

Avon Township Supervisors Meeting – June 3, 2026

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 – April 1, 2026. Resign clean copy of minutes from January 7th and Feb 4th meetings.
6. Public Hearings – *none scheduled*
7. Public Comments
8. Planning Commission Report – Kelly Martini
 - a. Oath of office & election of officers
 - b. Data center moratorium
 - c. Certificate of Compliance form
 - d. Road algorithm
 - e. Pierskalla/Ramler Mining permit – bond release
9. Treasurer’s Report – *Kelly Martini*
 - a. Approval of the Treasurer’s Report & Cash Control Statement
 - b. Update on employee benefit issues (ESSS)
 - c.
10. Claims & Payroll – *Kelly Martini*
 - a. Approval of claims, receipts & payroll
 - b.
11. Town Hall Report
 - a. Thermostat update
 - b. Window update
 - c.
12. Road Report & Roadwork Update
 - a. Queens Road bid opening
 - b. Roadwork for Summer 2026
 - c. MP Asphalt update
 - d. Quaker Road pothole update
 - e.
13. Scheduled Business
 - a. Anti-virus software
14. Other Business (*added at meeting*)
 - a.
 - b.
15. Reports
 - a.
 - b.
16. Announcements
 - a. **Signs** (incl. 911) – none
 - b. **Construction Site Permits** –
 - c. **Special Assessment Searches** – none
 - d. **Feedlot permits** –

Note: The complete agenda is available at www.avontownshipmn.gov. All Town Meetings are available via Zoom at <https://us02web.zoom.us/j/8325486945>. Passcode: AvonTown. The Clerk may record the proceedings of this 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).

- e. **County Hearings/Meeting** – Planning Commission (Gilk Rezone Request)
 - f. **Fire Department** (April 2026 calls) – **City:** Medical 4, Fire/Other 1; **Town:** Medical 5; Fire/Other 1; **Collegeville:** Medical 3, Fire/Other 1; **St. Wendel:** Medical 0, Fire/Other 1; **I-94, 1.**
 - g. MAT Town Law Review – June 5; CTAS Training – June 23
 - h. A brochure was received from Midwest Tree Experts (320-290-3402)
 - i.
 - j.
17. Old Business – Culvert mapping project & County app; 135th Avenue project with St. Wendel; Case to display old documents; Window treatments for Town Hall; Exterior sign for the Hall; Salt shed overhang/awning; Employee *Handbook* including earned sick time etc.; Pipeline Agreement; brush cutter rental for 2025; Records to historical society
18. Signatures (*as necessary*)
- a.
 - b.
19. Announcement of next meeting: July 1, 2026 at 7:00 PM
20. Other Upcoming Meetings/Events
- a. PC Meeting – June 24, 2026
 - b.
21. Adjournment

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

May 6, 2026

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, Kelly Martini, Bryan Rassier (*late ca. 30 minutes*), and Stephen Saupe (*Clerk, via zoom*). There was a quorum. Also present: Paul Buttweiler, Casey Jansky, Andrew Wensmann.

Approval of Agenda: Added to the agenda was a report regarding the Town Hall inspection by MAT and a Tour of Saints road event. Blonigen moved to approve the amended agenda. Klocker second. Both in favor. Motion carried.

Minutes: Blonigen moved to approve the minutes of the April 1, 2026 Supervisors meeting as presented. Klocker second. Both in favor. Motion carried.

Public Hearings: none scheduled.

Public Comments: none received.

Planning Commission (PC) Report – Chair Andrew Wensmann presented the PC report:

22. **Frie variance** – The PC held a hearing to consider a request by Ms. Cindy Frie (34139 Lower Spunk Lane; PID 03.01227.0007) for a variance to construct an addition to her garage that would be 33 feet from the center-of-the-road than currently permitted by Ordinance #6, Section 9.9.9A(3). The PC recommends approval. Blonigen moved to approve a variance for Cindy Frie as outlined above. Klocker second. Both in favor. Motion carried.
23. **Meyer Certificate of Compliance** – Mr. Dan Meyer (13958 325th St.) appeared at the meeting to request a certificate of compliance to split parcel 03.01137.0003 (14270 325th St.) into two tracts – Tract A with 10.01 acres that includes the dwelling, and Tract B with 50.96 acres. The PC recommends approval. Blonigen moved to approve a certificate of compliance for Dan Meyer as specified. Klocker second. Both in favor. Motion carried.
24. **Road Specifications** – the Town engineer, Jeremy Mathiasen, reviewed the Township road specification guidelines and recommended a few modifications. The PC agreed with the suggestions and recommend approval. Klocker moved to approve the revised road specification guidelines. Blonigen second. Both in favor. Motion carried.
25. **PC Oath of Office** – the PC recommends that new PC members should be required to take an oath of office. This was done at one point in time, but not in recent years. The Supervisors agreed that it should be done in accordance with MN Statute 367.25. It was not clear whether or not Saupe had been appointed to the PC for a renewed term. Blonigen moved to appoint Steve Saupe to a three-year term on the PC, 2026-2029. Klocker

second. Both in favor. Motion carried.

