

Avon Township Supervisors Meeting – December 3, 2025

Tentative Agenda Packet

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 – November 5, 2025
6. Public Hearings – *none scheduled*
7. Public Comments
8. Planning Commission Report
 - a. Meyers inquiry regarding a certificate of compliance
 - b. Winkels variance
 - c. Moving the Supervisor’s meeting to the second Wednesday
 - d. Increasing electronic payment options (*i.e.*, auto-pay, ACH)
 - e. Road plan
9. Treasurer’s Report – *Kelly Martini*
 - a. Approval of the Treasurer’s Report & Cash Control Statement
 - b. Check with insufficient funds?
 - c. Paid Leave Law – designate paid leave administrator, set up accounts, notify employees, set work place policies, payroll deduction?, etc.
 - d.
10. Claims & Payroll – *Kelly Martini*
 - a. Approval of claims, receipts & payroll
 - b. Central hydraulics charge policy change
 - c. Approval of damage deposit return for Gondringer & Koshiol access permits
 - d. Truck purchase – update
 - e.
11. Town Hall Report
 - a. Garbage disposal update
 - b.
12. Road Report & Roadwork Update
 - a. Winter Update – plowing, salt sand, etc.
 - b. Queens Road LRIP Grant – update
 - c. 2025 Annual Noxious Weed Control Report
 - d. Anderson driveway
 - e. Deer on road (near 37081 Co Rd 9)
 - f.
13. Scheduled Business
 - a. SLFRF Reporting – OK?
 - b. Tri-County Humane Society Contract
 - c. Avon Hills Lions – thank you card
 - d. Stearns County Officers Association – remain?
 - e.
14. Other Business (*added at meeting*)
 - a.
 - b.

Note: The complete agenda is available at www.avontownshipmn.gov. 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).

15. Reports

- a. OAA – City signed; Jodi sent to State for filing
- b. Election update – Township election March 11, 2026, Clerk & Supervisor to be elected; Affidavit period Dec 30 – Jan 13, office open Jan 13 from 1-5 PM

16. Announcements

- a. **Signs** (incl. 911) –
- b. **Construction Site Permits** –
- c. **Special Assessment Searches** – Becker (36914 Pelican Lake Road); Hildreth (37313 185th Avenue); Pierskalla Revocable Trust (37524 Co Rd 155)
- d. **Feedlot permits** –
- e. **County Hearings/Meeting** –
- 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. Central Landscaping – salt/sand mixes available (320-252-1601; hermanr@centrallandscape.com)
- h. Issue with website – map not appearing; web host alerted to issue
- i. Need info? MAT video library (<https://www.mntownships.org/mat-video-library>)
- j. Truck title arrived; Martini put in Safety Deposit box
- k. Belgrade Coop propane safety literature received
- l. Allied Blacktop brochure received (paving and parking lot repair)
- m. Request for donations for Avon Community Center
- n.
- o.

17. Old Business – Culvert mapping project & County app; 135th Avenue project with St. Wendel; Case to display old documents; Window treatments for Town Hall; Exterior sign for the Hall; Hiring HR / payroll company; Salt shed overhang/awning; Employee *Handbook* including earned sick time etc.; Pipeline Agreement; brush cutter rental for 2025; Records to historical society18. Signatures (*as necessary*)

- a.

19. Announcement of next meeting: January 7, 2026 at 7:00 PM

20. Other Upcoming Meetings/Events

- 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

21. Adjournment

DRAFT Minutes of the Meeting of the Avon Township Board of Supervisors

November 5, 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: Rassier moved to approve the agenda as presented. Blonigen second. All in favor. Motion carried.

Minutes: Blonigen moved to approve the minutes from the October 1, 2025 meeting as presented. Rassier second. All in favor. Motion carried. Rassier moved to approve the corrected minutes from the September 2025 meeting. Blonigen second. All in favor. Motion carried.

Public Hearings: none scheduled

Public Comments: There were no public comments.

