

# Minutes of the Meeting of the Avon Township Board of Supervisors

March 6, 2024

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

**Call to Order:** LeRoy Gondringer, *Chair*, 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 – LeRoy Gondringer (*Chair*), Kelly Martini (*Treasurer*), Rich Sanoski, and Stephen Saupe (*Clerk*). Absent – Chad Klocker. Also present – Marion Gondringer (*Deputy Clerk*), Joe Koopmeiners (*Maintenance*), and Lori Yurczyk (*PC Chair*).

**Approval of Agenda:** Added to the agenda was a request from Brian Pilarski to examine his driveway and AlbanyTel internet for the Town Hall. Sanoski moved to approve the agenda as amended. Gondringer second. All in favor. Motion carried.

**Minutes:** Sanoski moved to approve the minutes from the February 7, 2024 meeting as presented. Gondringer second. All in favor. Motion carried.

**Public Hearings:** *none*.

**Public Comments:** *none*.

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

1. **Annual Meeting** – Yurczyk reported that the PC reviewed the draft of the agenda and made a few changes. Sanoski will give the PC report at the meeting because the Chair was unable to attend. Potential moderators were suggested including Will Huston.
2. **Future Meeting Topics** – The Supervisors authorized the PC to examine the Fee & Wage Schedule, resolutions, and town hall use. Since there was little business at this meeting, it was questioned whether the meeting should have been cancelled to save money. The current policy is that the PC chair and Clerk are authorized by the Supervisors to cancel the meeting in the event of an emergency, such as bad weather; otherwise, cancellation requires Supervisor approval.

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

**Treasurer's Report:** The Treasurer provided a revised cash control statement from December (12-1-23 to 12-31-23) that was signed at the February 7<sup>th</sup> meeting, but no motion was made to approve it. Sanoski moved to approve the corrected cash control statement for December 1-31, 2023. Gondringer second. All in favor. Motion carried. The revised/corrected version appears below. Part of the reason for some of the revisions is that unclaimed road damage deposits were transferred to Road & Bridge.

The February Treasurer's report and revised January Cash Control statement were not approved at the last meeting. Sanoski moved to approve the February Treasurer's report and January 1-31, 2024 Cash Control Statement. Gondringer second. All in favor. Motion carried. The Cash Control Statement appears below.

Martini read and presented the Treasurer's Report and the Cash Control Statement for the period 02/01/2024 to

02/29/2024 (copied below).

Sanoski moved to approve the February Cash control statement and the March Treasurer’s Report. Gondringer second. All in favor. Motion carried.

For the Period : 12/1/2023 To 12/31/2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$218,999.49	\$6,983.89	\$7,476.15	\$218,507.23
Road and Bridge	\$62,958.81	\$0.00	\$3,092.26	\$59,866.55
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	\$3,950.00	\$0.00	\$500.00	\$3,450.00
Fire Fund	\$33,357.00	\$0.00	\$0.00	\$33,357.00
General Capital Projects	\$46,275.35	\$0.00	\$0.00	\$46,275.35
ARPA Fund	\$181,613.30	\$0.00	\$0.00	\$181,613.30
<b>Total</b>	<b>\$547,153.95</b>	<b>\$6,983.89</b>	<b>\$11,068.41</b>	<b>\$543,069.43</b>

For the Period : 1/1/2024 To 1/31/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$218,507.23	\$2,292.94	\$10,535.61	\$210,264.56
Road and Bridge	\$59,866.55	\$2,709.27	\$3,136.47	\$59,439.35
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	\$3,450.00	\$0.00	\$0.00	\$3,450.00
Fire Fund	\$33,357.00	\$655.51	\$43,086.50	(\$9,073.99)
General Capital Projects	\$46,275.35	\$15.91	\$0.00	\$46,291.26
ARPA Fund	\$181,613.30	\$0.00	\$0.00	\$181,613.30
<b>Total</b>	<b>\$543,069.43</b>	<b>\$5,673.63</b>	<b>\$56,758.58</b>	<b>\$491,984.48</b>

For the Period : 2/1/2024 To 2/29/2024

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$210,264.56	\$667.83	\$8,054.87	\$202,877.52
Road and Bridge	\$59,439.35	\$50,385.43	\$3,324.02	\$106,500.76
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	\$3,450.00	\$0.00	\$2,950.00	\$500.00
Fire Fund	(\$9,073.99)	\$0.00	\$0.00	(\$9,073.99)
General Capital Projects	\$46,291.26	\$0.00	\$0.00	\$46,291.26
ARPA Fund	\$181,613.30	\$0.00	\$0.00	\$181,613.30
<b>Total</b>	<b>\$491,984.48</b>	<b>\$51,053.26</b>	<b>\$14,328.89</b>	<b>\$528,708.85</b>

**Claims, Receipts & Payroll:** The claims (4647-4659) totaled \$4,783.43. The Clerk will invoice Collegeville Township for their half of the Rinke-Noonan attorney fees for work on the Fire Department Contract. The retainage fee to Knife River is being held until spring to see how the grass has grown. The payroll was \$4,693.30.

