

Minutes of the Meeting of the Avon Township Board of Supervisors

July 2, 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 – Paul Buttweiler, Marion Gondringer, Casey Jansky, and Andrew Wensmann.

Approval of Agenda: Added to the agenda was a discussion of 185th Ave. Rassier moved to approve the agenda as amended. Blonigen second. All in favor. Motion carried.

Minutes: Klocker moved to approve the minutes from the June 4, 2025 meeting as presented. Blonigen second. All in favor. Motion carried.

Public Hearings: none.

Public Comments: There were no public comments.

Planning Commission (PC) Report – *presented by Andrew Wensmann, Chair.*

1. **Angulski Preliminary Plat** – Mr. Keven Angulski, 19467 St. Anna Drive, appeared at the PC meeting and at tonight's meeting, to discuss a preliminary plat, The Edge, that would divide his existing 20-acre parcel (03.00798.0003) into three parcels (2 acres with the existing structure, 1 acre, and 17 acres). The PC was uncomfortable approving the split with a small (1 acre), unbuildable, parcel in the A40 zoning district. In addition, the PC wanted confirmation that Mr. Angulski's two lots could be sold separately. As a result, the PC was unable to make a recommendation regarding the plat until receiving more information. Member Lori Yurczyk was authorized to seek clarifications from Stearns County regarding this situation. In the meantime, the Clerk learned that the County has no rule against a 1-acre parcel in the A40 zoning district and confirmed that the plat process would create separate deeds for the two parcels so that they could potentially be sold separately.

The Supervisors expressed sympathy for Mr. Angulski's situation, but were opposed to the split as proposed. They agreed that a one-acre parcel was too small in the A40 zoning district. The Supervisors recommended to Mr. Angulski to consider an administrative subdivision that would divide the parcel into a parcel with the building, and then sell the remaining acres, if desired.

2. **Road Standards/Inventory** – the Supervisors requested that the PC review the "Roads Standards" and road inventory. The PC expressed a lack of expertise in road design and recommended that an engineer or other qualified individual review the Road Standards document. Blonigen moved to get a quote from road engineer, Jeremy Mathiasen, for reviewing the document. Rassier second. All in favor. Motion carried. The Clerk will follow-up with Mr. Mathiasen. The PC examined the current road inventory and recommends that the Clerk and Treasurer be authorized to update the inventory with additional information (*i.e.*, contractor, tar thickness). Blonigen moved to authorize the Clerk and Treasurer to gather necessary information to update the road inventory. Klocker second. All in favor. Motion carried.

3. **Town Hall Use** – the Supervisors authorized the PC to review the policy/guidelines for using of the Town Hall. Wensmann reported that the PC developed a plan to study and discuss policies from other townships and will then make a recommendation to the Supervisors.
4. **Orderly Annexation Agreement** – there will be a meeting of the Joint Planning Board on July 31st to discuss the agreement. Among the topics that will be discussed include revision of the neighborhood map and the percentage of a neighborhood vote required for annexation.

Rassier moved to approve the PC report. Blonigen second. All in favor. Motion carried.

Treasurer's Report: The Treasurer provided the Cash Control statement from June 1, 2025 to June 30, 2025 (*appended below*) and read the Treasurer's report. There was a \$30 fee charged by the bank because the Treasurer was late in transferring funds from one account to another. As a result, there is a \$30 difference shown on the Cash Control Statement due to the overdraft fee being removed on June 12th. Next month we will receive about \$106,000 from Stearns County; the second payment will arrive in November/December. Blonigen moved to approve the Treasurer's report and Cash Control Statement. Rassier second. All in favor. Motion carried.

Avon Township

Cash Control Statement

For the Period : 6/1/2025 To 6/30/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$239,505.16	\$45,733.92	\$16,848.88	\$268,390.20
Road and Bridge	\$429,062.61	\$145,097.39	\$3,790.50	\$570,369.50
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	\$2,500.00	\$0.00	\$0.00	\$2,500.00
Fire Fund	\$37,900.07	\$57,618.43	\$73,732.00	\$21,786.50
General Capital Projects	\$1,186.18	\$1,919.15	\$0.00	\$3,105.33
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$710,154.02	\$250,368.89	\$94,371.38	\$866,151.53

Claims, Receipts & Payroll: The claims (4866-4880) totaled \$29,061.12. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The payroll approved by the Supervisors was \$2,427.22. The Deputy Clerk needs to sign the signature card at the bank. Rassier moved to accept the claims, receipts and payroll. Blonigen second. All in favor. Motion carried.

