

# Avon Township Supervisors Meeting – April 2, 2025

## Tentative Agenda

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 – March 5, 2024
6. New officers
  - a. Board of Canvass minutes approval
  - b. Elect Chair & Vice-Chair
  - c. Transfer of Town Records, Computers & Keys (*if necessary*)
7. Public Hearing – *none scheduled*
8. Public Comments
9. Planning Commission Report – *Lori Yurczyk*
  - a. The Store – request for variance for 80 sq ft sign 18 feet tall
  - b. Vacating Parkwood Court
  - c. Planning Commission – Revised guidelines; Performance Reviews; Interview applicants for PC openings; Appoint members
  - d. Meeting length
10. Treasurer's Report – *Kelly Martini*
  - a. Approval of the Treasurer's Report & Cash Control Statement
  - b.
11. Claims & Payroll – *Kelly Martini*
  - a. Approval of claims, receipts & payroll
  - b. Conflict of interest opinion – Town attorney
  - c.
12. Town Hall Report
  - a.
13. Road Report & Roadwork Update
  - a. Snow & Plows – Update
  - b. Queens Road update; including pothole at Co Rd 9 intersection
  - c. Sara Lane – report from the County and complaint
  - d. Road inspection – set date
  - e.
14. Scheduled Business
  - a. Appoint Committee Chairs/Members; Delegate authority
    - County Liaison
    - Emergency Contact
    - Fifth Monday
    - Fire Board
    - Grounds & Buildings
    - Humane Society Rep.
    - Joint City/Town Planning Board
    - Legal
    - Emergency contact
    - Maintenance Worker Supervisor
    - Planning Commission Rep.
    - Roads & Snow
    - Weeds & Roadside Restoration
    - Zoning Administrator
  - b. Consideration of any potential conflicts of interest – and avoid if they exist – Resolutions 04-02-25-(3, 4, & 5).
  - c. Authorize payment for work & expenditures (*i.e.*, office expenses for Clerk, Treasurer, roadwork, housekeeping, Committee Chairs) for Township work responsibilities
  - d. Fee Schedule – review & approve (*including payment for meetings lasting 4 hours, non-plowing work by plow operators*)
  - e. Set official Newspaper (*Star-Post*)
  - f. Set official Posting Places (Town Hall bulletin board; *The Store*)
  - g. Motion to certify levy (Total levy –\$699,900; General Revenue – \$89,950; Road & Bridge – \$420,950; Fire – \$184,000; and Capital Reserve –\$5,000)
  - h. Designate a Township bank; bank signatories (resolutions for all financial institutions as necessary). Resolutions 04-02-25-1 & 2.

- i. Review & Amend AWAIR Plan (*workplace accident & injury reduction plan*)
  - j. MAT Officers Listing Update – check/confirm
  - k. Clarification of motions regarding noise ordinance (see Mar. minutes) and Shady's
  - l. Fire Department – Response(?) to error in 2024 use statistics
  - m. Inquiry regarding driving golf carts on township/city roads
  - n. Passwords for bank and other accounts
  - o. Hiring revisited
  - p.
15. Other Business (*added at meeting*)
- a.
  - b.
16. Reports
- a. MAT Short Course (Saupe, Blonigen) – dues will go up next year (\$450 + \$0.42pp); Paid Leave reporting deadlines coming up; Contracts – specify if day after Thanksgiving and Indigenous Peoples is paid leave; Amazon Business Account webinar April 16 at 12 PM.
  - b. Fifth Monday – Rassier
17. Announcements
- a. Signs (incl. 911) – none
  - b. Construction Site Permits – none
  - c. Special Assessment Searches – none
  - d. Feedlot permits – none
  - e. County Hearings/Meeting – Board of Adjustment – April 10, 6 PM (*variance for sign for The Store*)
  - f. Fire Department (Feb 2025 calls) – **City:** Medical 4, Fire 1; **Town:** Medical 7, Fire 0; **Collegeville:** Medical 1, Fire 2; **St. Wendel:** Medical 1, Fire 0; **I-94:** 1.
  - g. MN Strategic Highway Safety Plan – provide feedback
  - h. Stearns County Training Survey
  - i. Request for avontownship.gov name denied; will resubmit as avontownshipmn.gov
  - j. MR Signs – square breakable post available
  - k. Albany Mutual credit card available
  - l. *MN LTAP Exchange* March 2025 newsletter available; also *LTAP Workshops* (May – roadway maintenance day)
  - m. Stearns History Museum – request for membership and notice of services
  - n. Treasury intends to vigorously monitor recipients' methods of obligating funds by the December 31, 2024, deadline. Treasury is committed to recouping funds used in violation of SLFRF rules and guidance.
  - o. Falcon National Bank recruitment letter
  - p. Notify Dean Schramel, Stearns County, about road construction projects (road monuments).
  - q. Town Officers meeting – April 10, Freeport
  - r.
18. Old Business – Culvert mapping project & County app; cold patch at Two Rivers & 190<sup>th</sup>; bump on 360<sup>th</sup>; 135<sup>th</sup> Avenue project with St. Wendel; Case to display old documents; Window treatments for Town Hall; Exterior sign for the Hall; Hiring HR / payroll company; Culvert Pelican Lake Road; Salt shed overhang/awning; Employee Handbook including earned sick time etc.; Pipeline Agreement; brush cutter rental for 2025
19. Signatures (*as necessary*)
- a.
20. Announcement of next meeting: May 7, 2025 at 7:00 PM
21. Other Upcoming Meetings/Events
- a. Town Officers Meeting – April 10, 2025; 6 PM; Freeport
  - b. LBAE meeting – April 16, 2025; 6:00 PM
22. Adjournment

**Note:** 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).