26. **Form Review: Certificate of Compliance** – The PC reviewed the certificate of compliance form and made some changes. These will be reviewed at the May meeting and presented to the Supervisors for final approval. The PC also recommended increasing the fee to \$50.

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 April 1, 2026 to April 30, 2026 (*appended below*) and read the Treasurer’s report. A check was rewritten for Klocker. Payment for the safe deposit box was made. Blonigen moved to accept the Treasurer’s report. Klocker second. Both in favor. Motion carried.

For the Period : 4/1/2026 To 4/30/2026

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$281,674.32	\$545.96	\$5,076.16	\$277,144.12
Road and Bridge	\$338,737.59	\$0.00	\$2,721.04	\$336,016.55
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	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Fire Fund	\$38,410.23	\$0.00	\$0.00	\$38,410.23
General Capital Projects	\$17,520.64	\$0.00	\$0.00	\$17,520.64
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$679,342.78	\$545.96	\$7,797.20	\$672,091.54

Claims, Receipts & Payroll: Claim 5028 was for safe deposit box. The other claims (5029-5045) totaled \$4,558.27. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. Rassier arrived at this time. The approved payroll was \$2,622.98. An invoice from Rinke-Noonan that appeared to be a scam, was an actual invoice. Check 11692 was voided. Check 11700 (claim 5030) was also voided; the check should have been made out to Menard’s rather than Jansky. Blonigen moved to approve the claims, receipts and payroll. Rassier second. All in favor. Motion carried.

Town Hall Report: Blonigen is working on the thermostat. Klocker reported that the shop holding tank had been pumped and that the trucks and trailers were cleaned. The dump trailer was DOT’d. The salt shed has been sealed. Windows will wait until summer months for replacement.

Road Report:

1. **Roadwork** – a quote from MP Asphalt was received for crack-filling and chip-sealing some Town roads. The quote included several roads with different recommended treatments. A representative from the company, Chad Kayser, was present to answer questions and provide information. He stated that the various treatments would improve road life span.

The Supervisors decided to resurface the remainder of Queens Road. Bids will be procured. Klocker moved to request bids to resurface the remainder of Queens Road to be due on June 2nd that will be opened at the June 3rd Supervisor meeting and to solicit a quote from Aztec for crack-filling. Rassier second. All in favor. Motion carried. Klocker will confirm timing with Jeremy Mathiasen.

The Supervisors considered a 25 x 180-foot patch on Quaker Road near Rassier's driveway. Klocker will follow up.

2. **325th** – garbage cans in the cul-de-sac are a problem for road maintenance, especially plowing. Klocker moved to approve the draft of a letter and a listing of residents to who the letters will be sent. Blonigen second. All in favor. Motion carried. The Clerk will follow up.
3. **Mower** – we will look into purchasing a new one later this summer.

Rassier moved to accept the Road Report. Blonigen second. All in favor. Motion carried.

Business:

1. **Liquor Licenses** – Blonigen moved to approve the appropriate on and off-sale liquor license(s) for *The Store*, *Pelican Lake Ballroom*, and *Shady's Sunset Bay*. Rassier second. All in favor. Motion carried.
2. **Frie Access Permit** – Ms. Cindy Frie (34139 Lower Spunk Lane; PID 03.01227.0007) requested an Access permit for work that will be done to her driveway during installation of a new septic and construction of a garage addition. Klocker moved to approve an access permit. Blonigen second. All in favor. Motion carried.
3. **LBAE** – Klocker moved to approve the minutes from the 2026 Local Board of Appeals & Equalization meeting. Blonigen second. All in favor. Motion carried.
4. **Tour of Saints** – Klocker moved to approve a Road Event permit for the 2026 Tour of Saints. Rassier second. All in favor. Motion carried.
5. **MAT membership cards** – were distributed to the Board and Treasurer.
6. **MAT Officer List** – was edited and prepared for return to MAT.

Other Business: none

Reports: Blonigen reported that a representative from the MN Association of Townships inspected the facilities for insurance valuation purposes.

