

Minutes of the Meeting of the Avon Township Board of Supervisors

February 4, 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 7:00 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 – Craig Blonigen, Marion Gondringer (*Acting Clerk*), Chad Klocker, and Kelly Martini. Absent: Bryan Rassier. Clerk Saupe is on leave of absence. There was a quorum. Also present – Paul Buttweiler, Casey Jansky, and Andrew Wensmann.

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

Minutes: Blonigen moved to approve the minutes from the January 7, 2025 meeting as presented. Klocker second. All in favor. Motion carried.

Public Hearings: none scheduled

Public Comments: There were no public comments.

Planning Commission (PC) Report – *presented by Andrew Wensmann*

1. **Frie variance inquiry** – Ms. Cindy Frie (34139 Lower Spunk Lane; PID 03.01227.0007) appeared at the meeting to discuss a variance to construct an addition to her garage that would be closer to the road right-of-way than currently permitted. Because it was not clear to the PC the exact variance she would require, Ms. Frie was requested to get an updated survey because it was not clear how close the structure would be to the center-of-the-road. She emailed a revised survey. The PC will examine the request at their February meeting and forward a recommend to the Supervisors for setting a public hearing at the March meeting. The Supervisors expressed concerns about how close any new addition will be and especially access of the proposed addition directly from the road, rather than from the side as in a previous plan.
2. **Hunting law change** – The County is looking for input on the new legislation. The PC discussed the upcoming change but had no recommendation. The Supervisors agreed and will take no action. No Township recommendations regarding the proposed changes will be made to the County.
3. **Permits in 2025** – the County maintains a listing of permits. The PC reviewed permits this year to ensure the County database was up to date.
4. **Road Plan** – Blonigen has been working on updating our road inventory. He created a nifty algorithm to determine which roads are in need of resurfacing. There is a slight discrepancy between the road mileage numbers maintained by the County and Township, perhaps due to rounding differences. The Town will consider remeasuring at some point in the future.

- 5. **Emergency Election Plan** – the PC reviewed and edited the elections emergency plan. An alternate elections site is currently St. Anna Church. We will do a little more research.
- 6. **Emergency Contact List** – the PC discussed who should be listed (all Supervisors, Clerk). It will be posted at the Hall.

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

Treasurer’s Report: The Treasurer provided the Cash Control statement from January 1, 2026 to January 31, 2026 (*appended below*) and read the Treasurer’s report. Blonigen moved to accept the Treasurer’s report. Klocker second. Both in favor. Motion carried.

For the Period : 1/1/2026 To 1/31/2026

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$303,428.85	\$1,649.01	\$27,689.82	\$277,388.04
Road and Bridge	\$311,395.56	\$3,425.68	\$14,758.20	\$300,063.04
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	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Fire Fund	\$110,796.70	\$1,345.53	\$73,732.00	\$38,410.23
General Capital Projects	\$17,475.79	\$44.85	\$0.00	\$17,520.64
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$746,096.90	\$6,465.07	\$116,180.02	\$636,381.95

Claims, Receipts & Payroll: The claims (4979-4993) totaled \$7,149.04. Claim 4978 was for the new plow for \$25,000. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The approved payroll was \$4,100.04.

A request to return a driveway deposit for Lumley will be held until the project can be adequately inspected. It currently appears wider than approved. Checks 11617 and 11637 were voided. Martini reported that we didn’t receive any gravel tax this year.

Blonigen moved to accept the Cash Control Statement and Treasurer’s Report, and the Claims, Receipts and Payroll. Blonigen second. Both in favor. Motion carried.

Town Hall Report: Windows will be examined in the spring. The electric bill seemed high. Perhaps someone inadvertently turned up the thermostat on the in-floor heating unit. The on-demand water heater in the shop doesn’t work. Soap dispensers in the bathroom don’t work – they will be replaced with hand pumps.

Road Report: We have been plowing quite a bit. All is well. A swing-away box/post was damaged; it will be replaced. There is a concern that the title for the new truck has the wrong year. Klocker will follow up with DMV. Some residents have raised their mailboxes on 4x4’s to make it easier for the post office to access it. It could cause a problem for the plow. There are obstacles on the side of the road at the mobile home park. The Town has a tax-free number for Harbor Freight. Klocker will order salt when it is needed.