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

**Town Hall Report:** Koopmeiners presented the Town Hall report.

1. **Inventory** – Koopmeiners reported that he has finished updating the Inventory, including photographing the condition of many items and serial numbers.
2. **Boiler** – Quotes were received for a new boiler. Klocker reported in an email to the Clerk that the Town is already enrolled in Dual Fuel so that won't be an option to save energy costs. Resident Brian Pilarski stated that new boilers could be avoided by readjusting our existing system. He will work with Koopmeiners. The Supervisors thanked Mr. Pilarski for his help. The boiler quotes were tabled until the results of the readjustment are seen. Koopmeiners reported that LP is at 44%.
3. **Propane** – Belgrade Coop seeks a new agreement with the Township. Sanoski moved to approve the new contract with Belgrade Coop. Gondringer second. All in favor. Motion carried.
4. **Other** – Softener salt was delivered. The parking lot was repaired.

Sanoski moved to approve the Town Hall Report. Gondringer second. All in favor. Motion carried.

**Road Report:** *Koopmeiners presented the Road report.*

1. **Snow Season** – some roads were plowed and/or salt-sanded.
2. **Monthly Update** – work this month included mostly maintenance on the plows and machinery.
3. **Tree Removal** – a quote was received from Weavers Tree Service to remove trees on 175<sup>th</sup> and Shorewood Drive. Their quote is the only one because Zellner's equipment is not large enough to handle the trees and Lauren' Lawn Service doesn't have adequate insurance. Sanoski moved to accept the quote from Weaver's. Gondringer second. All in favor. Motion carried. Koopmeiners said the trees are in the right-of-way and both property owners will be notified prior to the work.
4. **LRIP Grant** – Klocker reported that Stantec engineer Jeremy Mathiassen said there were many proposals from our area and that there is only about \$6 million in available funding. The chance that our Queens Road request is successful seems remote at this time. It was suggested that we stockpile money this year to complete the Queens Road project next year.
5. **145<sup>th</sup> / 140<sup>th</sup> Avenue** – We are still waiting for information from Jeremy Mathiassen, Stantec. The Clerk will follow-up and request bid documents, etc. to be received in time for the Organizational/Qualification meeting.
6. **Weed Training** – Training will occur on April 3<sup>rd</sup>. Koopmeiners will attend, and he will likely be accompanied by the Supervisor who is selected for weeds at the Qualification meeting.
7. **Road Maps** – the County has updated road maps available. No action taken.
8. **175<sup>th</sup> Ave** – a resident requested gravel in the road right-of-way. After discussion, Sanoski moved to have Koopmeiners repair the existing road approach on 175<sup>th</sup>. Gondringer second. All in favor. Motion carried.
9. **Road Inspection & Pilarski Request** – the date will be set at the April meeting. The Supervisors will inspect

Brian Pilarski's driveway during road inspection; they will contact Brian prior to arriving. Mr. Pilarski is concerned that his property is very difficult to access after the summer 2023 roadwork.

Sanoski moved to approve the Town Hall & Road reports. Gondringer second. All in favor. Motion carried.

**Business:**

1. **Xcel Transmission Line** – Xcel has submitted a CUP application to the County to realign a transmission line through Collegetown Township and part of Section 36 in Avon Township. The County inquired whether the Township wants to hold our own public hearing, or be included in the County hearing (as will Collegetown Township). Sanoski moved to authorize Stearns County to hold the public hearing for Avon Township for the CUP application for a transmission line realignment that was submitted by Xcel Energy. Gondringer second. All in favor. Motion carried. Gondringer thought it would be a good idea to have someone from the Township attend the County hearing. He wanted to be sure that Township residents who are directly affected are amenable to the proposal and also wanted to know what would happen to the abandoned poles/line. Sanoski authorized a Supervisor or PC member to attend the hearing for the Township. Gondringer second. All in favor. Motion carried.
2. **Immaculate Conception Permits** – John Ruprecht, representative for Immaculate Conception Parish, requested approval of permits for a raffle and alcohol at their festival. Sanoski moved to approve the gambling permit exemption for a raffle and on-sale alcohol permit for the Immaculate Conception Parish Festival on June 30, 2024. Gondringer second. All in favor. Motion carried.
3. **Qualification Meeting** – the draft agenda was examined and updated. Approval of bid documents from Stantec was added to the agenda. The Clerk will make necessary changes. All Township staff are encouraged to attend.
4. **ARPA Funds** – no news. The funds will likely be used for Summer 2024 roadwork and County broadband infrastructure.
5. **Elections** – Saupe reported that the PNP polls were open from 7 AM – 8 PM. There were 6 judges including (Kelly Martini, Lisa Gilk, Deb Angulski, Ben Byker, Duane Fasen, Stephen Saupe) and they did a fantastic job. There were 218 voters. We should be able to receive reimbursement for our expenses. The Annual Town election will be next Tuesday from 2-8:00 PM, same judges. It will be followed by the Annual Meeting and then the Board of Canvass meeting. If anyone needs an absentee ballot, they can be obtained from Martini or Saupe. Martini will hold the Public Accuracy Test on Saturday and will also be available at the Hall to keep it open to accept absentee ballots. Marion Gondringer will help Martini with the PAT. The Hall will also be open on Monday from 1-5 PM to accept absentee ballots. Martini will pick up election supplies for the Township election.
6. **Annual Meeting Agenda** – a draft was provided for editing. Sanoski and Saupe will contact the Fire Department to confirm whether someone will be present to present a report. The Road Report and Planning Commission reports which will be presented by Gondringer and Yurczyk (*or designee*), respectively, were edited and corrected. The Clerk was authorized to purchase refreshments.
7. **Internet** – Gondringer said he was in contact with AlbanyTel about potential internet service. They can hook up the Hall in the next week or so. The price for service is \$50/month for 100 MB service, which better than our existing provider. Albanytel will even hook it up on a trial basis to see if we like it. Sanoski moved to switch our internet service to AlbanyTel (Albany Fiber Communications). Gondringer second. All in favor. Motion carried. Gondringer will give Joe's number to AlbanyTel to set up an appointment to install the