Planning Commission (PC) Report – presented by Andrew Wensmann

1. **Winkels Variance** – The Planning Commission considered a request by Brady & Maria Winkels, 15678 Parkwood Circle, for a variance to construct a garage closer to the road than is currently permitted by Section 9.99.A(3) of the Land Use & Zoning Ordinance #6. The PC recommends setting a public hearing. Blonigen moved to set a public hearing at the Planning Commission meeting on November 26 at 7:15 PM to consider a request by Brady & Maria Winkels, 15678 Parkwood Circle, Avon, to construct a garage 13 feet closer to the center of the road than is currently permitted. Rassier second. All in favor. Motion carried. Mr. Winkels was present at tonight's meeting. He thought that most neighbors would support the variance request, but knows of one neighbor who might be opposed to a shed being built on the site.
2. **Orderly Annexation Agreement (OAA)** – The PC reviewed the current draft of the OAA. No suggestions for improvements were identified. Blonigen moved to approve Resolution 11-05-25, "Joint Resolution as to Orderly Annexation Area by and Between the City of Avon and the Town of Avon." Rassier second. All in favor. Motion carried. The resolution was signed. The Clerk will provide the signed copy to the City for their approval. The PC recommends acknowledging former Supervisor LeRoy Gondringer, who significantly contributed to the discussions regarding the OAA. The Supervisors authorized the Clerk to send a note of thanks to Mr. Gondringer.
3. **Town Hall Use Forms** – The PC reviewed the revised forms and recommends approval. Klocker moved to approve the revised Town Hall Use documents. Blonigen second. All in favor. Motion carried.
4. **Road Plan** – The PC will be working on the road plan at upcoming meetings. Blonigen is digitizing some road data.

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 October 1, 2025 to October 31, 2025 (*appended below*) and read the Treasurer's report. MAT dues are to be paid by December 31st; Martini has taken care of this. The threshold for a required audit has been raised to \$1million. Martini will look into the consequences of ESS and Paid leave. Rassier moved to accept the Cash Control Statement and Treasurer's Report. Blonigen second. All in favor. Motion carried.

For the Period : 10/1/2025 To 10/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$268,036.39	\$6,670.15	\$3,598.04	\$271,108.50
Road and Bridge	\$186,136.92	\$50.00	\$2,941.73	\$183,245.19
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	\$3,000.00	\$500.00	\$0.00	\$3,500.00
Fire Fund	\$46,484.68	\$0.00	\$0.00	\$46,484.68
General Capital Projects	\$3,927.96	\$5,670.00	\$0.00	\$9,597.96
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$507,585.95	\$12,890.15	\$6,539.77	\$513,936.33

Claims, Receipts & Payroll: The claims (4927-4941) totaled \$8,804.21. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The payroll approved by the Supervisors was \$2,809.42. Checks 11541, 11542 and 11561 were voided because they were misprinted. The chipper has been sold. The white truck has not yet been sold. The brakes were repaired this weekend which cost about \$1000. The City of Avon is interested in purchasing the truck. Blonigen moved to authorize Klocker to talk to the City and offer the truck for sale at \$8,000 and asking, but not requiring, free composting for Town residents next year. Rassier second. All in favor. Motion carried. The title used to be in the records room, but it has been moved to the bank safe deposit box. Martini will check at the bank for the title. Rassier located a truck at Flamboya Auto in Wisconsin for \$35,000. Jansky identified another truck though it lacks a sander. Klocker moved to purchase the truck in Wisconsin for \$35,000 or less if it is still available, and if not, purchase a 2017 plow truck from Transwest Ford for \$41,000. Blonigen second. All in favor. Motion carried.

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

Town Hall Report: The garbage disposal is not working properly. Jansky will examine. If there is garbage in the Hall, put it in a bag and then put it in the dumpster in the Shop. The trash is taken to Opatz (they may have recently sold) or to Albany.

Road Report:

1. **Winter** – We are ready. The red truck has been DOT'd. The main hydraulic cylinder is leaking. It will need to be replaced. Central Hydraulics will charge about \$2,500. Blonigen noted that the StC. airport has excellent mechanics and that the work could be done for less.