Blonigen moved to approve the Road Report and Town Hall report. Blonigen second. Both in favor. Motion carried.

Business:

1. **MAT Spring Short Course** – Authorization to attend the meeting on March 24, 2026 (St. Cloud Holiday Inn) will be handled next month.
2. **LBAE meeting** – The meeting has been scheduled for April 13, 6:00 PM by the Assessor’s office. This works for the Supervisors.
3. **Hand sanitizing stations** – Martini removed them from the Hall and entryway.
4. **OAA Legals/PID’s updated** – Changes are acceptable to the Supervisors. Klocker moved to accept the updates to the Orderly Annexation Agreement. Blonigen second. Both in favor. Motion carried.

Other Business: *none*

Reports:

1. **Fifth Monday** –Blonigen attended the meeting. They are having financial issues and looking at a potential 3% cut in the budget. Albany Township may assess residents on Sand Lake road for a project.

Announcements:

- a) **Signs** (incl. 911) – none
- b) **Construction Site Permits** – none
- c) **Special Assessment Searches** – none
- d) **Feedlot permits** – none
- e) **County Hearings/Meeting** – none
- f) **Fire Department** (December 2025 calls) – **City:** Medical 5, Fire/Other 0; **Town:** Medical 4; Fire/Other 1; **Collegeville:** Medical 4, Fire/Other 0; **St. Wendel:** Medical 0, Fire/Other 0; **I-94,** 3.
- g) An inquiry was received from Magnifi Financial regarding for Certificate of Occupancy for new construction. These are not done by the Township.
- h) A Uline catalog was received.
- i) An LTAP workshop brochure was received. Topics include chainsaw safety, leadership skills, management, and roadway maintenance.
- j) An emergency preparedness survey completed for County.
- k) A brochure was received from Willenbring for tree trimming/removal for hire (ajw8690@gmail.com; 320-290-0450).
- l) Lisa Gilk inquired about a potential rezoning request.
- m) A gambling permit was signed for a St. Anna Sportsmen’s Club raffle.

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; CDL License changes; Employee *Handbook*, concrete sealing; *Employee Handbook* including earned sick time etc.; Pipeline Agreement.

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

Announcement of Next Regular Supervisor Meeting: March 4, 2026; 7:00 PM.

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

- a) Town Hall open to accept absentee ballots – March 7, 2026; 10 AM – 12 PM
- b) Public Accuracy Test – March 7, 2026; 10:15 AM
- c) Town Hall open to accept absentee ballots – March 9, 2026; 1-5 PM
- d) Township election (2-8 PM) & Annual Meeting (8:15 PM) – March 10, 2026

Adjournment. Blonigen moved to adjourn the meeting at about 8:30 PM. Klocker second. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk
Marion Gondringer, Acting Clerk

