

2020 AVON TOWNSHIP ANNUAL MEETING Minutes

March 10, 2020; 8:30 PM

Avon Town Hall, 16881 Queens Road, Avon; <http://avontownship.org>

Call to Order: Clerk Stephen Saupe called to order the 2020 Annual Meeting of Avon Township at 8:30 PM.

Pledge of Allegiance: The pledge was recited.

Welcome & Introductions: Saupe welcomed residents to the Annual Meeting and introduced Town staff including Town Board and Planning Commission members, and our maintenance supervisor, Joe Koopmeiners. Attendees at the meeting were reminded that only residents could make motions and vote.

Nomination and Election of Moderator: Lee Larkey was nominated by Richard Bresnahan to act as Moderator for this meeting. Second by Paul Buttweiler. All in favor. Motion carried.

Election Results: Mike Linn was elected Supervisor for a three-year term (2020-2023). Rich Sanoski was elected Supervisor for a one-year term (2020-2021). Stephen Saupe was elected Clerk for a two-year term (2020-2022).

Approval of Agenda: Motion by LeRoy Gondringer to approve the agenda as presented. Second by Bob Wedl. All in favor. Motion carried.

Avon Fire Department Report: Assistant Fire Chief Chuck Swenson presented a report from the Fire Department. He reported that it was a busy year – there were 228 calls in 2019, which was a 30% increase from 2018. There were 83 calls in the Township. Fire fighters logged 3,012 hours, which included trainings and meetings. The main fundraisers were the Blattner Foundation Golf Outing, Spunk Days raffle, and calendars. They will soon get epi-pens from grant funding. They replaced their main pumper truck this year. The new one cost \$430,000, and was a good deal. A long ladder truck isn't required because Mutual Aid agreements allow use from local fire departments. The Avon FD specializes in water rescues, while Albany specializes in grain bin rescues. Deputy Chief Swenson reminded residents to brush away from signs so they department can find your home in an emergency. The Fire Department will be involved in a Farm Safety Day in Albany on Saturday March 21st. Motion by Kelly Martini to approve the Fire Department report. Second by Ken Mergen. All in favor. Motion carried.

Minutes of the March 2019 Avon Township Annual Meeting: Saupe read the minutes. Motion by Roger Nelson to accept the 2019 minutes. Second by Joe Koopmeiners. All in favor. Motion carried.

Summary of the 2020 Board of Audit Report: LeRoy Gondringer moved to approve the Audit Board Report (*appended*). Richard Bresnahan second. All in favor. Motion carried.

Road Report: Supervisor Mike Linn presented the 2020 Road Report (*appended*). During the past year the Township: resurfaced Norway Road, replaced a guard rail on Tower Road, crack-sealed several roads, performed some sort of maintenance on more than 50% of Township roads, graded gravel roads, cut ditches twice, sprayed multiple times for weeds, and plowed and sanded roads as necessary. The Town is planning to resurface Tower Road and Shorewood Drive this year.

Appropriation of the 2021 Budget & Levy: After examining the financial situation of the Township, the Supervisors recommended the following budget/levy amounts for 2021: General Revenue - \$79,150, Road & Bridge – \$307,300, Fire Fund - \$75,000, Capital Reserve – \$9,000, for a Total Levy – \$470,450. This is the same amount as last year. The Supervisors learned after completing the Audit Report and this Levy recommendation that the Fire Department will raise the Township contribution by \$20,000. There was a prolonged discussion about whether to increase the 2021 Fire Fund and Total Levy, or to keep the Total Levy the same and reduce the amounts in the other funds accordingly. At the conclusion of the discussion, Stanley Streit moved to maintain the Total Levy at the same level as last year, or \$470,450. Nelson second. All in favor. Motion carried. Paul Buttweiler moved to approve a General Revenue Levy of \$79,150. Mike Linn second. All

in favor. Motion carried. LeRoy Gondringer moved to approve a Road & Bridge levy of \$307,300. Rich Sanoski second. All in favor. Motion carried. LeRoy Gondringer moved to approve a Fire Fund levy of \$75,000. Lorie Yurczyk second. All in favor. Motion carried. LeRoy Gondringer moved to approve a Capital Reserve Levy of \$9,000. Richard Bresnahan second. All in favor. Motion carried. The Supervisors will transfer funds between accounts as necessary to cover any increase in the Fire Fund levy.