Town Hall Report: The soap dispenser in the men's lavatory was fixed.

Road Report:

1. **Queens Road Project** – Engineer Jeremy Mathiasen appeared at the meeting to update the Supervisors regarding the status of the project. It is nearly complete and the quantities came in under estimate. The shouldering work will be done Thursday, July 3rd. Klocker reported that motorists, including someone in a John Deere tractor with a hay baler, drove off the road in at least two places and damaged the new tar. Klocker suggested that the motorist, if found, should be invoiced for the damage since they drove around a

barrier. He inquired whether Knife River will repair these sections. Mathiasen will follow up. There was a question about the type of material on the shoulder. Mathiasen said it would be Class 2, though on 145th Avenue crushed granite was used. Mr. Mathiasen recommended signing the project contracts/documents. The pay app will be presented at the next meeting. There are some steep sides of the road – they could use extra fill, signage (Low Shoulder, chevrons), guard rails, or could be marked with road lines.

2. **Pelican Lake Culvert** – Klocker reported that it is done and the Town was invoiced \$300 less than the estimate because they didn't seed the project. Casey Jansky was authorized to seed the area.
3. **Winter Update** – We are ready with drivers and plows.
4. **185th Avenue** – Brushing is complete on the south section and the debris has been cleaned up. There have been several complaints from residents regarding the steep drop-off on the north section of the road that was resurfaced summer before last. The resurfaced road is higher and wider than it was, which means that there is very little shoulder with a steep slope. Residents have a difficult time mowing the area. The total length of this road is about 0.3 mile, but just the ends need work. Jeremy Mathiasen will examine.
5. **365th Minimum Maintenance** – needs some gravel. A quote was received from Lange Excavating to spread six inches of gravel on a 100-foot section. Klocker moved to authorize Lange Excavating to add 6 inches of gravel to a 100-foot section of 365th Street. Blonigen second. All in favor. Motion carried. Wensmann reported that State statutes indicate that maintenance must be done on a "minimum maintenance road" to keep it passable. There are areas that should be trimmed to avoid brush hitting the plow.
6. **Sara Lane & Riley Court** – Klocker reported that these projects will be completed in the next day or two and that the corners/shoulder may require some gravel after paving.
7. **Culvert Mapping Project** – Jansky started today. The app records information including location, material, diameter, and how much silt is in the culvert.
8. **Road Plan** – The plan would provide an orderly approach to completing roadwork. Cracking-sealing, resurfacing, and other potential maintenance could be included. Roads in need of work in the near future include Queens Road (second half), 355th, and St. Anna Drive. Sara Lane and the new patch should be seal-coated in a few years. It was suggested that roads could be the second year after resurfacing. Blonigen moved to authorize the PC to review and develop a road plan. Klocker second. All in favor. Motion carried.
9. **360th Patch** – Blonigen moved to approve a quote from Hanson Paving for \$2,500 to patch a 20 x 30 area of 360th Street. Klocker second. All in favor. Motion carried.
10. **Mower** – The current mower doesn't cut ditches effectively. Jansky reported that different shoes, which are more expensive, were installed because they are designed to better go over rocks in ditches. He has also tried some adjustments so the mower cuts better. A new mower will need to be purchased next year.
11. **White Pickup Truck** – If it is not sold, we will need to put some money in it (*i.e.*, new brakes). The Supervisors will be on the look-out for a replacement (one-ton, long- or short-box, non-diesel, with a plow). Hopefully, we can sell the current truck and chipper to pay for a new pickup truck.
12. **Assorted** – the Supervisors are considering selling the chipper. Lettering for the new plow is on order; Jansky will follow up. Klocker will follow-up regarding a ditch on Co Rd 54 and 185th Ave. Roads scheduled for cutting and crack-filling will start next week. Bridge delineators on Queens Road will be replaced when

resurfacing is complete.