2. **Assorted** – The ditches were mowed. Blonigen praised Jansky for the excellent job. He also reported that the *Township Insider* has an ad to rent a tractor and boom truck for \$4,000 per week. The Town will look into a brush cutter next spring. There is a recall on the blue tractor – we will have a full service done when it is in the shop.
3. **Queens Road** – Jeremy Mathiasen appeared at the meeting to discuss the Queens Road project. He originally did a feasibility study in 2021 and has now revised the study to include just the eastern 0.6 miles, which remain to be done. The work is estimated to cost \$680K. He will send the e-version of the study to Blonigen, who is working on the LRIP grant. The bridge may be a substandard width (2 feet too narrow). Blonigen will confirm with the County to see if it would qualify for a grant if it needs to be modified. St. Anna Drive may need to be resurfaced. Based on current pricing, it is estimated to cost about \$400K.
4. **Road Inspection** – the results from the recent road inspection are ready. They will be used when discussing road projects in the spring.
5. **Plowing Obstructions** – there are some vehicles, etc. in the road right-of-way in the manufactured home park. They could present a problem with snow plowing. Klocker will send the Clerk an address to contact.
6. **Peach Drive** – there are “No Parking” signs near the trail, which are being ignored, perhaps because it is confusing where parking is allowed. It was suggested to put the signs on just one side of the road. Water draining from a driveway has caused wash-boarding on the road, which otherwise is in great shape.
7. **Plowing Gravel Roads** – Klocker inquired if there is a policy on when to plow, especially if a gravel road is not yet frozen. The general guideline is that the Town plows when there is two inches of snow on the road. If a gravel road is not yet frozen, it was suggested to use the belly plow at a high setting.

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

Business:

1. **Stearns County Officers Association Meeting** – Martini will attend as a representative of the Association. The dues (currently \$458) will likely increase. Martini noted that there hasn't been an increase since 2008. The Supervisors will look into the value of the dues.
2. **Albany Mutual Survey** – no action taken.

Other Business: none

Reports:

1. **Fifth Monday** – Stearns County Sheriff was present and offered trainings on defibrillator use and CPR. There will likely be an increase in the school levy. A third-party company is handling busing.
2. **School Board Election** – Martini was head judge and things went well. There were 58 registered voters and 9 voters. One of the judges assigned by the school district was a significant problem. She will not be permitted to serve as a judge for the Town again. The election costs were paid by District 742.
3. **Fire Department Open House** – No board members were able to attend, but we heard it went well and that there were a few hundred attendees.

4. **Clerk / Treasurer** – Trainings are available from MAT. The Clerk, Steve Saupe, announced that he will work remotely from January through April. The Deputy Clerk will fill-in as necessary. Steve is debating whether to file for another term as Clerk. Klocker moved to authorize Martini to attend the annual MAT meeting in December. Rassier second. All in favor. Motion carried.

Announcements:

- a) **Signs** (*incl. 911*) – none required.
- b) **Construction Site Permits** were received for Meemken (325th St.; 40 x 60 accessory structure) and Blattner Investments (16767 Co Rd 9, 240x25 lean-to).
- c) A **Special Assessment Search** was performed for Bosl (34740 Co Rd 9).
- d) No **Feedlot permits** were received.
- e) There were no pertinent **County Hearings/Meetings**.
- f) **Fire Department** calls in September (2025) were: City: Medical 12, Fire/Other 4; Town: Medical 10; Fire/Other 0; Collegeville: Medical 10, Fire/Other 0; St. Wendel: Medical 0, Fire/Other 0; I-94, 1.
- g) The Belgrade Coop office hours have changed – they are now 8 AM – 4:30 PM.
- h) A notice/advertisement was received from Munbit Domain & ADA Compliance.
- i) The County sent a notice confirming the 2026 Levy: Capital - \$5,000; Fire - \$184,000; General revenue - \$89,950; R&B - \$420,950.
- j) A brochure from Carr's Tree Service was received.
- k) Blonigen received a call about fence setback along a property line. He forwarded the inquiry to Stearns County.
- l) Topics for the upcoming **Township Tuesdays** are: November 18 – Using Technology to Strengthen Your Township; December 2 – Understanding Annexation by Ordinance: What Every Township Should Know; and December 16 – Running an Effective Annual Meeting.
- m) The Paid Leave Law goes into effect January 1, 2026.
- n) A Ditch 28 project summary was received from Stearns County.
- o) The Stearns County Officers Association Meeting will be Nov 20th at 6 PM, Freehold.
- p) M&R Signs provided information about reflective sign coatings and Tufnut security hardware.
- q) A brochure from *Indeed for Employers* was received.

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: December 3, 2025; 7:00 PM.