Announcements:

- a) **Signs** (incl. 911) – Lumley 911 sign installed?
- b) **Construction Site Permits** were issued to Schlicht (33485 Poverty Point, 28x20 dwelling); Edwards (17953 Upper Spunk Lake Road; deck, porch, addition); and Waletzko (37240 175th, deck)
- c) **Special Assessment Searches** – none
- d) **Feedlot permits** – none
- e) **County Hearings/Meeting** – Board of Adjustment – May 28, 6:00 PM (Gilk rezoning)
- f) **Fire Department** (March 2026 calls) – City: Medical 6, Fire/Other 0; Town: Medical 10; Fire/Other 2; Colleagueville: Medical 6, Fire/Other 0; St. Wendel: Medical 0, Fire/Other 0; I-94, 1.
- g) Survey on Disasters (UKY) – anyone want to complete?
- h) Scam emails – be on the alert for a scam email that appears to originate from Randy Schreifels, Stearns County Auditor/Treasurer.
- i) OAA requires additional details to be approved by the state. Jodi is working on it.

- j) A brochure from Carr's Tree Service was received (218-367-3355).
- k) The Albany Mutual Telephone Association annual meeting will be held July 30, 2026.
- l) A notice was received that Ernst's Locksmith has been acquired by Mid Central Door. Al will retire soon.
- m) The approved liquor license from Immaculate Conception Church was returned in the mail.
- n) The *Broadcaster* newsletter was received from Belgrade Co-op.

Old Business – Culvert mapping project & County app; 135th Avenue project with St. Wendel; Case to display old documents; Windows and window treatments for Town Hall; Exterior sign for the Hall; Salt shed overhang/awning; Employee *Handbook* including earned sick time etc.; Pipeline Agreement; brush cutter rental for 2025; Records to historical society

Signatures (as necessary)

Announcement of next meeting: June 3, 2026 at 7:00 PM

Other Upcoming Meetings/Events

- 1) PC Meeting – April 29, 2026

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

Respectfully submitted,
 2026
 Stephen G. Saupe, Clerk
 Marion Gondringer, Acting Clerk

date: May 17,

Supervisor Signatures:

date: _____

 Craig Blonigen

 Chad Klocker

 Bryan Rassier

Appendix 1. Disbursement Register

Avon Township

Disbursements Register

5/5/2026

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

<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>
04/01/2026	Payroll Period Ending 03/10/2026	11661	March Elections Payroll	N	Elections	100-41410-106-	\$ 137.86
	Total For Check	11661					\$ 137.86
04/01/2026	Payroll Period Ending 03/10/2026	11662	March Elections Payroll	N	Elections	100-41410-106-	\$ 137.86
	Total For Check	11662					\$ 137.86
04/01/2026	Payroll Period Ending 03/10/2026	11663	March Elections Payroll	N	Elections	100-41410-106-	\$ 128.67
	Total For Check	11663					\$ 128.67
04/01/2026	Payroll Period Ending 03/10/2026	11664	March Elections Payroll	N	Elections	100-41410-106-	\$ 164.27
	Total For Check	11664					\$ 164.27
04/01/2026	Payroll Period Ending 03/10/2026	11665	March Elections Payroll	N	Treasurer	100-41510-106-	\$ 312.49
	Total For Check	11665					\$ 312.49
04/01/2026	Payroll Period Ending 03/10/2026	11666	March Elections Payroll	N	Elections	100-41410-106-	\$ 137.86
	Total For Check	11666					\$ 137.86
04/01/2026	MARION GONDRINGER	11667	mileage	N	Elections	100-41410-331-	\$ 17.40
	Total For Check	11667					\$ 17.40
04/01/2026	LEROY GONDRINGER	11668	2026 Annual Meeting Moderator	N	Council/Town Board	100-41110-331-	\$ 55.00
	Total For Check	11668					\$ 55.00
04/01/2026	Casey Jansky	11669	part supplies/ pothole patch	N	Paved Streets	201-43121-403-	\$ 173.87
		11669			Road and Bridge Equipment	201-43126-221-	\$ 95.20
	Total For Check	11669					\$ 269.07
04/01/2026	KELLY MARTINI	11670	annual meeting treats/mileage	N	Treasurer	100-41510-331-	\$ 37.70
		11670				100-41510-390-	\$ 28.87
	Total For Check	11670					\$ 66.57
04/01/2026	STEARNS COUNTY AUDITOR/TREASURER	11671	Ballots, AVD programming for March 2026 Township Election	N	Recording and Reporting	100-41420-310-	\$ 286.02
	Total For Check	11671					\$ 286.02
04/01/2026	STAR PUBLICATIONS, LLC	11672	Inv #2026ci-3961	N	Council/Town Board	100-41110-351-	\$ 234.72
	Total For Check	11672					\$ 234.72