date: February 20, 2026

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

Avon Township

Disbursements Register

2/3/2026

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

<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>
01/07/2026	Payroll Period Ending 12/31/2025	11589	January 7 Payperiod	N	Clerk	100-41425-103-	\$ 351.98
	Total For Check	11589					\$ 351.98
01/07/2026	Payroll Period Ending 12/31/2025	11590	January 7 Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 2,241.16
	Total For Check	11590					\$ 2,241.16
01/07/2026	Payroll Period Ending 12/31/2025	11591	January 7 Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 2,195.25
	Total For Check	11591					\$ 2,195.25
01/07/2026	Payroll Period Ending 12/31/2025	11592	January 7 Payperiod	N	Treasurer	100-41510-103-	\$ 292.62
	Total For Check	11592					\$ 292.62
01/07/2026	Payroll Period Ending 12/31/2025	11593	January 7 Payperiod	N	Council/Town Board	100-41110-103-	\$ 65.51
	Total For Check	11593					\$ 65.51
01/07/2026	Payroll Period Ending 12/31/2025	11594	January 7 Payperiod	N	Clerk	100-41425-103-	\$ 393.07
	Total For Check	11594					\$ 393.07
01/07/2026	Payroll Period Ending 12/31/2025	11595	January 7 Payperiod	N	Council/Town Board	100-41110-103-	\$ 138.52
	Total For Check	11595					\$ 138.52
01/07/2026	Payroll Period Ending 12/31/2025	11596	January 7 Payperiod	N	Council/Town Board	100-41110-103-	\$ 69.26
	Total For Check	11596					\$ 69.26
01/07/2026	Chad Klocker	11597	skid loader window	N	Road and Bridge Equipment	201-43126-403-	\$ 241.44
	Total For Check	11597					\$ 241.44
01/07/2026	Casey Jansky	11598	oasis post mount	N	General Government Buildings and Plant	201-41940-223-	\$ 107.42
	Total For Check	11598					\$ 107.42
01/07/2026	Dillon Hedlund	11599	coupler, hose, seal tape, radiator cap	N	Road and Bridge Equipment	201-43126-221-	\$ 89.97
	Total For Check	11599					\$ 89.97
01/07/2026	STAR PUBLICATIONS, LLC	11600	Inv #2025-20203	N	Council/Town Board	100-41110-351-	\$ 75.20
	Total For Check	11600					\$ 75.20

Fund Name: All Funds
 Date Range: 01/01/2026 To 01/31/2026

<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>
01/07/2026	DVS Renewal	11601	2014 MIDS TRL, 2017 FORD SRW, 1996 FORD CHA	N	Road and Bridge Equipment	201-43126-212-	\$ 20.25
		11601				201-43126-212-	\$ 20.25
		11601				201-43126-212-	\$ 20.25
		Total For Check					\$ 60.75
01/07/2026	MATIT	11602	Inv # 15377	N	Insurance (LMCIT, MATIT, workers comp, etc)	100-41970-360-	\$ 355.00
		Total For Check					\$ 355.00
01/07/2026	STANTEC CONSULTING SERVICES INC	11603	Inv# 2456673 #2503935	N	Paved Streets	201-43121-300-	\$ 878.20
		11603				201-43121-300-	\$ 2,504.75
		Total For Check					\$ 3,382.95
01/07/2026	DRH Transport LLC	11604	DOT MACK 08	N	Road and Bridge Equipment	201-43126-300-	\$ 100.00
		Total For Check					\$ 100.00
01/07/2026	MAC's HARDWARE	11605	Inv #953048, #953072, #953099, #953153	N	Other General Government	100-41901-227-	\$ 11.99
		11605			Road and Bridge Equipment	201-43126-221-	\$ 346.56
		11605				201-43126-221-	\$ 65.93
		11605				201-43126-228-	\$ 51.95
		Total For Check					\$ 476.43
01/07/2026	Andy's Towing	11606	1996 Ford Ditch pullout, 2008 Mack Ditch pullout	N	Ice and Snow Removal	201-43125-310-1996	\$ 863.06
		11606				201-43125-310-2008	\$ 654.71
		Total For Check					\$ 1,517.77
01/07/2026	LANGE TRENCHING, INC	11607	8.5 blading roads, 58.36 class 5 on Peach Drive	N	Paved Streets	201-43121-300-	\$ 1,530.00
		11607				201-43121-300-	\$ 827.00
		Total For Check					\$ 2,357.00
01/07/2026	CENTRAL HYDRAULICS, INC	11608	Inv#661170	N	General Government Buildings and Plant	201-41940-221-	\$ 550.72
		Total For Check					\$ 550.72
01/07/2026	ALBANY AUTO VALUE	11609	battery, anti gel diesel extre	N	Road and Bridge Equipment	201-43126-221-	\$ 383.98
		11609				201-43126-221-	\$ 49.91
		Total For Check					\$ 433.89