service.

8. **Audit Board Meeting** – Gondringer noted that the recommended levy is the same this year as last. It went up significantly last year because of the Town’s payment for the Fire Hall addition. The levy may have to increase next year because the bond payment will about \$20,000 greater than originally anticipated. Structure fires, but not medical calls, are billed to residents’ insurance. Sanoski moved to approve the minutes of the Audit Board meeting. Gondringer second. All in favor. Motion carried. Sanoski moved to approve the Audit Board report. Gondringer second. All in favor. Motion carried. Yurczyk reported that she and Craig Blonigen worked with Martini to try and determine how to modify the W2 form to only include the Township name. Martini is still working on it.

### **Reports:**

1. **MAT Short Courses** – will be held March 26, 2024 (Registration starts at 8:00 AM; meeting at 9:00 AM) in St. Cloud at the Holiday Inn. Board members are authorized to attend. Martini provided some insight regarding the current controversy concerning the bylaws, which will be voted on at the Short Courses.
2. **Fire Report** – no one appears to be fundraising for the addition. There was no discussion of a joint fire board at the recent meeting. It was suggested to include these items on the agenda of the Annual Meeting.

### **Announcements:**

1. No requests for **911 signs** were received. A resident inquired about a downed 911 sign and was told the replacement policy (\$150). He also indicated that there was another down sign on Queens Road. Koopmeiners will check it out.
2. **Construction Site Permits** were issued to Schmitz (37654 160th Ave, 16x20 addition, 14x24 attached garage); Reis (32097 Narnia, 36x56 shed with lean-to); Sanoski (34236 Peach Dr; 40x92 residence with attached garage).
3. A **Special Assessment Search** was conducted for Sobieck (36886 188<sup>th</sup> Avenue).
4. No **feedlot permits** were received.
5. No **Provisional Use permits** were received.
6. A Rapid Damage Assessment brochure was received from the County.
7. Michael Willians, County Administrator, alerted the Town that the grant to improve broadband in the remaining areas of the township was successful.
8. A solar developer inquired about whether they could apply for a variance from the solar moratorium. The answer, confirmed by the County, is “no,” since it is a non-permitted use (MN Statute 462).
9. The 20-year State Highway Investment Plan has been adopted (see MinnesotaGo.org).
10. A New Holland dealer ad was received regarding the Warranty Protection plan on the tractor.
11. Sanoski moved to send Koopmeiners to A&C Supplies to purchase supplies at their upcoming sale. Gondringer second. All in favor. Motion carried.

**Old Business:** Culvert mapping project with County app; 135<sup>th</sup> 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; culverts (Pelican Lake Road, Shorewood Drive, 145<sup>th</sup> Avenue); CDL License changes.

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

**Announcement of Next Regular Supervisor Meeting:** The next scheduled meeting is April 3, 2024 at 7:00 PM (available on Zoom at URL above).

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

- a. Planning Commission meeting – March 27, 2024
- b. Town Election Public Accuracy Test – March 9, 10:15 AM
- c. Town Hall open to accept absentee ballots – March 9 (10 AM – 12 PM) & March 11, 2023 (1-5:00 PM)
- d. Township Election, Annual Meeting & Board of Canvass meeting – March 12, 2024
- e. Qualification Meeting – March 20, 2024 (7 PM)
- f. MAT Short Course; St. Cloud – March 26<sup>th</sup>.
- g. Township Day at the Capitol – April 8 & 9, 2024
- h. LBAE meeting – April 15, 2024, 6:00 PM.

**Adjournment:** Sanoski moved to adjourn the meeting at 9:25 PM. Gondringer second. All in favor. Motion carried.

**Respectfully submitted,**  
Stephen G. Saupe, Clerk

date: March 24, 2024

**Supervisor Signatures:**

date: \_\_\_\_\_

\_\_\_\_\_  
LeRoy Gondringer, Chair

\_\_\_\_\_  
Chad Klocker

\_\_\_\_\_  
Bryan Rassier