Fund Name: All Funds

Date Range: 04/01/2026 To 04/30/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/01/2026	Town Officers Association of Stearn	11673	Dues	N	Council/Town Board	100-41110-433-	\$ 524.90
	Total For Check	11673					\$ 524.90
04/01/2026	Brothers Fleet Services	11674	Tire	N	Road and Bridge Equipment	201-43126-221-2017	\$ 454.85
	Total For Check	11674					\$ 454.85
04/01/2026	THE STORE	11675	FUEL FOR TRUCKS -February	N	Road and Bridge Equipment	201-43126-212-	\$ 233.89
	Total For Check	11675					\$ 233.89
04/01/2026	Payroll Period Ending 03/31/2026	11676	April Payperiod	N	Council/Town Board	100-41110-103-	\$ 412.82
	Total For Check	11676					\$ 412.82
04/01/2026	Payroll Period Ending 03/31/2026	11677	April Payperiod	N	Treasurer	100-41510-103-	\$ 137.86
	Total For Check	11677					\$ 137.86
04/01/2026	Payroll Period Ending 03/31/2026	11678	April Payperiod	N	Other General Government	201-41901-103-	\$ 104.55
	Total For Check	11678					\$ 104.55
04/01/2026	Payroll Period Ending 03/31/2026	11679	April Payperiod	N	Clerk	100-41425-103-	\$ 507.33
	Total For Check	11679					\$ 507.33
04/01/2026	Payroll Period Ending 03/31/2026	11680	April Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 273.43
	Total For Check	11680					\$ 273.43
04/01/2026	Payroll Period Ending 03/31/2026	11681	April Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 919.65
	Total For Check	11681					\$ 919.65
04/01/2026	Payroll Period Ending 03/31/2026	11682	April Payperiod	N	Council/Town Board	100-41110-103-	\$ 189.77
	Total For Check	11682					\$ 189.77
04/01/2026	Payroll Period Ending 03/31/2026	11683	April Payperiod	N	Treasurer	100-41510-103-	\$ 486.69
	Total For Check	11683					\$ 486.69
04/01/2026	Payroll Period Ending 03/31/2026	11684	April Payperiod	N	Council/Town Board	100-41110-103-	\$ 65.18
	Total For Check	11684					\$ 65.18
04/01/2026	Payroll Period Ending 03/31/2026	11685	April Payperiod	N	Council/Town Board	100-41110-103-	\$ 137.86
	Total For Check	11685					\$ 137.86
04/01/2026	Payroll Period Ending 03/31/2026	11686	April Payperiod	N	Council/Town Board	100-41110-103-	\$ 137.86
	Total For Check	11686					\$ 137.86

Fund Name: All Funds
 Date Range: 04/01/2026 To 04/30/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/01/2026	MAC's HARDWARE	11687	Inv #953863/F #953869/F	N	Road and Bridge Equipment	201-43126-228-	\$ 181.42
		Total For Check	11687				\$ 181.42
04/01/2026	MINNESOTA REVENUE	WD040120261	2026 1st quarter	N	General Government Buildings and Plant	100-41940-103-	\$ 219.55
		Total For Check	WD040120261				\$ 219.55
04/01/2026	PERA	WD040120262	DCP & Coordinated Plans	N	Council/Town Board	100-41110-103-	\$ 55.00
		WD040120262			Clerk	100-41425-103-	\$ 83.16
		WD040120262			Treasurer	100-41510-103-	\$ 56.00
		Total For Check	WD040120262				\$ 194.16
04/01/2026	INTERNAL REVENUE SERVICE	WD040120263	March taxes	N	Council/Town Board	100-41110-121-	\$ 8.72
		WD040120263				100-41110-122-	\$ 37.20
		WD040120263				100-41110-171-	\$ 40.00
		WD040120263			Clerk	100-41425-121-	\$ 12.62
		WD040120263				100-41425-122-	\$ 54.00
		WD040120263			Treasurer	100-41510-121-	\$ 11.90
		WD040120263				100-41510-122-	\$ 50.84
		WD040120263			Ice and Snow Removal	201-43125-121-	\$ 53.84
		WD040120263				201-43125-122-	\$ 230.34
		Total For Check	WD040120263				\$ 499.46
04/01/2026	Albany Mutual Telephone	WD040120264	Internet	N	Clerk	100-41425-325-	\$ 59.51
		Total For Check	WD040120264				\$ 59.51
04/01/2026	XCEL ENERGY	WD040120265	electric bill	N	General Government Buildings and Plant	100-41940-380-	\$ 108.67
		Total For Check	WD040120265				\$ 108.67
04/15/2026	AMERICAN HERITAGE	WD04152026	Safe Deposit Box	N	Other Financing Uses	100-49301-300-	\$ 7.50
		Total For Check	WD04152026				\$ 7.50
Total For Selected Checks							\$ 7,804.70

