

# Minutes of the Avon Township Board of Qualification & Organizational Meeting

March 20, 2024 7:00 PM

**Call to Order:** Chair LeRoy Gondringer called to order the Qualification/Organizational 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), Bryan Rassier, Rich Sanoski, Stephen Saupe (Clerk).*

Board Support – *Marion Gondringer (Deputy Clerk), Joe Koopmeiners (Maintenance), Michael Gondringer (plow driver), Dillon Hedlund (plow driver).*

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

**Approval of Agenda:** Consideration of an Access Permit for Darren Roiger (32205 Noble Oak Circle) was added to the agenda. Sanoski moved to approve the agenda as amended. Klocker second. All in favor. Motion carried.

## **Business:**

1. **Board of Canvass Minutes** – The Board of Canvass meeting minutes were reviewed. Sanoski moved to approve the minutes of the March 12, 2024 meeting of the Board of Canvass certifying the results for the 2024 Annual Township Election.
2. **New Officers:** Bryan Rassier and Stephen Saupe were sworn-in as Supervisor for a three-year term (2024 – 2027) and Clerk for a two-year term (2024 – 2026), respectively. They recited and signed the Oath of Office, and were issued a Certificate of Election, which they also signed. Rassier took his place at the dais. Campaign financial statements have been obtained from all candidates (Rassier, Sanoski, Saupe) in the election.
3. **Chair & Vice-Chair** – Gondringer stated he was ready to step down from his role as Chair. He nominated Rassier to serve as Chair. Klocker second. All in favor. Motion carried. Gondringer nominated Klocker to serve as Vice-Chair. Rassier second. All (Gondringer, Klocker, Rassier) in favor. Motion carried. The Supervisors decided that Gondringer would continue to Chair the remainder of this meeting and that Rassier would begin his service as Chair at the April meeting.
4. **Transfer of Town Records/Keys** – Former Supervisor Sanoski returned to the Clerk his key. He will keep the computer since he will continue to serve on the Planning Commission (PC). The transfer of records is complete. New Supervisor Rassier was sent by email an introduction to the Town Board and will be issued a key and computer, and given a tour of the Town Hall.
5. **Appoint Committee Chairs/Members** – The Supervisors discussed the role/responsibility of the committees, and then agreed on the appointments below. The scheduled meeting of the Joint Powers Board will need to be rescheduled because the Assessor's Office scheduled the Avon Township Local Board of Appeals & Equalization for that same evening.
  - **County Liaison** – Chad Klocker
  - **Emergency Contact** – Chad Klocker

- **Fifth Monday** – Bryan Rassier
  - **Fire Board** – Bryan Rassier
  - **Grounds & Buildings** – LeRoy Gondringer
  - **Humane Society** – Joe Koopmeiners / LeRoy Gondringer
  - **Joint Powers Board** – Bryan Rassier
  - **Legal** – LeRoy Gondringer
  - **Maintenance Worker Supervisor** – LeRoy Gondringer
  - **Planning Commission (PC) Liaison** – Bryan Rassier
  - **Roads & Snow** – LeRoy Gondringer
  - **Weeds & Roadside Restoration** – Joe Koopmeiners / Chad Klocker
  - **Zoning Administrator** – Stephen Saupe
6. **Potential Conflicts** – The Supervisors considered potential conflicts of interest. The main conflict that was identified is that the Supervisors might occasionally be required to help Koopmeiners with roadwork. To avoid this potential conflict, the Supervisors considered three resolutions to provide assistance on road projects and other emergency work. Klocker moved to approve Resolutions 03-20-24-3, 03-20-24-4, and 03-20-24-5 (Authoring contracts with Klocker, Gondringer and Rassier, respectively). Rassier second. All in favor. Motion carried.
7. **Treasurer** – Martini reported that all necessary documents have been filed and updated as necessary.
8. **Authorize Work** – Klocker 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. Rassier second. All in favor. Motion carried. Rassier moved to authorize a maximum credit of \$250 at A&C Implement. Klocker second. All in favor. Motion carried.
9. **Housekeeping/Maintenance Report** – Koopmeiners reported that he has been working with resident Brian Pilarski to readjust the boilers to attempt to save fuel costs. This will be less costly than replacing the boilers.
10. **Official Newspaper** – Klocker moved to approve the decision by residents at the Annual Meeting to use the *Star-Post* as the official Township newspaper. Rassier second. All in favor. Motion carried.
11. **Official Posting Places** – Klocker moved to approve the decision by residents at the Annual Meeting to use *The Store & Town Hall* as the official posting places. Rassier second. All in favor. Motion carried.
12. **Levy Certification** – Klocker moved to approve the decision by residents at the Annual Meeting to set the following levy amounts: Total levy –\$644,100; General Revenue – \$112,350; Road & Bridge – \$376,750; Fire – \$150,000; and Capital Reserve –\$5,000. Rassier second. All in favor. Motion carried.
13. **Designate Town Bank** – Klocker moved to continue accounts with our current Township financial institutions (Magnifi, American Heritage Bank). Rassier second. All in favor. Motion carried. Because the banks require a new resolution when there is a Town change in staff, Klocker moved to approve Resolution 03-20-24-1 and Resolution 03-20-24-2, which authorize check signers for American Heritage Bank and Magnifi Financial, respectively. Rassier second. All in favor. Motion carried. Martini will follow up with the banks to ensure a smooth transition in signing and accessing accounts. The Supervisors noted that Rassier’s wife works for the St. Cloud branch of the American Heritage Bank – this was not considered to be a conflict of interest. Account passwords and login information will be collated by the Treasurer and Clerk and sent to Supervisors.

