

Minutes of the Avon Township Board of Qualification & Organizational Meeting

March 17, 2021; 7:00 PM

Call to Order: Chair Mike Linn 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://csbsju.zoom.us/j/94131661577>.

Pledge: The Pledge of Allegiance was recited.

Roll Call: the following individuals were present:

Board of Supervisors – *Mike Linn, Kelly Martini (Treasurer), Ken Mergen, Rich Sanoski, Stephen Saupe, (Clerk)*

Board Support – *Paul Buttweiler (Deputy Treasurer), Marion Gondringer (Deputy Clerk)*

Planning Commission – *Craig Blonigen, LeRoy Gondringer, Rich Sanoski, Stephen Saupe, Lori Yurczyk*

Approval of Agenda: Added to the agenda was approval of the Board of Canvass minutes, upcoming County Hearings, and evaluations of Planning Commission members. Mergen moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

Business:

1. **Board of Canvass Minutes** – Linn moved to approve the minutes from the March 9, 2021 Board of Canvass meeting. Mergen second. All in favor. Motion carried.
2. **New Officers:** Kelly Martini and Rich Sanoski were sworn-in as Treasurer for a two-year term and Supervisor for a three-year term, respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements have been obtained from all candidates. Craig Blonigen recited the Oath of Office and was sworn-in as a member of the Planning Commission for a three-year term.
3. **Chair & Vice-Chair** – Mergen nominated Linn as Chair. Sanoski second. All in favor. Motion carried. Mergen nominated Sanoski as Vice-Chair. Linn second. All in favor. Motion carried.
4. **Transfer of Town Records/Keys** – No keys or records needed to be transferred.
5. **Appoint Committee Chairs/Members** – *the Supervisors made the following appointments:*
 - **County Liaison** – Ken Mergen
 - **Fifth Monday** – Rich Sanoski
 - **Fire Board** – Mike Linn
 - **Grounds & Buildings** – Mike Linn
 - **Humane Society** – Joe Koopmeiners / Rich Sanoski
 - **Joint Powers Board** – Mike Linn. LeRoy Gondringer was appointed the representative from the Planning Commission.
 - **Legal** – Ken Mergen
 - **Maintenance Worker Supervisor** – Rich Sanoski
 - **Planning Commission Representative** – Rich Sanoski
 - **Roads & Snow** – Rich Sanoski
 - **Weeds & Roadside Restoration** – Joe Koopmeiners / Rich Sanoski

Mergen moved to approve the slate of appointments listed above. Sanoski second. All in favor. Motion carried.

6. **Housekeeping Report** – No report. The Supervisors authorized Koopmeiners to continue routine housekeeping (*i.e.*, vacuum, bathrooms, kitchen, trash). An annual workday was recommended for deep cleaning (*i.e.*, windows).
7. **Maintenance Worker Report** – No report.
8. **Official Newspaper** – no change was recommended.
9. **Official Posting Places** – no change was recommended.
10. **Designate Town Bank** – no changes were recommended.
11. **Salary, Fee, & Mileage Schedule** – Linn moved to make no changes to the Fee & Salary Schedule or Resolution 06-03-20-2, since both were recently updated (June 2020). Mergen second. All in favor. Motion carried.
12. **Authorize Work** – Mergen moved authorize Supervisors, Treasurer, Clerk (and deputies), and Maintenance worker (Koopmeiners) to purchase routine and necessary office and other supplies required to carry out their assigned duties and responsibilities. Linn second. All in favor. Motion carried.
13. **Conflicts of Interest** – none were identified. If any arise in the future, Supervisors will complete the necessary resolutions/paperwork.
14. **Township Policies** – No policies were identified for future review/revision.
15. **AWAIR Policy** – Linn moved to approve the AWAIR Program plan (*see appended*). Mergen second. All in favor. Motion carried.
16. **Financial Reporting Forms** – The Treasurer & Clerk reported that all required forms have been submitted. The Clerk will submit levy information to the County following the continuation of the Annual Meeting in June.
17. **Training Courses** – Sanoski and Mergen need to complete Board of Appeals (LBAE) training. MAT Spring Short Courses will be virtual; the Supervisors authorized payment of a meeting fee for Town Board members who participate.
18. **Planning Commission Report/Update** – The terms of Gondringer and Sanoski expire in April. The Supervisors conducted a performance review of both candidates. Mergen moved to reappoint Gondringer and Sanoski to three-year (2021 – 2024) terms on the Planning Commission. Linn second. All in favor. Motion carried. It was suggested that we continue to recruit new members for the Planning Commission.
19. **Road Work** – the approved contract with Stantec was signed at the Board of Canvass Meeting.

Other Business:

1. **Upcoming County Hearings** – the County will hold hearings to consider variance requests by Brian Anstine (36669 Pelican Lake Road) and Craig & Colleen Blonigen (18733 368th St.). The Town will take no action on either.
2. Mergen suggested the Town adopt MAT contract language. This will be examined at a future meeting.

Adjournment: Mergen moved to adjourn the meeting at 9:10 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____

date: March 18, 2021

Supervisor Approval:

date: _____

Mike Linn

Ken Mergen

Rich Sanoski

**Avon Township
Stearns County, Minnesota**

ANNUAL REVIEW – AWAIR PROGRAM – 2021
(Workplace Accident and Injury Reduction Program)

The following constitutes documentation of the town board’s annual review of its workplace accident and injury reduction program.

- _____ 1. All town officers and employees are aware of the program and their responsibilities under it.
- _____ 2. In addition to the on-going attention paid by officers and employees to potential hazards in the workplace, an annual inspection of the workplace has been completed.
- _____ 3. Potential hazards, if any, identified throughout the year and at the annual inspection have been analyzed and corrected in an appropriate manner.
- _____ 4. Accidents, if any, which occurred in the year have been investigated according to the procedures set out in the program and any needed corrective actions have been taken.
- _____ 5. Any enforcement actions needed to uphold the goals and objectives of the program have been taken in accordance with the program and any other established procedures.
- _____ 6. The language of the AWAIR program, including the goals and objectives, has been reviewed in light of the activities and experiences occurring over the year.
- _____ 7. Any needed changes to the program have been identified and implemented, or assigned to a specific person with a plan for obtaining additional information and implementing any needed changes.

Additional Program Notes: *none*

BY THE TOWN BOARD

Mike Linn

Ken Mergen

Rich Sanoski

Attest:

Stephen G. Saupe

March 17, 2021