Appendix 2. Receipts Register

Avon Township		Receipts Register					5/5/2026
Fund Name: All Funds							
Date Range: 04/01/2026 To 04/30/2026							
Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
04/10/2026	MN State	2035	Fine Violations	(04/10/2026) -	N Township share of fine violations in county	100-35105-	\$ 93.32
							<u>\$ 93.32</u>
04/16/2026	Midcontinent	2036	cabel fee	(04/16/2026) -	N Royalties	100-36220-	\$ 205.83
							<u>\$ 205.83</u>
04/30/2026	American Heritage	2037	MMR Interest	(04/30/2026) -	N Interest Earning	100-36210-	\$ 207.17
							<u>\$ 207.17</u>
04/30/2026	Magnifi	2038	MMR Interest	(04/30/2026) -	N Interest Earning	100-36210-	\$ 39.64
							<u>\$ 39.64</u>
Total for Selected Receipts							<u><u>\$ 545.96</u></u>

Minutes of the Meeting of the Avon Township Board of Supervisors

January 7, 2026

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, Chad Klocker, Kelly Martini, Bryan Rassier, and Stephen Saupe (via Zoom). There was a quorum. Also present – Paul Buttweiler, Marion Gondringer (Acting Clerk), Casey Jansky, and Andrew Wensmann.

Approval of Agenda: Topics added to the agenda were: Fire Board meeting, Bardson seminar, Township Day, Orderly Annexation Agreement, Workman's Compensation audit, and website. Rassier moved to approve the agenda as amended. Blonigen second. All in favor. Motion carried.

Minutes: Blonigen moved to approve the minutes from the December 3, 2025 meeting as presented. Rassier 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. **Ritter Certificate of Compliance** – Mr. Don Winkels (32381 Co Rd 156; 03.01470.0305) appeared at the PC meeting to act as the representative for Mr. LeRoy Ritter to request a certificate of compliance to split 55 acres from Mr. Ritter's 108-acre parcel (31912 Co Rd 9; 03.01066.0005) to sell to Mr. Winkels. The PC supports the request. Blonigen moved to approve a certificate of compliance, without conditions, for an administrative subdivision for Mr. LeRoy Ritter to split 55 acres from his 108-acre parcel (31912 Co Rd 9; 03.01066.0005). Rassier second. All in favor. Motion carried.
2. **Road Plan** – The PC is working on updating the "roads plan."
3. **Planning Commission Members** – The terms of Saupe and Yurczyk are expiring. Both said that they would like to be considered for reappointment to another 3-year term. The current policy is that the Supervisors, at their discretion, conduct a performance review of candidates wishing to be reappointed at the March meeting. The Supervisors also decide whether to recruit additional PC candidates. Any new candidates are interviewed at the April meeting. Final appointment of PC members also occurs at the April meeting.
4. **Future Agenda Items** – The PC plans to review and update (including creating checklists of documents required for review) the forms used for various Town permits.
5. **Spot Zoning** – LeRoy Gondringer who attended the PC reported that there have been quite a few requests for rezoning at the County level. The PC agreed that the Township does not want spot zoning.

Blonigen moved to approve the PC report. Rassier second. All in favor. Motion carried.

Treasurer’s Report: The Treasurer provided the Cash Control statement from December 1, 2025 to December 31, 2025 (*appended below*) and read the Treasurer’s report.

Martini transferred \$40K from General Revenue fund to the Capital Reserve fund. She handled it as a disbursement from General Revenue and a receipt applied to the Capital Reserve (see **Appendix 1 & 2**). She said this is done to preserve a paper trail of the transfer and is required by CTAS. One drawback is that at the end of the year it may seem as though we received an extra \$40,000 income and had an additional \$40,000 disbursements. We will need to remember this transfer. Blonigen suggested that next time it would be simpler to pay the invoice directly from the General Revenue fund.

Klocker inquired when the next large settlement is received from the County. Martini suggested April. The Clerk said that he prefers that claims and reimbursement forms should be signed before they are sent to the Treasurer, and didn’t think an unsigned claim/reimbursement should receive approval for payment until signed. An unsigned reimbursement submitted by Dillon Hedlund will be paid after Martini has him sign it. Going forward, no claim will be paid unless it is signed prior to the Supervisor’s approval.