14. **Salary, Fee, & Mileage Schedule** – The Supervisors authorized the PC to review the Fee Schedule and Salary/Wage Scale. It was noted that the Fee Schedule should be edited to include ‘damage’ deposit for Access permits.
15. **Township Policies** – The Supervisors authorized the PC to review the reimbursement, compensation, and snow policies.
16. **AWAIR** – Klocker moved to approve the 2024 Annual Review of the AWAIR Program. Rassier second. All in favor. Motion carried.
17. **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. The Treasurer is still working on a fix to the W2 issue (removing the Treasurer’s name from the W2).
18. **Training Courses** – Supervisors were reminded of the upcoming MAT Short Course which will be held March 26<sup>th</sup> in St. Cloud. Klocker has received LBAE training certification, which officially begins in 2025. Rassier needs to complete LBAE training.
19. **Planning Commission (PC) Report/Update** – Yurczyk indicated that there is little new to report since the March Supervisor meeting. She suggested that the PC could also work on reviewing permit applications and updating Resolutions as necessary. Blonigen’s term on the PC expires in 2024. He is willing to continue to serve. The Supervisors reviewed his performance using the Performance Evaluation Form as required by Township policy. Klocker moved to reappoint Craig Blonigen to another term on the Avon Township Planning Commission. Rassier second. All in favor. Motion carried.
20. **Town Celebration/Newsletter/Facebook** – The Supervisors agreed that there was no need for a Town Celebration or newsletter, especially since Klocker has been maintaining a Township *Facebook* site.

### Other Business

1. **Roiger Access Permit** – Mr. Darren Roiger, 32205 Noble Oak Circle, Avon (PID 03.01516.0001), appeared at the meeting to request an Access Permit to modify his driveway to minimize washed out areas. Mr. Roiger provided photos of some of the problems that are occurring. He was directed to complete an Access Permit and attend the next meeting of the PC to initiate the process.
2. **Summer Roadwork** – Mr. Jeremy Mathiassen, Stantec, appeared at the meeting to present engineering plans for repaving 145<sup>th</sup> (between Co Rd 52 & 155) and resurfacing a portion of 140<sup>th</sup> Avenues. Mr. Mathiassen recommends a reclaim and repave for 145<sup>th</sup> and reclaim for 140<sup>th</sup>, leaving the road as gravel. He said these were fairly straight-forward projects. A culvert will need to be replaced on the north end. He also said that when 145<sup>th</sup> is milled, some material (about 380 cu yards) will need to be removed to prevent the final road surface from being too high. Mr. Mathiassen asked whether the Town wanted to keep the ground asphalt or have a contractor haul it away. It was suggested that there may be a large number of chunks in the material that would reduce its usefulness. The material could be used for shouldering, though it was suggested that Class 2 gravel works better. It will save the Township money to keep the material on site. It could also be given away as necessary. The Supervisors decided that it would be most cost-effective and useful to retain the material. Mr. Mathiassen will include this in the bid solicitation. Mr. Mathiassen also asked whether the Town wanted to use Class C or Class B oil for the project. Class C is generally considered to provide a longer-wearing road, but is more expensive. The Supervisors discussed the oil and agreed that for this project, it would be good to get a bid on using both to determine if the savings of using the B oil would be worth it. The

Supervisors also agreed that 3.5 inches of tar would be adequate for the new road surface. Klocker moved to authorize Jeremy Mathiassen, Stantec, to advertise for bids for the 145<sup>th</sup> and 140<sup>th</sup> road projects for summer 2024 with the decisions as discussed. Rassier second. All in favor. Motion carried. Mr. Mathiassen will submit the bid solicitation to the *Star-Post* and the online portal for road contractor bids. It was decided that the bids will be opened on April 18<sup>th</sup>, which meets the legal minimum requirement of three weeks. The bid opening will be online. Supervisors will award bids at the May 1<sup>st</sup> meeting.

- 3. **Zoom Etiquette & Issues** – several issues were discussed regarding Zoom. It was questioned whether Zoom participants should be required to identify themselves. The consensus is that it would be polite if this were done, but the Township cannot require it. However, if a Zoom participant makes any comments, it would be necessary for the individual to identify themselves. The PC was authorized to discuss a potential Zoom policy; this could be included in the online document for accessing Town Zoom meetings. It was questioned whether the Town should even continue with Zoom.
- 4. **Xcel CUP for Power Pole Realignment** – The County PC will hold a hearing on April 28<sup>th</sup> to consider a CUP application by Xcel to realign power poles in Section 36. The Township PC was authorized to review the application at their upcoming meeting. Gondringer moved to authorize the PC to send someone to the meeting to express Township concerns, if necessary. Klocker second. All in favor. Motion carried.

**Announcements:**

- 1. There will be a **County Public Hearing** on April 30<sup>th</sup> to consider changes to the 439 Ordinance that will eliminate the requirement for a CUP for a single lot plat in the Conservation Overlay District, and will address issues with recreational camping.
- 2. **LRIP Grants** – Jeremy Mathiassen was asked if there is any update on our LRIP grant status. He reported that there should be news before the end of the month.
- 3. **Fine Fees** – the Clerk is working on fine fees.
- 4. **Schirmers Road** – Rassier reported that Dennis Schirmers requested his road not be plowed if we get snow in the predicted storms. He will do it himself. He is concerned about plow damage to the unfrozen gravel road surface.

**Adjournment:** Klocker moved to adjourn the meeting at 9:10 PM. Rassier second. All in favor. Motion carried.

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

Clerk signature: \_\_\_\_\_

date: March 22, 2024

**Supervisor Approval:**

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

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

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

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