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

Business:

1. **Inventory & CLC Liability** – Jansky has completed the inventory. A few minor revisions are necessary to account for some missing items (*i.e.*, ceramic cups) and a few items acquired since the inventory was last updated. The Clerk will revise the database. The CLC Insurance liability listing needs some updating (*i.e.*, remove old plow truck, add new plow truck). Martini will look into this. We need to be sure that the buildings and heavy equipment are covered.
2. **School Board Election** – Klocker moved to approve the use of the Town Hall for the District 742 School Board election that will be held on November 4, 2025. Blonigen second. All in favor. Motion carried.
3. **Propane Safety** – information was received from Belgrade Coop.
4. **MAT** – membership cards were distributed to the Board of Supervisors.
5. **Flag** – Martini suggested that we need to be sure to raise/lower the flag as required. There is an app for this. Jansky will look into why the lights are sometimes on during the day (*i.e.*, timer issue?).

Other Business: none

Reports:

Announcements:

1. **Signs (incl. 911)** – Jansky noted that there are damaged 911 signs along Pelican Lake Road. He will send the addresses to the Clerk, who in turn, will send letters to the residents requesting \$150 for replacement. There was a discussion whether or not the resident would be permitted to replace their own sign. The Gertken 911 was installed. A 911 sign for Maleska (15241) was ordered.
2. **Construction Site Permits** were issued to Rasmussen (15714 Parkwood Circle, 4 season porch & new deck), Silvers (18792 Co Rd 9; 40x80 shed), Markfort & Lashinski (14279 Co Rd 52 (ag accessory structures), and Ramler (18527 Co Rd 154; bandshell, 26x35 deck).
3. **Special Assessment Searches** were done for Maleska (15077 Co Rd 52), Hadrich (14475 Co Rd 159), and Rasmussen (15174 Parkwood Circle; shed).
4. A **Feedlot Permit** was issued to Merdan Dairy, Inc. (32236 County Road 50).
5. **County Hearings/Meetings** – The County Board of Adjustment approved variances for *The Store* for a larger and taller sign, and for the Himsl's to build a deck near a septic system.
6. **May 2025 Fire Department** calls included – **City:** Medical 7, Fire/Other 1; **Town:** Medical 5, Fire/Other 1; **Collegetown:** Medical 2, Fire/Other 0; **St. Wendel:** Medical 0, Fire/Other 0; **I-94:** 2.
7. Klocker noted that there were no noise complaints about Spunktacular Days or the St. Anna bazaar, but there are calls about Shady's music.
8. A Liquor license was signed for Pelican Lake Ballroom.
9. The Town Law Review presentations are available at <https://www.mntownships.org/mat-town-law-review>.
10. A brochure was received from St. Stephen Tree & Steam (320 314 4050).
11. A brochure from *Indeed for Employers* was received.
12. A Uline catalog was received. Marion Gondringer will look into removing the Town from their mailing list.
13. A brochure from Walleye Commercial Roofing was received.

14. Tri-Cap sent a request to participate in the Energy Assistance Program.

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; culvert - Pelican Lake Road; 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: Blonigen and Klocker are unable to attend the regularly scheduled meeting in August. Klocker moved to reschedule the August Supervisors meeting to August 13th at 7:00 PM. Blonigen second. All in favor. Motion carried. The Clerk will post and publish.

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

- a) Planning Commission – July 25, 2025

Adjournment. Klocker moved to adjourn the meeting at 9:20 PM. Rassier second. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: July 18, 2025