Planning Commission Report: LeRoy Gondringer, Planning Commission Chair, reported that the Planning Commission considered one re-zoning, one Conditional Use Permit, three variances, five certificates of compliance, and one plat approval. In addition, the Planning Commission has begun work to update our Comprehensive Plan. Nancy Scott was hired to issue construction site permits in the Orderly Annexation Area because the County no longer does them. Motion by Ken Mergen to approve the Planning Commission report. Second by Bob Yurczyk. All in favor. Motion carried.

Joint Powers Board Report: Ken Mergen presented the Joint Powers Board report. He reported that the Joint Powers Board was involved with the Dollar General Store and CoPart annexation requests. Richard Bresnahan noted that CoPart has cut down many trees along Co Rd 50, and that this area is part of the Environmental Overlay district. Steve Plantenberg noted that it sets a bad precedent to allow annexation of land not in the Orderly Annexation Area. Motion by Paul Buttweiler to approve the Joint Powers Board report. Second by Mike Linn. All in favor. Motion carried.

Avon Compost Site: The City has been having problems with illegal dumping and maintaining the Compost Site. Mike Linn reported that the City announced that Township residents would no longer be able to use the facility. However, at a recent meeting, the City has now expressed interest in keeping the facility available to Town residents. At this point it is not clear what the City will do. The Town has paid a fee in the past and is happy to do so again to keep the site open to Town residents.

Legal Posting locations: Motion by Kelly Martini to designate the legal posting places as Avon Township Hall, The Store and Dahlin's. Second by Mike Linn. All in favor. Motion carried. An amendment to the motion was made by Paul Buttweiler to continue to use Dahlin's "as long as they are open." Ken Mergen second. All in favor. Amendment to the motion carried.

Legal Newspaper: Motion by LeRoy Gondringer to designate *Albany/Avon Enterprise* as the legal newspaper. Second by Ken Mergen. All in favor. Motion carried.

Poll hours: Motion by Ken Mergen to set the 2021 poll hours for the Township Election from 2:00 to 8:00 PM. Second by Kelly Martini. All in favor. Motion carried.

Annual Meeting: Motion by LeRoy Gondringer to set location and time for the 2020 Annual Meeting as Avon Town Hall, 8:30 PM on the 2nd Tuesday of March. Second by Bob Yurczyk. All in favor. Motion carried.

Memorials and Awards: Motion by LeRoy Gondringer to set a budget allowance of \$250 for memorials, awards, community celebrations and recognitions. Second by Mike Linn. All in favor. Motion carried.

Comments/Discussion: Residents interested in serving as an election judge should contact the Clerk. LeRoy Gondringer described the history of the recent Town Board staffing changes (*i.e.*, Supervisor Huston on a leave of absence, Supervisor Merdan resigned for personal reasons). Lee Larkey and Richard Bresnahan offered praise and thanks to the residents and staff of Avon Township for the foresight in constructing our facilities.

Adjourn: Motion to adjourn by Kelly Martini at 10:00 PM. Second by Marlene Keppers. All in favor. Motion carried.

Respectfully submitted,
Stephen Saupe

Signature: _____

date: 12 March, 2020

Moderator signature _____
Lee Larkey, 2020 Moderator

date: _____

Avon Township Road Report

March 10, 2020

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

The following is a summary of Township road-related activities during 2019:

1. Avon Township held the annual road inspection on April 27, 2019 to assess the condition of roads. Based on the inspection the Supervisors authorized an assortment of projects.
2. Crack sealing was done on several roads. Unfortunately, it was done too late in the season and we have noticed that it has pulled out in some locations. We plan to utilize a different contractor in the future.
3. Norway Road (3 miles) was rebuilt to MNDOT specifications and resurfaced. The Township received a LRIP Grant from the State of Minnesota to fund the project. The grant funded about 92% (\$734,000 of \$800,000) of the project cost. Many thanks to Will Huston for his work on the grant and this project.
4. MNDOT replaced the Saint John's bridge at 135th Street / I-94 this past summer. This project did not cost the Township anything.
5. A guardrail on Tower Road was replaced. It's a good thing, too, because someone has already hit it.
6. The Township did maintenance (brushing, removing downed trees, trimming trees, filling potholes, shouldering work, replaced signs, etc) on more than 50% of our roads.
7. Gravel roads were graded twice.
8. Weeds were managed by spraying on about 10 days.
9. Ditches were cut twice.
10. Roads were plowed and salt-sanded on multiple occasions including 15 days in December alone. Several residents who pushed snow across a Township road were sent letters informing them that the practice is illegal and requesting them to stop doing so.
11. This year we are planning to resurface Tower Road, Shorewood Drive, Highland Terrace and Orchid Court.
12. We continue to do the majority of our own truck maintenance.

Summary: Overall, Avon Township roads are in reasonably good shape. We will know how our roads fared after winter when we do our annual road inspection, which is tentatively scheduled for April. We are lucky to have a full-time employee who closely monitors Town roads and handles the majority of our roadwork. We encourage residents to alert Supervisors to roads in need of attention.

Respectfully submitted,
Mike Linn & Stephen Saupe

**Township of Avon
County of Stearns | State of Minnesota**

Audit Board Report for 2020

The Board of Supervisors for the Town of Avon met on January 30, 2020 in their capacity as the annual Board of Audit as required by State Law. All claims submitted to the Town during 2019 were brought before the Board of Supervisors. The Supervisors divided up roles to ensure different people were involved with the different parts of this internal audit review. Claims were randomly selected and examined in detail. A listing of the specific claims examined in the audit accompanies the Audit Board Minutes. A listing of all claims against the Township accompanies the monthly Clerk minutes. No discrepancies were found. No claims were denied for payment. The financial records (year-end cash control statement & bank account summary) maintained separately and independently by the Treasurer and Clerk (Deputy Clerk) were found to be identical. As a result of this audit, no discrepancies were found.

The year-end cash control statement for the Township as of December 31, 2019 is given below:

Avon Township Year End Cash Control Statement – 2019				
	Beginning Balance (\$)	Receipts (\$)	Disbursements (\$)	Ending Balance (\$)
General Revenue	\$180,459.74	\$178,447.98	\$201,889.41	\$155,018.31
Road & Bridge	\$315,243.47	\$236,381.42	\$180,952.38	\$370,672.51
Road Damage Deposit	\$1850.00	\$2,000.00	\$1,000.00	\$2,850.00
Demolition Escrow	\$2,000	0.00	0.00	\$2,000
Fire	\$5807.69	\$68,905.45	\$70,245.00	\$4,468.14
Capital Reserve	\$43,160.92	\$1,991.80	0.00	\$45,152.68
Total	\$546,521.82	\$487,726.65	\$454,086.79	\$580,161.68

The funds in Township Accounts as of December 31, 2019 are summarized below:

Avon Township Year End Bank Account Summary – 2019	
Account	Amount (\$)
Checking (American Heritage Bank)	\$132,180.21
Outstanding Checks	\$311.96
Checking Balance (American Heritage Bank)	\$131,868.25
Money Market (American Heritage Bank)	\$435,456.87
Money Market (Credit Union)	\$10,836.56
CD (Demolition escrow)	\$2,000
Total	\$580,161.68

As of December 31, 2019, the Township owed \$0.00 for the Outstanding Bond for the construction of the Town Hall.

The Supervisors analyzed the receipts and disbursements for 2019, the budget for 2020, and then determined a budget for 2021. Based on their analysis, the Supervisors recommend the following levy amounts for 2021: Total levy - \$470,450; General Revenue - \$79,150; Road & Bridge - \$307,300; Fire - \$75,000; Capital Reserve - \$9,000. The levy amount recommended by the Supervisors is the same as last year.

Conclusion: The Township is in good financial shape. Additional funding may be needed for roads because the costs of road construction and maintenance have increased markedly in the past few years. This year the Supervisors have made a commitment to avoid raising the levy.