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

- a) Stearns County Officers Association Meeting – November 20; 6 PM
- b) Planning Commission Meeting – November 26; 7 PM
- c) MAT Conference – Dec 11-13, St. Cloud Civic Center
- d) 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,
20, 2025
Stephen G. Saupe, Clerk

date: November

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

Avon Township

Disbursements Register

11/4/2025

Fund Name: All Funds

Date Range: 10/01/2025 To 10/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/01/2025	Payroll Period Ending 09/30/2025	11522	October Payperiod	N	Treasurer	100-41510-103-	\$ 69.26
	Total For Check	11522					\$ 69.26
10/01/2025	Payroll Period Ending 09/30/2025	11523	October Payperiod	N	Clerk	100-41425-103-	\$ 287.59
	Total For Check	11523					\$ 287.59
10/01/2025	Payroll Period Ending 09/30/2025	11524	October Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 1,229.55
	Total For Check	11524					\$ 1,229.55
10/01/2025	Payroll Period Ending 09/30/2025	11525	October Payperiod	N	Treasurer	100-41510-103-	\$ 358.13
	Total For Check	11525					\$ 358.13
10/01/2025	Payroll Period Ending 09/30/2025	11526	October Payperiod	N	Council/Town Board	100-41110-103-	\$ 65.51
	Total For Check	11526					\$ 65.51
10/01/2025	Payroll Period Ending 09/30/2025	11527	October Payperiod	N	Clerk	100-41425-103-	\$ 393.07
	Total For Check	11527					\$ 393.07
10/01/2025	Payroll Period Ending 09/30/2025	11528	October Payperiod	N	Council/Town Board	100-41110-103-	\$ 138.52
	Total For Check	11528					\$ 138.52
10/01/2025	Payroll Period Ending 09/30/2025	11529	October Payperiod	N	Council/Town Board	100-41110-103-	\$ 69.26
	Total For Check	11529					\$ 69.26
10/01/2025	Casey Jansky	11530	Diesel fuel	N	General Government Buildings and Plant	201-41940-223-	\$ 15.01
	Total For Check	11530					\$ 15.01
10/01/2025	STEVE SAUPE	11531	Envelopes, Sheet Protectors	N	Clerk	100-41425-201-	\$ 51.78
		11531				100-41425-204-	\$ 53.98
	Total For Check	11531					\$ 105.76
10/01/2025	Albany Mutual Telephone	11532	Internet	N	Clerk	100-41425-325-	\$ 59.51
	Total For Check	11532					\$ 59.51
10/01/2025	STAR PUBLICATIONS, LLC	11533	Inv #2025-13645	N	Council/Town Board	100-41110-351-	\$ 84.60
	Total For Check	11533					\$ 84.60

Fund Name: All Funds

Date Range: 10/01/2025 To 10/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/01/2025	Austin Incorporated	11534	Inv #48462	N	General Government Buildings and Plant	100-41940-310-	\$ 285.00
		Total For Check	11534				\$ 285.00
10/01/2025	Belgrade Coop	11535	Inv # 70262 586.7 gallons @ \$1.49	N	General Government Buildings and Plant	100-41940-310-	\$ 874.18
		Total For Check	11535				\$ 874.18
10/01/2025	LANGE TRENCHING, INC	11536	11 ton screened topsoil placed - Ron Schmainda's	N	Paved Streets	201-43121-300-	\$ 274.00
		Total For Check	11536				\$ 274.00
10/01/2025	GENERAL RENTAL CNTR OF ALBANY	11537	Bobcate Brushhog Attachment	N	Highways, Streets & Roadways	201-43101-224-	\$ 520.00
		Total For Check	11537				\$ 520.00
10/01/2025	MELROSE IMPLEMENT INC	11538	Inv# 396880, 396961, 397372	N	Road and Bridge Equipment	201-43126-403-	\$ 104.61
		11538				201-43126-403-	\$ 54.12
		11538				201-43126-403-	\$ 360.14
		Total For Check	11538				\$ 518.87
10/01/2025	MAC's HARDWARE	11539	Inv # 952377, #952396	N	General Government Buildings and Plant	100-41940-228-	\$ 68.97
		11539				100-41940-228-	\$ 16.97
		Total For Check	11539				\$ 85.94
10/01/2025	THE STORE	11540	FUEL FOR TRUCKS -August	N	Road and Bridge Equipment	201-43126-212-	\$ 265.00
		Total For Check	11540				\$ 265.00
10/01/2025	INTERNAL REVENUE SERVICE	WD100120251	September taxes	N	Council/Town Board	100-41110-121-	\$ 37.20
		WD100120251				100-41110-122-	\$ 8.72
		WD100120251			Clerk	100-41425-121-	\$ 99.44
		WD100120251				100-41425-122-	\$ 23.26
		WD100120251			Treasurer	100-41510-121-	\$ 60.14
		WD100120251				100-41510-122-	\$ 14.08
		WD100120251			Ice and Snow Removal	201-43125-121-	\$ 96.72
		WD100120251				201-43125-122-	\$ 22.58
		Total For Check	WD100120251				\$ 362.14
10/01/2025	PERA	WD100120252	DCP & Coordinated Plans	N	Council/Town Board	100-41110-103-	\$ 7.50
		WD100120252			Clerk	100-41425-103-	\$ 91.91
		WD100120252				100-41425-103-	\$ 60.98
		WD100120252			Treasurer	100-41510-103-	\$ 41.00

