

Minutes of the Meeting of the Avon Township Board of Supervisors

December 3, 2025

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. There was a quorum. Also present – Marion Gondringer, Casey Jansky, Andrew Wensmann, and Lori Yurczyk.

Approval of Agenda: A sheriff's department report was added to the agenda. Blonigen moved to approve the agenda as amended. Rassier second. All in favor. Motion carried.

Minutes: Rassier moved to approve the minutes from the November 5, 2025 meeting as presented. Blonigen second. All in favor. Motion carried.

Public Hearings: none scheduled

Public Comments: There were no public comments.

Sheriff's Department Report: A Deputy appeared at the meeting to update the Supervisors. The Deputy reported that there were 85 calls in July, 97 in August, 52 in September, 54 in October, and 59 in November. Most of the calls were traffic-related. There was one domestic assault in which officers from Cold Spring came to assist. There were a few burglaries and some kids ripping up the ditch on 182nd Street. Otherwise, there was nothing too out of the ordinary. An abandoned sailboat and trailer were observed in the road right-of-way on 360th; it was moved after about a week.

Planning Commission (PC) Report – presented by Andrew Wensmann

1. **Meyer Inquiry** – Mr. Dan Meyers is considering splitting a parcel and inquired whether the Township had size requirements. He was advised that a parcel 10 acres or larger would typically be acceptable.
2. **Winkels Variance & Access Permit** – The Planning Commission held a public hearing to consider a request by Brady & Maria Winkels, 15678 Parkwood Circle, for a variance to construct a garage 13 feet closer to the center of the road than is currently permitted. There were two concerns: water could potentially drain toward the property of the neighbor to the west, and if approved, the garage would require an Access Permit. The PC heard from several residents, considered the Findings of Facts, and recommends approval.

Bronigen moved to approve an access permit and that it must be inspected by a Township representative (Klocker) prior to installation to determine whether a culvert is required or not. Rassier second. All in favor. Motion carried.

Mr. Winkels, who was present at tonight's meeting, said that the soil was gravel, but not clay. Blonigen moved to approve a variance for Mr. Brady Winkels, 15678 Parkwood Circle, to construct a garage 50 feet from the center-of-the-road on the condition that he installs a water mitigation system to catch water from the roof. Rassier second. Two in favor. One abstain (Klocker – because he has been contracted to do work on the project). The water mitigation system that Mr. Winkels agreed to install involved gutter downspouts

running into a buried barrel with drilled holes to allow for the water to dissipate into the ground.

3. **Consideration to Reschedule the Monthly Meetings** – It was suggested at the October to move the Supervisors meeting to the second Wednesday for bank-related reasons (*i.e.*, provide time to allow checks clear, pay invoices in a timely manner). The PC discussed this idea and does not recommend switching the regular meeting date. However, the PC suggested that one way to avoid late fees is to alert creditors that the Township pays at 45 days (primarily to account for the meeting schedule). Blonigen moved to leave the Supervisors meeting on the first Wednesday of the month and to send a notice to suppliers that payment is net 45 days. Klocker second. All in favor. Motion carried. Martini will send out notices to suppliers.
4. **Assorted** – The PC is working on reviewing the Road Plan, and suggests using electronic payments whenever possible.

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 November 1, 2025 to November 30, 2025 (*appended below*) and read the Treasurer's report. There was a \$30 overdraft fee charged to the Township; Martini forgot to move money prior to writing the check for the purchase of the new truck. She reported that the bank will waive the fee in this case. Blonigen inquired whether the Town has an auto transfer agreement set up at the bank. We received a tax settlement from the County – it got divvied up into the Town accounts. There are three separate escrow funds and are listed as having a zero balance. Though confusing it is done to avoid the funds showing up in the cash control statement and it appearing that the township has more money available than it does. It also reminds staff that the funds exist.

Blonigen moved to accept the Cash Control Statement and Treasurer's Report with the \$30 overdraft fee deducted. Rassier second. All in favor. Motion carried.

For the Period : 11/1/2025 To 11/30/2025

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Fund	\$271,108.50	\$1,384.08	\$6,163.35	\$266,329.23
Road and Bridge	\$183,245.19	\$0.00	\$5,450.28	\$177,794.91
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	\$0.00	\$0.00	\$3,500.00
Fire Fund	\$46,484.68	\$0.00	\$0.00	\$46,484.68
General Capital Projects	\$9,597.96	\$0.00	\$41,266.00	(\$31,668.04)
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$513,936.33	\$1,384.08	\$52,879.63	\$462,440.78

Claims, Receipts & Payroll: The claims (4943-4957) totaled \$5,033.93. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. Fine fees were received today but are not reflected on this statement. The payroll approved by the Supervisors was \$2,373.52. Claim 4942 was for the new truck – it does not appear on the cash control statement. Checks 11565, 11566, 11567, 11568, and 11569 were voided.

Martini deducted the purchase of the new truck from Capital Projects fund, which now has a negative balance. Blonigen moved to transfer \$40,000 from the General Fund to the Capital Projects Fund. Rassier second. All in

favor. Motion carried.