Avon Township

Cash Control Statement

For the Period : 12/1/2025 To 12/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$266,299.23	\$55,462.82	\$42,597.46	\$279,164.59
Road and Bridge	\$177,794.91	\$161,644.90	\$3,779.99	\$335,659.82
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	\$3,500.00	\$500.00	\$1,000.00	\$3,000.00
Fire Fund	\$46,484.68	\$64,312.02	\$0.00	\$110,796.70
General Capital Projects	(\$31,668.04)	\$49,143.83	\$0.00	\$17,475.79
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$462,410.78	\$331,063.57	\$47,377.45	\$746,096.90

Claims, Receipts & Payroll: The claims (4958-4977) totaled \$85,335.58 The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The approved payroll was \$5,844.34. Klocker lost one of his checks. Martini attended the MAT conference and learned about the Paid Leave Law. The Supervisors agreed that financial responsibility for the program would be an equal distribution between the employee and the Township. Martini needs to download a CTAS update to include Paid Leave reductions. It will be reflected on the next check for employees. Martini will order additional checks.

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

Town Hall Report: The broken garbage disposal will not be replaced; it will be removed. The parking area is very

dark at night. Though the lights on the Shop can be used, the Lions and other groups that might use the Hall need a way to have the parking area lighted. The Supervisors are hesitant to provide a key to the Shop to avoid tools walking off. Blonigen will do some research on a potential electric eye that could turn on the Shop lights. The door of the Town mailbox was broken necessitating replacing the mailbox. The old one will be discarded.

Road Report:

1. **Plow Accident** – there was no cost from Huls for repair and replacement of the plow blade after the December accident. Thus, there is no need to file an insurance claim.
2. **Towing** – the plows needed to be pulled out of the ditch twice in December– once because the plow was run off the road and the other time because it was slippery. They were towed out by Andy's Towing.
3. **Salt/Sand** – the remaining salt sand is about 3 years old. There are about two truckloads remaining. More can be obtained from Huls. We will mix it ourselves. The Supervisors agreed to try a 50/50 mix. Klocker moved to purchase up to five yards of salt. Blonigen second. All in favor. Motion carried.
4. **Complaints** – The Clerk was told to forward any complaints (*i.e.*, plowing) to Klocker (*or other Supervisor*) but not one of the Township staff. There was an anonymous complaint about plowing on Two Rivers Road. The caller thought that there was a driver vendetta – the Supervisors denied any vendetta and noticed no problem with plowing on this road. A complaint regarding the piling snow in front of driveways on Cardinal Nest was considered. Klocker inspected and noted that it was an insignificant amount remaining as the snow is pushed across the road. A complaint was received regarding piling snow in driveways on Lower Spunk Lane. The drivers pull up the plow blade about four houses from the end, then go the end and plow out to the east so little snow is left by the driveways. Klocker inquired whether the Town had ever considered a turnaround on Lower Spunk Lane. Klocker said that in general we are not winging the snow out at night because it is difficult to see to avoid ripping things up. We then go out the next day to widen it as necessary. There was a complaint from a resident on Kopy Lane that the Town is using too much salt. Anderson's drive will be widened; it may require plowing off the marker stakes which was okay with her. A complaint suggested that Lange's Trenching was plowing areas in the Township. Klocker stated that this is not true; but it's possible that the resident saw Lange's involved with plowing or working on other roads or private driveways. The Supervisors agreed that Peach Drive is one of the best gravel roads in the Town.
5. **Plow Trucks** – St. Wendel is not interested in purchasing our plow. We are still looking for a new plow. Klocker found one in Faribault for \$35,000 that looked good but sold quickly. One problem is that if a good truck is offered for sale it will be before Supervisor approval can be received at a meeting. Blonigen moved to allow Klocker to purchase a plow truck for up to \$30,000 (*net, not including a trade-in*) if he finds an acceptable one. Klocker second. All in favor. Motion carried. Klocker recommends a belly blade on both trucks. Our drivers have been switching trucks to use the belly blade on all Town roads. He also thinks that if we have a truck that is enjoyable to drive, we are more likely to recruit drivers willing to plow in the middle of the night.
6. **Roadwork** – Quaker and St. Anna Drive need work.

Blonigen moved to approve the Road Report. Rassier second. All in favor. Motion carried.

Business:

1. **Meetings Schedule** – Rassier moved to approve Resolution 01-07-26-01 outlining the dates of scheduled Town meetings during 2026. Blonigen second. All in favor. Motion carried.

Klocker moved to hold the annual Audit Board meeting on February 4, 2026 at 6 PM at the Town Hall. Blonigen second. All in favor. Motion carried. The Clerk will publish, post and prepare documents.

