

Minutes of the Avon Township Board of Qualification & Organizational Meeting

March 22, 2023 7:00 PM

Call to Order: Chair LeRoy Gondringer called to order the meeting of the Avon Township Supervisors at 7:00 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon. The meeting was also available virtually at <https://us02web.zoom.us/j/8325486945> (Passcode: AvonTown).

Pledge: The Pledge of Allegiance was recited.

Roll Call: the following individuals were present:

Board of Supervisors – *LeRoy Gondringer, Chad Klocker, Kelly Martini (Treasurer), Rich Sanoski, Stephen Saupe (Clerk). Absent: Richard Bresnahan.*

Board Support – *Paul Buttweiler (Deputy Treasurer), Marion Gondringer (Deputy Clerk), Joe Koopmeiners (Maintenance), Sheldon Tschida (plow driver), Dillon Hedlund (plow driver).*

Planning Commission – *Rich Sanoski, Stephen Saupe, Andrew Wensmann, Lori Yurczyk (Chair).*

Approval of Agenda: An application for a marathon on the Lake Wobegon trail was added to the agenda. Sanoski moved to approve the agenda as amended. Gondringer second. Both in favor. Motion carried.

Business:

- Board of Canvass Minutes** – The Board of Canvass meeting minutes were reviewed. The Clerk reported that there was one discrepancy. The number of unused ballots that was counted at the end of the evening was 63. However, there should have been 64 unused ballots at the end of voting. The Clerk is not certain what happened to this ballot, though it might have been used in the public accuracy test and not recorded. The County was alerted to the discrepancy, which fortunately has no impact on the election results because the number of voted ballots matches the number of voters (includes those who voted on election day and by absentee). Gondringer moved to approve the Board of Canvass minutes from the March 14, 2023 meeting as amended to include an explanation of the missing unvoted ballot. Sanoski second. All in favor. Motion carried.
- New Officers:** Chad Klocker and Kelly Martini were sworn-in as Supervisor for a three-year term (2023 – 2026) and Treasurer for a two-year term (2023 – 2025), respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements have been obtained from both candidates (Martini, Bresnahan) in the election.
- Chair & Vice-Chair** – Sanoski nominated Gondringer to serve as Chair. Klocker second. All (Sanoski, Gondringer, Klocker) in favor. Motion carried. Gondringer nominated Sanoski as Vice-Chair. Klocker second. All in favor. Motion carried.
- Transfer of Town Records/Keys** – Former Supervisor Bresnahan returned to the Clerk copies of documents, especially Fire Board minutes, and the Township computer (#1) he was issued. He never obtained a key. The transfer of records is complete. New Supervisor Klocker was sent by email an introduction to the Town Board and will be issued a key and given a tour of the Town Hall.
- Appoint Committee Chairs/Members** – Klocker said he didn't want to be a liability to the Township and was willing to serve on committees as needed; he didn't see a conflict between his Town role and position in the City of Avon regarding the Fire Hall. The Supervisors made the following appointments:
 - **County Liaison** – Chad Klocker
 - **Emergency Contact** – Chad Klocker

- **Fifth Monday** – Rich Sanoski
- **Fire Board** – Rich Sanoski. Sanoski will be formal rep, though the Supervisors thought all could attend meetings.
- **Grounds & Buildings** – LeRoy Gondringer
- **Humane Society** – Joe Koopmeiners / LeRoy Gondringer
- **Joint Powers Board** – Rich Sanoski
- **Legal** – LeRoy Gondringer
- **Maintenance Worker Supervisor** – LeRoy Gondringer
- **Planning Commission (PC) Liaison** – Chad Klocker
- **Roads & Snow** – LeRoy Gondringer
- **Weeds & Roadside Restoration** – Joe Koopmeiners / Chad Klocker
- **Zoning Administrator** – Stephen Saupe

Koopmeiners may not be able to attend the required County Weed meeting on April 5th. Klocker will plan to attend. Klocker moved to approve the slate of appointments listed above. Sanoski second. All in favor. Motion carried.