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

Avon Township

Disbursements Register

7/8/2025

Fund Name: All Funds

Date Range: 06/01/2025 To 06/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
06/04/2025	Payroll Period Ending 05/31/2025	11441	June 4 Payperiod	N	Council/Town Board	100-41110-103-	\$ 131.02
	Total For Check	11441					\$ 131.02
06/04/2025	Payroll Period Ending 05/31/2025	11442	June 4 Payperiod	N	Treasurer	100-41510-103-	\$ 69.26
	Total For Check	11442					\$ 69.26
06/04/2025	Payroll Period Ending 05/31/2025	11443	June 4 Payperiod	N	Clerk	100-41425-103-	\$ 287.59
	Total For Check	11443					\$ 287.59
06/04/2025	Payroll Period Ending 05/31/2025	11444	June 4 Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 824.22
	Total For Check	11444					\$ 824.22
06/04/2025	Payroll Period Ending 05/31/2025	11445	June 4 Payperiod	N	Council/Town Board	100-41110-103-	\$ 29.26
	Total For Check	11445					\$ 29.26
06/04/2025	Payroll Period Ending 05/31/2025	11446	June 4 Payperiod	N	Treasurer	100-41510-103-	\$ 423.65
	Total For Check	11446					\$ 423.65
06/04/2025	Payroll Period Ending 05/31/2025	11447	June 4 Payperiod	N	Council/Town Board	100-41110-103-	\$ 65.51
	Total For Check	11447					\$ 65.51
06/04/2025	Payroll Period Ending 05/31/2025	11448	June 4 Payperiod	N	Clerk	100-41425-103-	\$ 524.10
	Total For Check	11448					\$ 524.10
06/04/2025	Payroll Period Ending 05/31/2025	11449	June 4 Payperiod	N	Council/Town Board	100-41110-103-	\$ 138.52
	Total For Check	11449					\$ 138.52
06/04/2025	Payroll Period Ending 05/31/2025	11450	June 4 Payperiod	N	Council/Town Board	100-41110-103-	\$ 69.26
	Total For Check	11450					\$ 69.26
06/04/2025	Albany Mutual Telephone	11451	Internet	N	Clerk	100-41425-325-	\$ 59.55
	Total For Check	11451					\$ 59.55
06/04/2025	STAR PUBLICATIONS, LLC	11452	Inv #232490	N	Council/Town Board	100-41110-351-	\$ 61.10
	Total For Check	11452					\$ 61.10
06/04/2025	RINKE NOONAN	11453	Inv # 393982	N	Legal Services	100-41601-304-	\$ 632.00
	Total For Check	11453					\$ 632.00

Appendix 2. Receipts Register

Avon Township		Receipts Register						7/1/2025
Fund Name:	All Funds							
Date Range:	06/01/2025 To 06/30/2025							
Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/11/2025	MN State _MMB ACH	1949	Court Fines	(06/11/2025) -	N	Court Fines	100-35101-	\$ 43.33
								\$ 43.33
06/12/2025	Midcontinent	1950	cable fees	(06/12/2025) -	N	Royalties	100-36220-	\$ 274.55
								\$ 274.55
06/18/2025	Stearns County	1956	2025 First Half Settlement	(06/18/2025) -	N	Current Ad Valorem Taxes	100-31010-	\$ 43,191.58
						Mobile Home Tax	100-31030-	\$ 3.63
						Solar Tax	100-31830-	\$ 828.31
						Interest Earning	100-36210-	\$ 47.37
						Interest Earning	100-36210-	\$ 140.25
						Current Ad Valorem Taxes	201-31010-	\$ 144,938.98
						Mobile Home Tax	201-31030-	\$ 8.41
						Current Ad Valorem Taxes	226-31010-	\$ 57,617.58
						Mobile Home Tax	226-31030-	\$ 0.85
						Current Ad Valorem Taxes	401-31010-	\$ 1,918.97
						Mobile Home Tax	401-31030-	\$ 0.18
								\$ 248,696.11
06/26/2025	Cliff Borgerding	1951	Encroachment Agreement	(06/26/2025) -	N	Encroachment Agreement	100-32103-	\$ 400.00
								\$ 400.00
06/26/2025	Main Street Title	1952	Special Assesment Search - Maleska	(06/26/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
06/26/2025	Pelican Lake Ballroom	1953	Liquor License	(06/26/2025) -	N	Alcoholic Beverages	100-32110-	\$ 150.00
								\$ 150.00
06/26/2025	Susan Ball	1954	Special Assessment Search - Reilly/Gulan	(06/26/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
06/26/2025	Jarred Maleska	1955	911 sign	(06/26/2025) -	N	911 SIGN	201-34310-	\$ 150.00
								\$ 150.00
Fund Name:	All Funds							
Date Range:	06/01/2025 To 06/30/2025							
Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
06/30/2025	Magnifi	1957	MMR Interest	(06/30/2025) -	N	Interest Earning	100-36210-	\$ 24.32
								\$ 24.32
06/30/2025	American Heritage	1958	MMR Interest	(06/30/2025) -	N	Interest Earning	100-36210-	\$ 580.58
								\$ 580.58
Total for Selected Receipts								\$ 250,368.89