Martini will file the ARPA fund paperwork. The ARPA Fund row of the statement will be removed at the end of the year. Central Hydraulics alerted the Township of a change to their charge policy. Martini reminded everyone to cash any outstanding checks by the end of the year.

Klocker and Jansky reported that James Gondringer (35538 Tower Road) and Glen Koshiol (36819 Pelican Lake Road) did not damage the township road when their new accesses were created. Blonigen moved to return the full damage deposits to Gondringer and Koshiol. Rassier second. All in favor. Motion carried.

Paid Leave – Town employees with an email address were sent the Minnesota Paid Leave notice and the flyer was posted at the Town Hall. The town will need to designate a paid leave administrator and set workplace policies. There are still many questions about how this program will work for the Township. Blonigen moved to authorize Martini to have the paid leave forms completed by Town employees. Klocker second. All in favor. Motion carried. Martini will follow up.

Martini reported that the Town now only needs to report taxes annually rather than quarterly.

Blonigen moved to accept the claims, receipts and payroll. Rassier second. All in favor. Motion carried.

Town Hall Report: The garbage disposal will be examined; it doesn't appear to be working. Four windows in the hall need to be replaced. The furnace doesn't appear to be running as much as it used to be, suggesting that insulating the Maintenance Shop may have helped conserve heat. The Avon Hills Lion's did a fall cleaning on the Town Hall including the windows. Rassier moved to send a card to the Lion's thanking them for their work. Blonigen second. All in favor. Motion carried. The Supervisors signed the card. There are some white streaks beneath some windows. There was a question about what sort of cleaner they used. The Clerk will follow up.

Road Report:

1. **Winter** – the Red truck main cylinder is leaking. This truck needs to be replaced; it continues to break down. One concern is that if a decent truck is found between meetings, it will likely be bought before the Township has a meeting to approve the purchase. To avoid that problem, Rassier moved to authorize the purchase of another plowtruck for a maximum of \$20,000 with trade-in including plow blade. Blonigen second. All in favor. Motion carried. Blonigen said that airport mechanics might be able to work on Town vehicles for cost.

Klocker suggested a part-time driver should be hired. The current drivers are Casey Jansky, Dillon Hedlund, Josh Raab, and Dwayne Massman. Blonigen moved to authorize Craig Doll as a part-time snowplow driver. Rassier second. All in favor. Motion carried.

Ms. RoseMary Anderson inquired why her drive had not been plowed as per agreement. She was told that plowing would have done too much damage since the ground was not yet frozen. It will be plowed as necessary as per township agreement. There were no complaints about plowing from Peach Drive.

2. **LRIP Grant** – Blonigen said he submitted the LRIP grant for \$676,648. This doesn't include the cost of engineering or project management. The Town should find out in February or March whether we are awarded a grant or not.
3. **Truck Purchase & Sale** – the Town has purchased a new truck. The old one will be sold to the City for \$7,000 plus a year's use of the compost facility. The Clerk will send an invoice to the City.

4. **Weed Report** – The annual noxious weed control report was discussed and completed. Klocker signed the document and the Clerk will submit the report.
5. **Deer on Road** – the Town was alerted to a deer on the roadway near 37081 Co Rd 9. It was removed by a resident.
6. **Lower Spunk Lane** – a complaint was received regarding the plow dumping snow in front of a driveway near the end of the road. Klocker will follow up.

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

Business:

1. **TCHS Contract** – Rassier moved to approve the contract with the TriCounty Humane Society. Blonigen second. All in favor. Motion carried. Klocker signed the contract. The Clerk will follow up and return the signed contract.
2. **SLRF** – Martini is handling the reporting. She said it was due in April.
3. **Stearns County Officers Association** – There was a question of whether the association was worth the fee. Martini said that all townships are members and that the organization hosts speakers and informational sessions. The supervisors generally agreed that we will remain in the association.
4. **AED's** – Martini said that Collegeville Township has four AED's. There are ongoing costs to host them.

Other Business: *none*

Reports:

1. **OAA** – The City has signed the document and the City Administrator has sent it to the State for filing.
2. **Elections** – the Township election is scheduled for March 10, 2026. The terms of Saupe and Klocker are up. Residents will elect a Clerk for a two-year term and a Supervisor for a three-year term. To be on the ballot, a candidate must file an affidavit of candidacy with the clerk. Affidavits are available from Dec 30, 2025 until Jan 13, 2026. The Town Hall will also be open on January 13 from 1-5 PM to file and accept affidavits.

