Email _____

C) Phone _____

H. Notes

Avon Township
16881 Queens Road; Avon MN 56310

Request for Return of Town Hall Use Damage Deposit

Upon completion of your event you should request the return of the Damage Deposit. An inspection will take place by Township personnel to determine if there has been any damage to the Township Hall. After this inspection, the request will be brought to the Supervisors' Meeting for approval or denial. Request must be made within one year of the event date.

1. **Responsible Agent Name:** _____
2. **Phone:** _____ **email:** _____
3. **Mailing Address:** _____

Signature of Responsible Agent	Date

Area below for use by the Township

Township Approval:

Inspection date: _____ Photo retaken: _____

Notes from Inspection (i.e., work done without damage, describe damage)

Access damage deposit return: **IS APPROVED / IS NOT APPROVED** (*circle one*)

Amount approved for refund: \$_____

Signature (*print*): _____

Name (*print*): _____ **Date:** _____

Avon Township Board of Supervisors, Chair

Policy for Use of the Town Hall

Organizations may use the Avon Township Hall for meetings and events when available. The organization must be represented by at least one Township resident who will serve as the organization's agent and will be responsible for cleanup and any damage. Township use takes precedence over any other use, and other uses may be cancelled if a Township meeting must be scheduled. All scheduling and approvals will be handled by the Township Clerk and a designated Supervisor. No use, which in the judgment of Township officials could cause damage to Township property or disruption of Township operations, is permitted. A usage fee and damage deposit are required, though they may be waived at the discretion of the Township.

Rules

Rules governing the use of the Township building facilities include, but are not necessarily limited to the following:

1. A fee of \$150 per day will be charged.
2. A damage deposit of \$200 is required. After inspection, if the Hall is clean and there is no damage, the deposit will be returned.
3. Social events and parties are not permitted.
4. Each organization using the facility is financially responsible for any damage caused to Township property, buildings, or the contents of buildings
5. After use, the building will be inspected to ensure that the building is returned to the condition in which it was found including:
 - a. Appropriate clean-up of tables, chairs, kitchen counters, appliances, and sinks
 - b. Return chairs and tables to their original locations
 - c. Removal of trash
 - d. Bathrooms neat, toilets checked (flushed, not running)
 - e. Vacuuming and sweeping
 - f. Lights are all turned off
 - g. Windows all closed and locked
 - h. Fire exit door closed tightly
 - i. Entrance door locked
 - j. Thermostats returned to 50 degrees in winter or 75 degrees in summer
6. The following are prohibited from use in the Town Hall: alcohol, tobacco products, candles, fireworks or other fire-generating products, weapons or firearms, and gambling.
7. Users will be held responsible for any damage to Township property. Willful violation of these rules will lead to the loss of the eligibility to use the facility.

(last update: September 2025)