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Fund Name: All Funds

Date Range: 10/01/2025 To 10/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		Total For Check	WD100120252				\$ 201.39
10/01/2025	XCEL ENERGY	WD100120254	electric bill	N	General Government Buildings and Plant	100-41940-380-	\$ 117.58
		Total For Check	WD100120254				\$ 117.58
10/01/2025	ZOOM VIDEO COMMUNICATIONS	WD100220253	Zoom Conference Meetings	N	Clerk	100-41425-217-	\$ 159.90
		Total For Check	WD100220253				\$ 159.90
Total For Selected Checks							\$ 6,539.77

Appendix 2. Receipts Register

Avon Township

Receipts Register

11/4/2025

Fund Name: All Funds

Date Range: 10/01/2025 To 10/31/2025

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
10/01/2025	James Gondringer	1984	Access Permit/Rd damage deposit	(10/01/2025) -	N	Driveway Permit	201-32101-	\$ 50.00
						ROAD DAMAGE DEPOSIT	225-34311-	\$ 500.00
								<u>\$ 550.00</u>
10/02/2025	Stearns County	1985	2025 Voter Funding	(10/02/2025) -	N	Local Government Aid	100-33401-	\$ 293.44
								<u>\$ 293.44</u>
10/10/2025	MN State	1986	Court Fines	(10/10/2025) -	N	Court Fines	100-35101-	\$ 146.65
								<u>\$ 146.65</u>
10/10/2025	Gov.com surplus action	1987	Wood chipper	(10/10/2025) -	N	Sale of Investment	401-39990-	\$ 5,670.00
								<u>\$ 5,670.00</u>
10/14/2025	Midcontinent	1988	cable fee	(10/14/2025) -	N	Royalties	100-36220-	\$ 269.37
								<u>\$ 269.37</u>
10/31/2025	MN State	1989	AG Market Value Credit	(10/31/2025) -	N	Local Government Aid	100-33401-	\$ 5,456.60
								<u>\$ 5,456.60</u>
10/31/2025	Magnifi	1990	MMR Interest	(10/31/2025) -	N	Interest Earning	100-36210-	\$ 25.18
								<u>\$ 25.18</u>
10/31/2025	American Heritage	1991	MMR Interest	(10/31/2025) -	N	Interest Earning	100-36210-	\$ 478.91
								<u>\$ 478.91</u>
Total for Selected Receipts								<u><u>\$ 12,890.15</u></u>

DRAFT Minutes of the Meeting of the Avon Township Planning Commission**November 26, 2025**

Avon Township Hall (16881 Queens Road, Avon 56310)

Call to Order: Chair Andrew Wensmann called to order the meeting of the Avon Township Planning Commission (PC) at 7:00 PM in the Main Chamber of the Town Hall. The meeting was available via Zoom at the URL:

<https://us02web.zoom.us/j/8325486945> (PIN: AvonTown).

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Craig Blonigen, Kelly Martini, Stephen Saupe, Andrew Wensmann, and Lori Yurczyk. There was a quorum.

Approval of Agenda: Added to the agenda was an inquiry from Dan Meyer regarding a certificate of compliance. Blonigen moved to approve the agenda as amended. Martini second. All in favor. Motion carried.

Minutes: Martini moved to approve the minutes from the October 29, 2025 meeting as presented. Blonigen second. All in favor. Motion carried.

Public Hearings: Winkels Variance – At about 7:15 PM, Wensmann opened a public hearing to consider a variance for Mr. Brady Winkels, 15678 Parkwood Circle, to construct a shed 13 feet closer to the center-of-the-road (COR) than is currently permitted by Section 9.9.9.A(3) of Avon Township Land Use & Zoning Ordinance #6. Mr. Winkels said that the shed, which will be 28 x 28 feet, will be 30 feet from the edge of the road and 30 feet from the west property line. It will be a stick and frame structure that will match the existing house. He requests the variance because he said that the only logical place to put the shed is in the NW corner of the property because the S and SW areas are steeply sloped and a drainage swale runs roughly N/S through the middle of the property. Mr. Winkels said if the building were further from the road that it might cause additional drainage on his neighbor's property, which he wants to avoid. The shed will be slab on grade. Mr. Winkels said he started prepping the site about a month ago. He also said that the building was in the flattest portion of the property and that he did not fill in the ditch when doing the site preparation.