Announcements:

- a) **Signs (incl. 911)** – a request for a 911 sign for Lumley, 37880 145th Avenue, was received. A sign will be purchased when the fee is received from the applicant.
- b) A **Construction Site Permit** was received for Lumley (37880 145th Ave; 24x108 greenhouse).
- c) **Special Assessment Search** were performed for Becker (36914 Pelican Lake Road); Hildreth (37313 185th Avenue); Opatz (37548 Co Rd 155); Angulski (19467 Saint Anna Drive); and Pierskalla Revocable Trust (37524 Co Rd 155).
- d) No **Feedlot permits** were received.
- e) There were no pertinent **County Hearings/Meetings**.
- f) **Fire Department** (October 2025 calls) – **City:** Medical 8, Fire/Other 0; **Town:** Medical 5; Fire/Other 0; **Collegeville:** Medical 2, Fire/Other 0; **St. Wendel:** Medical 0, Fire/Other 0; **I-94:** 0.
- g) A Central Landscaping brochure was received. They have salt/sand mixes available (320-252-1601; hermanr@centrallandscape.com).

- h) There was an issue with website – the map is not appearing. The web host has been alerted to the issue and he will fix.
- i) Need info? MAT video library (<https://www.mntownships.org/mat-video-library>).
- j) The truck title arrived. Martini put it in the Safety Deposit box at the bank.
- k) Belgrade Coop sent propane safety literature and the *Broadcaster* newsletter.
- l) Allied Blacktop sent a brochure – they do paving and parking lot repair. (www.alliedblacktopmn.com)
- m) A request for donations for the Avon Community Center was received. (www.avoncommunitycenter.com)

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: January 7, 2025; 7:00 PM.

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

- a) Planning Commission Meeting – December 31, 2025; 7 PM
- b) MAT Conference – Dec 11-13, St. Cloud Civic Center (<https://www.mntownships.org/annual-meeting>). Martini will attend.
- c) Affidavits of Candidacy period – December 30, 2025 – January 13, 2026
- d) Town Hall open to accept affidavits of candidacy – January 13, 2026; 1-5 PM
- e) Township Day at the Capitol – March 2, 2026

Adjournment. Blonigen moved to adjourn the meeting at 8:36 PM. Rassier second. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,

Stephen G. Saupe, Clerk

date: December 14, 2025

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

Avon Township		Claims List for Approval				12/1/2025	
Date Range : 12/3/2025 To 12/3/2025							
Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/03/2025	Casey Jansky	shop supplies/truck supplies	4943	\$571.34	201-41940-223-	General Government Buildings and Plant	\$571.34
12/03/2025	KELLY MARTINI	Stamps	4944	\$78.00	100-41510-208-	Treasurer	\$78.00
12/03/2025	Albany Mutual Telephone	Internet	4945	\$59.51	100-41425-325-	Clerk	\$59.51
12/03/2025	XCEL ENERGY	electric bill	4946	\$238.97	100-41940-380-	General Government Buildings and Plant	\$238.97
12/03/2025	STAR PUBLICATIONS, LLC	Inv #17497	4947	\$37.60	100-41110-351-	Council/Town Board	\$37.60
12/03/2025	AVON AUTO REPAIR	06' brake pads,calipers, brake hoses, brake fluid	4948	\$1,026.48	201-43126-300-	Road and Bridge Equipment	\$1,026.48
12/03/2025	MAC's HARDWARE	Inv # 952730, 952735, 952824	4949	\$166.49	100-41940-228-	General Government Buildings and Plant	\$166.49
12/03/2025	ALBANY AUTO VALUE	paint, air filter	4950	\$97.20	201-43126-215-	Road and Bridge Equipment	\$97.20
12/03/2025	DRH Transport LLC	96 oil change, air dryer cartridge, fuel filter, DOT inspection	4951	\$880.39	201-43126-300-2000	Road and Bridge Equipment	\$880.39
12/03/2025	THE STORE	FUEL FOR TRUCKS -October	4952	\$166.00	201-43126-212-	Road and Bridge Equipment	\$166.00
12/03/2025	Glen Koshol	Road Damage Refund	4953	\$500.00	225-43101-810-	Highways, Streets & Roadways	\$500.00

Report Last Updated: 08/29/2014

Page 1 of 2

Avon Township		Claims List for Approval				12/1/2025	
Date Range : 12/3/2025 To 12/3/2025							
Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/03/2025	James Gondringer	Road Damage Refune	4954	\$500.00	225-43101-810-	Highways, Streets & Roadways	\$500.00
12/03/2025	INTERNAL REVENUE SERVICE	November taxes	4955	\$526.54	100-41110-171- 100-41110-122- 100-41110-121- 100-41425-122- 100-41425-121- 100-41510-122- 100-41510-121- 201-43125-122- 201-43125-121-	Council/Town Board Council/Town Board Council/Town Board Clerk Clerk Treasurer Treasurer Ice and Snow Removal Ice and Snow Removal	\$40.00 \$102.30 \$23.96 \$97.34 \$22.78 \$50.84 \$11.90 \$143.84 \$33.58
12/03/2025	PERA	DCP & Coordinated Plans	4956	\$155.41	100-41110-103- 100-41510-103- 100-41425-103-	Council/Town Board Treasurer Clerk	\$22.50 \$41.00 \$91.91
Total For Selected Claims				\$5,003.93			\$5,003.93

Appendix 2. Receipts Register