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/07/2026	THE STORE	11610	FUEL FOR TRUCKS -November	N	Road and Bridge Equipment	201-43126-212-	\$ 775.85
		Total For Check					\$ 775.85
01/07/2026	CITY OF AVON	11611	2025 2nd half fire contract	N	Fire	226-42201-310-	\$ 73,732.00
		Total For Check					\$ 73,732.00
01/07/2026	Payroll Period Ending 12/31/2025	11612	January 7 Payperiod	N	Other General Government	201-41901-103-	\$ 96.97
		Total For Check					\$ 96.97
01/07/2026	XCEL ENERGY	WD010720261	electric bill	N	General Government Buildings and Plant	100-41940-380-	\$ 462.60
		Total For Check					\$ 462.60
01/07/2026	Albany Mutual Telephone	WD010720262	Internet	N	Clerk	100-41425-325-	\$ 59.51
		Total For Check					\$ 59.51
01/07/2026	PERA	WD010720263	DCP & Coordinated Plans	N	Council/Town Board	100-41110-103-	\$ 7.50
		WD010720263			Clerk	100-41425-103-	\$ 102.40
		WD010720263			Treasurer	100-41510-103-	\$ 33.50
		Total For Check					\$ 143.40
01/07/2026	INTERNAL REVENUE SERVICE	WD010720264	December taxes	N	Council/Town Board	100-41110-121-	\$ 13.08
		WD010720264				100-41110-122-	\$ 55.80
		WD010720264			Clerk	100-41425-121-	\$ 22.78
		WD010720264				100-41425-122-	\$ 97.34
		WD010720264			Treasurer	100-41510-121-	\$ 14.08
		WD010720264				100-41510-122-	\$ 60.14
		WD010720264			Ice and Snow Removal	201-43125-121-	\$ 26.98
		WD010720264				201-43125-122-	\$ 115.64
		Total For Check					\$ 405.84
01/07/2026	MINNESOTA REVENUE	WD010720265	2025 4th quarter	N	General Government Buildings and Plant	100-41940-103-	\$ 7.94
		Total For Check					\$ 7.94
01/20/2026	CITY OF DEEPHAVEN	11613	2006 STERLING	N	Road and Bridge Equipment	100-43126-550-	\$ 25,000.00
		Total For Check					\$ 25,000.00
Total For Selected Checks							\$ 116,180.02

Appendix 2. Receipts Register

Avon Township		Receipts Register					2/3/2026	
Fund Name: All Funds								
Date Range: 01/01/2026 To 01/31/2026								
Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
01/02/2026	Avon Auto Repair	2014	tax refund	(01/02/2026) -	N	Avon Auto Repair Refund	201-34152-	\$ 45.94
								<u>\$ 45.94</u>
01/09/2026	Steve Saupe	2015	Affidavit of Candidacy - Clerk	(01/09/2026) -	N	Recording of Legal Instruments	100-34102-	\$ 2.00
								<u>\$ 2.00</u>
01/09/2026	Chad Klocker	2016	Affidavit of Candidacy - Supervisor	(01/09/2026) -	N	Recording of Legal Instruments	100-34102-	\$ 2.00
								<u>\$ 2.00</u>
01/20/2026	Midcontinent	2017	cable fee	(01/20/2026) -	N	Royalties	100-36220-	\$ 235.10
								<u>\$ 235.10</u>
01/23/2026	Stearns County	2018	2025 Tax Settlement	(01/23/2026) -	N	Current Ad Valorem Taxes	100-31010-	\$ 984.85
						Mobile Home Tax	100-31030-	\$ 22.60
						Current Ad Valorem Taxes	201-31010-	\$ 3,303.94
						Mobile Home Tax	201-31030-	\$ 75.80
						Current Ad Valorem Taxes	226-31010-	\$ 1,315.35
						Mobile Home Tax	226-31030-	\$ 30.18
						Current Ad Valorem Taxes	401-31010-	\$ 43.85
						Mobile Home Tax	401-31030-	\$ 1.00
								<u>\$ 5,777.57</u>
01/31/2026	American Heritage	2019	MMR Interest	(01/31/2026) -	N	Interest Earning	100-36210-	\$ 377.24
								<u>\$ 377.24</u>
01/31/2026	Magnifi	2020	MMR Interest	(01/31/2026) -	N	Interest Earning	100-36210-	\$ 25.22
								<u>\$ 25.22</u>
Total for Selected Receipts								<u><u>\$ 6,465.07</u></u>