Mr. Jim McDougale, a neighbor two doors away, didn't have an issue with the variance and alerted the Town to his own property in which his house is the same distance from the COR. Another attendee said that it is necessary to have rules for development, but it is also necessary to have options.

Carl Schulzetenberg (15684 Parkwood Circle), the neighbor directly to the west of the Winkels property, was opposed to the variance. He was concerned that Mr. Winkel's had prepped the building site without first getting a permit. He was also concerned that so much fill was used that it will change the hydrology of the area and cause water to drain onto his property. Mr. Schulzetenberg requested that a hydrological study is required before a variance is granted. He also said that variances should not be granted in most circumstances. He was also concerned about the appearance of the building.

Another resident who wanted to remain anonymous, contacted the Clerk regarding the variance. The resident was concerned about the additional driveway access and the likely need for a culvert. In addition, the resident was concerned that the proposed building would be too close to the road and that a vehicle parked in front of the building would be a hazard to the snowplow or other vehicles. Another resident stated that the place Mr. Winkels wants to build the garage had been flattened by a previous owner for a trailer.

No other public comments were received. Blonigen moved to close the public hearing. Yurczyk second. All in favor. Motion carried.

The PC noted that the County will likely inspect the site prior to issuing a CSP so any drainage issues should be minimized. It was questioned whether the shed could be put on the east side of the Winkel's home. Mr. Winkels said he inquired about purchasing land from the neighbor but was unsuccessful. Yurczyk said that the Town doesn't normally approve multiple accesses on a single lot and that the Town takes variance requests very seriously. Saupe questioned if a culvert was required for an access, and whether or not a vehicle parked on the pad would be hazard as was suggested by a member of the public.

The PC considered the Findings of Fact and concluded that: (a) the proposed use is allowed in the zoning district; (b) the variance is not in harmony with the ordinance. Those that voted 'no' did so because the variance would permit a structure closer to the road than is permitted; those that voted 'yes' did so because they considered that the proposed structure would be in harmony with neighboring structures, some of which are also closer to the road than 63 feet; (c) the variance is consistent with the comprehensive plan. One PC member voted no because of safety concerns along the roadway and potential changes to the agricultural and rural nature of the Township; (d) the property would be used in a reasonable manner; (e) the variance is due to circumstances unique to the property and not created by the property owner or a previous owner. The drainage issue is unique. One PC member voted 'no' because Mr. Winkels could build a smaller garage, and that he personally requires additional storage; (f) the variance will not alter the essential character of the locality; and (g) the need for the variance involves more than economic hardship.

Blonigen moved to recommend to the Supervisors approval of a variance for Brady Winkels, 15678 Parkwood Circle, to construct a shed 13 feet closer to the COR than is currently permitted. Martini second. All in favor. Motion carried.

Mr. Winkels was again told that he will need to obtain an access permit. He will need to have this approved prior to receiving any variance. To help alleviate Mr. Schulzetenberg's concerns, Blonigen said that he expects someone from the County will examine the site and drainage prior to issuing the CSP.

Public Comments: *none.*

Business:

22. **Meyer Certificate of Deposit** – Mr. Dan Meyer is interested in splitting the homesite at 13958 325th St., St. Joseph from the remainder of the parcel (03.01137.0003). His intent was to provide access to hunting land from his parcel to the east. He was interested in what size parcels would be acceptable to the Township. He has talked to the County about the split and would do an administrative subdivision, which could require a certificate of compliance from the Town, as well as a survey. Mr. Meyer was advised that the Town would typically have no problem with a split leaving a 10-acre homesite. The PC wondered how many building credits, if any, would exist with the remaining 50-acre (or similar-sized) parcel.
23. **Moving the Supervisor's Meeting to the Second Wednesday** – At the October Supervisor's meeting it was recommended that the Township consider the possibility of moving the meeting to the second Wednesday of the month. The advantage is that it would give time for invoices to clear the bank, ensure invoices are paid on time, and that bank statements are ready for the Supervisors to examine at their meeting. Disadvantages of moving the Supervisor's meeting would be that residents are familiar with the current meeting dates and that changing the Supervisors meeting date would likely require moving the PC meeting to the first Wednesday, to allow time for publication of hearings, etc. To avoid having to pay a late fee for payment of invoices due to our meeting schedule, Blonigen recommended that the Town adopt/publicize a policy changing terms from 30 to 45 days. It was suggested this might not be necessary since most vendors already know our policy. Martini moved to recommend to the Supervisors to leave the Supervisors Meeting on the first Wednesday of the month, and to change to our payment terms to 45 days. Yurczyk second. All in favor. Motion carried.