Rassier moved to set the Organization/Qualification meeting for March 18, 2026 at 7 PM. Klocker second. All in favor. Motion carried.

2. **Elections** – Rasser moved to approve Resolution 01-07-26-02, appointing election judges. Klocker second. All in favor. Motion carried. Blonigen moved to approve Resolution 01-07-26-03, appointing absentee ballot board. Rasser second. All in favor. Motion carried.
3. **Mayor's Conference Survey** – Klocker will examine the survey and may complete it if time and content warrant.
4. **Orderly Annexation Agreement** – The ordinance couldn't be recorded because we didn't have the PID's for the new properties in the annexation area. The City sent a list of PID's and suggested edits for the ordinance that they put together in conjunction with their attorney. Blonigen moved to authorize the Clerk to tell the City to proceed with their work on the orderly annexation agreement. Rasser second. All in favor. Motion carried.
5. **Website** – We received our annual invoice from our web/email service provider. The site needs to be updated. The Clerk will contact him our provider to determine if/when it will be done. In the meantime, Blonigen will follow up with local providers for cost/service.

Other Business: none

Reports:

1. **MAT Annual Meeting** – Martini mentioned that there was a good training on employment issues. A *Handbook* should be prepared, though it should be carefully written and reviewed by an attorney. She said the Town doesn't have to advertise when hiring a position.

Announcements:

- o) **Signs** (incl. 911) – none
- p) **Construction Site Permits** – none
- q) **Special Assessment Searches** – Scepaniak (18954 County Road 154; Avon, MN 56310-9720)
- r) **Feedlot permits** –
- s) **County Hearings/Meeting** – none
- t) Fire Department (November 2025 calls) – City: Medical 9, Fire/Other 3; Town: Medical 5; Fire/Other 0; Collegeville: Medical 1, Fire/Other 1; **St. Wendel:** Medical 0, Fire/Other 0; **I-94**, 2.
- u) ME Govt & Commercial Expo – January 8th (Rogers, MN)
- v) Gruber Christmas card received
- w) MN LTAP Exchange newsletter received
- x) Holdingford Fire Dept calendar 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; 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: February 4, 2026; 7:00 PM.

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

- a) Affidavits of Candidacy period – December 30, 2025 – January 13, 2026
- b) Town Hall open to accept affidavits of candidacy – January 13, 2026; 1-5 PM
- c) Fifth Monday – January 20; 6:30 PM
- d) Planning Commission Meeting – January 28, 2026; 7 PM
- e) Township Day at the Capitol – March 2, 2026
- f) Town Hall open to accept absentee ballots – March 7, 2026; 10 AM – 12 PM
- g) Public Accuracy Test – March 7, 2026; 10:15 AM
- h) Town Hall open to accept absentee ballots – March 9, 2026; 1-5 PM
- i) Township election (2-8 PM) & Annual Meeting (8:15 PM) – March 10, 2026

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

Respectfully submitted,
Stephen G. Saupe, Clerk

date: January 16, 2025

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Minutes of the Meeting of the Avon Township Board of Supervisors

February 4, 2026

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

6. **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.
7. **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.
8. **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.
9. **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.

10. **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.

11. **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:

2. **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:

- y) **Signs** (incl. 911) – none
- z) **Construction Site Permits** – none
- aa) **Special Assessment Searches** – none
- bb) **Feedlot permits** – none
- cc) **County Hearings/Meeting** – none
- dd) **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.
- ee) An inquiry was received from Magnifi Financial regarding for Certificate of Occupancy for new construction. These are not done by the Township.
- ff) A Uline catalog was received.
- gg) An LTAP workshop brochure was received. Topics include chainsaw safety, leadership skills, management, and roadway maintenance.
- hh) An emergency preparedness survey completed for County.
- ii) A brochure was received from Willenbring for tree trimming/removal for hire (ajw8690@gmail.com; 320-290-0450).
- jj) Lisa Gilk inquired about a potential rezoning request.
- kk) 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):*

- j) Town Hall open to accept absentee ballots – March 7, 2026; 10 AM – 12 PM
- k) Public Accuracy Test – March 7, 2026; 10:15 AM
- l) Town Hall open to accept absentee ballots – March 9, 2026; 1-5 PM
- m) 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

CERTIFICATE OF COMPLIANCE

Name of Property Owner(s) _____

Property Owner (*Mailing Address & Contact Information*)

Street/Box _____ City _____ State _____
Zip code _____ Phone _____ email _____

Property Location: Township 125 Range 30 Section _____ Zoning District _____

PID _____

Address (*if different than mailing address*) _____

Legal description of property to be certified: (*attach if necessary*)

Applicant Statement: *Please describe what is requested and the purpose of the request. Append an additional page if necessary.*

Property Owner signature _____ date _____

Submission Requirements: *To obtain a Certificate of Compliance for a subdivision from Avon Township, the applicant must:*

- Complete the above application;
- Append a survey showing the proposed request. The survey should include any existing buildings, etc.; and
- Provide a legal description of the property from the Abstract, Deed or Title (*append*).