6. **Potential Conflicts** – The Supervisors considered potential conflicts of interest. The main conflict that was identified is that the Supervisors might be occasionally needed to help Koopmeiners with roadwork. To avoid any potential conflicts, Sanoski authorized the Clerk to prepare resolutions for supervisor assistance on road projects and other emergency work. Klocker second. All in favor. Motion carried. The resolutions will be examined and approved at the April meeting.
7. **Authorize Work** – Sanoski moved to authorize Supervisors, Treasurer (and Deputy), Clerk (and Deputy), and Maintenance Worker (Koopmeiners) to purchase routine and necessary office and other supplies required to carry out their assigned duties and responsibilities. Klocker second. All in favor. Motion carried.
8. **Housekeeping Report** – Koopmeiners reported that the seals on several windows have broken. The windows should still be under warranty from Thermo-Tech. Koopmeiners and the Clerk will look into contacting the company for replacements. A sticker on the window should provide necessary information. Koopmeiners will provide a list of windows requiring replacement.
9. **Maintenance Worker Report** – Koopmeiners reported that gravel roads are getting soft and will avoid plowing new snow for now to prevent damage. One plow is still in Ramler's shop. The required repairs (new springs) were more extensive than expected. A repair shop in St. Joseph may be able to do quicker repairs. Mr. Hedlund will provide contact information.
10. **Official Newspaper** – Sanoski moved to approve the *Star-Post* as the official Township newspaper. Klocker second. All in favor. Motion carried.
11. **Official Posting Places** – Klocker moved to approve *The Store* & Town Hall as the official posting places. Sanoski second. All in favor. Motion carried. Klocker suggested that the Town should maintain a Facebook site as an additional way to keep residents informed of Township news/activities. Buttweiler mentioned that he started a Township Facebook site a while ago, though no one has been maintaining it. Klocker will look into editing/updating the Town Facebook site started by Buttweiler.
12. **Designate Town Bank** – no changes in bank are necessary. There was a discussion whether Resolution 03-16-22-4 required updating since there is no change in current staffing. In addition, there was a question whether the current wording will allow the Treasurer to create accounts for escrow funds. Yurczyk suggested banks prefer annually-updated documents. Martini will follow-up with the bank to see if any clarifications in the resolution are required. The Clerk was authorized to update Resolution 03-16-22-4 (check signatories) to include Town staff emails and any pertinent information learned by Martini. The revised resolution will be considered for approval at the next meeting.

- 13. **Salary, Fee, & Mileage Schedule** – The Supervisors discussed the Fee Schedule and Salary/Wage Scale and made edits. Sanoski moved to approve the edited Fee Schedule and Salary/Wage Scale with changes effective April 1, 2023. Klocker second. All in favor. Motion carried. The Supervisors generally agreed that it wasn't necessary for liquor license applicants to personally attend a meeting, and that no action was necessary on Resolution 06-03-20-2 at this time.
- 14. **Township Policies** – No policies were identified for immediate review. Sanoski moved to approve the 2023 Annual Review of the AWAIR Program. Klocker second. All in favor. Motion carried. Despite the Township commitment to safe practices, Koopmeiners was injured when he was inspecting Township roads after the spring storms and the pickup fell into a culvert that had washed out. It was also noted that water dripping from the roof of the salt shed makes it difficult to open the door and is very slippery. The Supervisors will consider possible solutions on Road Inspection.
- 15. **Financial Reporting Forms** – The Treasurer and Clerk confirmed that required forms have been submitted, with the exception of levy information that the Clerk will submit once the appropriate forms are received from the County Auditor.
- 16. **Planning Commission (PC) Report/Update** – Yurczyk indicated that there is nothing new to report since the March Supervisor meeting. Yurczyk's and Saupe's terms on the PC are up. Both are willing to continue to serve. The Supervisors reviewed their performances according to Town policy. Sanoski moved to approve Yurczyk's evaluation and reappointment to another term on the PC. Gondringer second. Two in favor. One abstain (Klocker). Motion carried. Sanoski moved to approve Saupe's evaluation and reappointment to another term on the PC. Gondringer second. Two in favor. One abstain (Klocker). Motion carried.
- 17. **Town Celebration/Newsletter** – The Supervisors agreed that there was no need for a Town Celebration this year and that there may not be a need for a newsletter if the Facebook site, combined with the website, provide adequate news to residents. The need for a newsletter will be reexamined later this year.

Announcements

- 1. **Lake Wobegon Marathon** – The County approved an application from the St. Cloud River Runners to host the Lake Wobegon Trail Marathon on May 6, 2023. No Township permit will also be required. A concern is that during previous races, individuals have parked on private property and blocked narrow town roads (*i.e.*, Meadowview Road). The organizers will be contacted to alert them to this situation and the need to monitor parking.
- 2. **Snow** – residents pushing snow across township roads continues to be a problem. It is illegal, hard on the equipment, and is dangerous for the plow drivers because a wing can hit a frozen ridge.

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

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____

date: March 26, 2023

Supervisor Approval:

date: _____

LeRoy Gondringer, Chair

Chad Klocker

Rich Sanoski