Saupe thinks that as many invoices as possible be 'auto-paid' including payroll. Martini suggested that payment must first be authorized by the Supervisors. Also, she was concerned that there could be a change in the invoice. ACH payments could be used. One concern is that we might get charged to set up autopayments.

24. **Road Plan** – Blonigen is working on updating the road data spreadsheet. He is creating road scores to help identify roads in need of resurfacing. He should be finished soon.

Old Business/Policy Reviews/Reports/Announcements:

- Yurczyk reported that a sailboat and trailer was in the road right-of-way of 365th. It was there for about a week before it was moved. No one was familiar with this situation.
- Wensman reported that the Fire Department should be working on their annual fundraising calendar soon.

Next Meeting: The next PC meeting is December 17, 2025 at 7:00 PM (see 'Call to Order' for the Zoom log-in). This meeting had been previously rescheduled to this date to avoid New Year's Eve.

Other Meetings: Other upcoming meetings/events include (see 'Call to Order' for the Zoom log-in):

- Supervisors Meeting – December 3, 2025

Adjournment: Blonigen moved to adjourn the meeting at about 9 PM. Wensmann called the meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: November 30, 2025

Approval:

Andrew Wensmann, *Planning Commission Chair – signature*

date: _____

2025 Annual Township Report Noxious Weed Control

Required by Minnesota Statutes Section 18.81

INSTRUCTIONS: Using black ink, please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the Stearns County Agricultural Inspector by 12/15/2025.

Township:	County: Stearns	Date:
County Agricultural Inspector (CAI): Mike Decker (Interim)	CAI Name: Mike Decker (Interim) Address: PO Box 246 St Cloud, MN 56302 Phone: 320-656-6578	
Local Weed Inspector (LWI): Please indicate who the Township has designated as their Local Weed Inspector with the Person's name, address, phone number, and email address in the space provided below. If the CAI has any questions, this will be the person in the Township that is contacted.		
1. Name:	2. Name:	
Address:	Address:	
Phone #:	Phone #:	
Email:	Email:	
Noxious Weed Control		Number
1. Number of noxious weed inspections made in the township this year?		
2. Number of landowner contacts made in the township for voluntary compliance this year?		
3. Number of contacts made to federal, state or county owned land managers? (DNR, USFWS, MNDOT and County)		
4. Circle Noxious Weeds that are a concern in your township that are on Minnesota Prohibited Noxious Weed Control List: Leafy Spurge, Common Tansy, Spotted Knapweed, Wild Parsnip, Canada Thistle, Plumeless Thistle, Purple Loosestrife. Write In: _____		
Amount Controlled & Cost	Spraying (miles or acres)	Mowing (miles or acres)
Amount sprayed and/or mowed on township property		
Cost of spraying or mowing township property and roadside for noxious weed control this year. (Please do not include brush control and snow removal).	\$ _____	\$ _____
_____ Chairperson, Township Board	_____ Local Weed Inspector	



IN WITNESS WHEREOF the Parties have caused this Agreement to be approved on the effective date above.

TRI-COUNTY HUMANE SOCIETY AUTHORIZED AGENT

Signature: Kari Boelke Title: Customer Service Manager Date: November 3, 2025

MUNICIPALITY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY BILLING / CLERK CONTACT INFO

Clerk of Municipality: _____ Clerk Phone Number: _____

Clerk Email Address: _____

Billing Address: _____

Please list the names and email addresses of those who should be notified of animal impound intakes:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Tri-County Humane Society

735 8th Street NE St. Cloud, MN 56304 | PO Box 701 St. Cloud, MN 56302 | 320.252.0896
csm@tricityhumanesociety.org | www.tricityhumanesociety.org



Sample notice to employees

This template is provided by Minnesota Paid Leave for employer use. Please note:

- These documents are templates provided by Minnesota Paid Leave for employer use. They are provided in Word format for your convenience – for easier completion of fillable fields, minor formatting changes (such as the addition of a company logo), or additions about company-specific policies.
- Employers must notify each employee directly within 30 days of hire or 30 days before premium collection begins. **For Paid Leave program launch on January 1, 2026, this means you must notify employees by December 1, 2025.**
- This notice must be provided to employees in their primary language, in writing. Sample notices in languages other than English will be available on the Paid Leave website.
- For notice provided in electronic format, the employer must provide employee access to an employer-owned computer during an employee's regular working hours to review and print.
- Employees should provide written or electronic acknowledgement of receipt of this notice. This can be done with a signature on a form, or by other means, such as an electronic payroll system. If an employee refuses to acknowledge that they received the notice, employers will need to be able to demonstrate how they were notified.
- If you offer Medical Leave, Family Leave, or both through an approved equivalent plan, you must also provide a separate equivalent plan notice to your workforce.
- If any of your employees are designated as seasonal hospitality employees, you may have additional notification requirements. Visit the Paid Leave website to learn more.

Minnesota Paid Leave



How to use the sample notice |

This document contains two versions of a sample notice to employees.

1. A version with the standard premium rate of 0.88%
 2. A version with the small employer premium rate of 0.66%
- You should choose the version applicable to your organization. Then, fill in the premium information to show how much of the premium you will cover, and how much will be deducted from the employee's paycheck (at most 0.44%). You should also fill in your employer information at the end of the form.

Modifying this sample notice

Employers are responsible for any changes they make to these forms. Paid Leave is not responsible for modifications made to these forms and cannot guarantee that a form that has been modified from this original version will meet program requirements.

Last updated: October 2, 2025

Minnesota Paid Leave



Sample employee notice
Standard premium rate (0.88%)



Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:


- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you’ve been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.



For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$185,000).** Your employer may deduct up to 0.44% of your wages to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%).


Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Total Medical Leave Premium: 0.61%		
(Employer Name)	will contribute _____%	of the Medical Leave contribution
	and the remaining _____%	will be deducted from your wages

Total Family Leave Premium: 0.27%		
(Employer Name)	will contribute _____%	of the Family Leave contribution
	and the remaining _____%	will be deducted from your wages

Total deducted from your wages	_____%
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How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free). E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

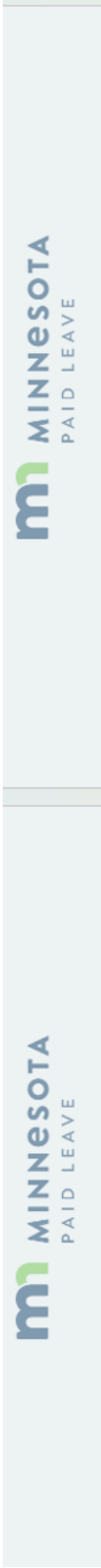



Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	
Mailing Address:	
Employer Identification Number (EIN):	

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	

<div></div>	<div><div><h3>Minnesota Paid Leave</h3><p>Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.</p><p>You can take leave for the following qualifying events:</p><p>Medical Leave:</p><ul style="list-style-type: none">• To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery<p>Family Leave:</p><ul style="list-style-type: none">• Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement• Caring Leave – to care for a family member with a serious health condition• Military Family Leave – to support a family member called to active duty• Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member<p>Am I covered by Paid Leave?</p><p>Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).</p><p>What are my employment protections?</p><ul style="list-style-type: none">• Job protections: Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.• Health insurance continuation: Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.• No retaliation or interference: Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.</div><div></div></div>
<div></div>	<div><div><h3>Sample employee notice</h3><p><i>Small employer premium rate (0.66%)</i></p></div><div></div></div>



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Employers are responsible for sending premiums to Paid Leave on behalf of all employees. Your premium contributions are:

Total Medical Leave Premium: 0.46%		
(Employer Name)	will contribute _____%	of the Medical Leave contribution will be deducted from your wages _____%
	and the remaining _____%	

Total Family Leave Premium: 0.2%		
(Employer Name)	will contribute _____%	of the Family Leave contribution will be deducted from your wages _____%
	and the remaining _____%	

Total deducted from your wages	_____%
--------------------------------	--------



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Learn more

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180 E 5th Street, 12th Floor, Saint Paul, MN

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Employer Information:

Employer Name:	
Mailing Address:	
Employer Identification Number (FEIN):	

Employee Acknowledgement:

<input type="checkbox"/> I acknowledge receipt of this notification	
Name	
Signature	
Date	