Once these materials are provided, the Planning Commission will discuss the request at a regular-scheduled meeting (last Wednesday of the month). The PC then makes a recommendation to the Avon Township Board of Supervisors who meet the following week (first Wednesday), who make a final decision and provided a signed copy of the Certificate to the applicant if approved. In rare situations or if the applicant requests and pays for an expedited review, the request for a Certificate of Compliance can bypass the PC review stage and be directly heard by the Supervisors.

Township Approval

I, _____ (*Chairperson of the Avon Township Board of Supervisors; print name*), hereby certify that the property owner(s), or a designated legal representative, requested necessary action to certify that the above-described property is in compliance with applicable Avon Township ordinances and related documents in effect on the signature date.

I further certify that the Avon Township Board of Supervisors considered this request and the recommendation from the Planning Commission and approve this request as being in compliance with the requirements of Avon Township ordinances and related documents in effect on the signature date, subject to the following conditions:

Signature _____ date: _____

Print _____
Chair or Acting Chair, Avon Township Board of Supervisors

Attest

Signature: _____ date: _____

Print (*name/title*) _____

**AVON TOWNSHIP
INTERIM USE PERMIT ACTION**

**STATE OF MINNESOTA
COUNTY OF STEARNS
TOWNSHIP OF AVON**

FILE: 02-21-17

In the matter of: Interim Use Permit for an Asphalt Plant

A request for an Interim Use Permit submitted by: Knife River Corporation

Pursuant to Section 4.18, 6.15, 7.29 & 9.36a of Stearns County Ordinance 439 for: Knife River Corporation to place a temporary asphalt plant at the Ramler-Pierskalla Site for the 2017 construction season.

The above matter, regarding the request for an Interim Use Permit for the following described parcel, was heard before the Avon Township Board of Supervisors on March 1, 2017.

Legal Description: *appended*

Parcel ID#: 03.00879.0010 & 03.00880.000

Section 14 Township 125N Range 30W

Property Address: 35839 Co Rd 155, Avon, MN 56310

IT IS ORDERED that the Interim Use Permit be (denied / X granted) subject to the following conditions:

1. Permit will be for the 2017 construction season.
2. Hours of operation are from 6:00 AM to 6:30 PM with a generator startup not be earlier than 5:30 AM, and with all trucks returned to the location by 9:00 PM.
3. Days allowed for operation will be restricted to Monday through Friday with no weekend or holiday hours.
4. No truck hauling, to or from the site, will take place on Township roads.
5. The entrance will be signed according to Stearns County regulations.
6. Traffic signs will be placed as per MNDOT and Stearns County requirements for truck hauling.
7. Postcards will be sent out one week prior to the beginning of operations.

8. Avon Township officials reserve the right to access the property for the purposes of determining compliance of the Interim Use Permit, after providing Knife River personnel proper identification and notification.
9. Knife River will make available to Board members and Avon residents, a tour of the facility upon request
10. Portable satellites will be provided for employees. Trash will be collected and contained in a suitable receptacle and hauled offsite to an appropriate disposal area.
11. All equipment and waste must be removed from the site at the completion.
12. The operation must comply with all pertinent Township, County and State regulations.
13. A financial bond of \$5000 will be maintained.
14. Noise, air emissions, storm water, and other environmental considerations must comply with EPA, MPCA and other regulatory requirements.
15. Avon Township officials reserve the right to access the site for an inspection in June 2018 before the site reclamation begins and once site reclamation is completed.

DRAFT MEMO

To: Knife River Corporation
From: Avon Township Board of Supervisors
Date: June 3, 2026
Re: Ramler-Pierskalla Site

On March 1, 2017 the Avon Township Board of Supervisors approved an Interim Use Permit request by Knife River Corporation to place a temporary asphalt plant at the Ramler-Pierskalla Site (18527 Co Rd 154; Parcel ID#: 03.00879.0010 & 03.00880.000) for the 2017 construction season. As a condition of the permit, Knife River Corporation was required to maintain a \$5,000 bond for reclamation and closing the pit. The Avon Township Board of Supervisor hereby acknowledges that the pit has been closed and reclaimed to County and Township standards and that the bond obligation is hereby released.