

Minutes of the Meeting of the Avon Township Board of Supervisors

September 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 7:10 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 – Chad Klocker, Kelly Martini, Bryan Rassier, and Stephen Saupe. Absent: Craig Blonigen. 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. Klocker second. Both in favor. Motion carried.

Minutes: Klocker moved to approve the minutes from the August 13, 2025 meeting as presented. Rassier second. Both in favor. Motion carried.

Public Hearings: At Homes Rentals / Donna Liveringhouse – Variance for a non-compliant garage.

Klocker opened a public hearing to consider a request by Donna Liveringhouse (At Home Rentals LLC; 17083 Upper Spunk Lake Road, 03.01461.0000) for a variance for a non-conforming garage that was built too close to the road. The garage is 69 feet from the center-of-the-road (COR) but only 19.5 feet from the road right-of-way (ROW). Avon Township Zoning Ordinance #6, Section 9.9.9.A (3), requires a setback of at least 30 feet from the ROW if it is known. Notice of the hearing was sent to 25 neighbors within 800 feet of the property. One was returned as 'undeliverable.' The Hearing was posted and published, and also included on the Township website. One individual contacted the Clerk to request information about the variance.

Brian Becker, Ms. Liveringhouse's son-in-law, was present at the hearing to represent his mother-in-law and provide a brief overview of the request. One attendee inquired about the name of the property owner, At Home Rental LLC. Mr. Becker said it was an LLC owned by his mother-in-law. Another resident inquired about the garage. Mr. Becker said it was the only structure on the property that would remain and it is the source of the variance. He also inquired if the house would be rented. Mr. Becker said that the owners, his in-laws, would live in the home.

Steve Smith alerted the Supervisors to a culvert that runs under Upper Spunk Lake Road and drains his property. He would like to see the culvert cleaned out to allow his fields to drain so the meadow can be cut. The culvert runs under a garage on the neighboring property. It was suggested that the culvert just needs to be cleaned out.

No other public comments were received. Klocker moved to close the public hearing. Rassier second. Both in favor. Motion carried.

The PC supports approving the variance. The Supervisors considered the Findings of Facts. They agreed that: The proposed use is allowed in the zoning district. The variance is in harmony with the general purpose of the ordinance. The variance is consistent with the comprehensive plan. The property will be used in a reasonable manner. The plight is not due to unique circumstances, but was created by the previous owner. The variance will not alter the essential character of the area. The variance involves more than economic hardship. After discussion, Klocker moved to approve a variance for a non-conforming garage on the property of At Homes

Rental, LLC at 17083 Upper Spunk Lake Road, Avon (03.01461.0000) which was built by the previous owner about 10.5 feet too close to the road right-of-way. Rassier second. Both in favor. Motion carried.

Public Comments: There were no public comments other than those at the Public Hearing.

Planning Commission (PC) Report

1. **At Homes Rentals, LLC. Access Permit** – Donna Liveringhouse (At Home Rentals LLC; 17083 Upper Spunk Lake Road, 03.01461.0000) applied for an access permit for a new driveway on her property. The PC recommends approval on the condition that it meet all Township access permit policies including for width and allowing only a single access to the road. Klocker moved to approve an Access Permit for Donna Liveringhouse (At Home Rentals LLC; 17083 Upper Spunk Lake Road, 03.01461.0000) on the condition it meets all Township guidelines and policies. Rassier second. All in favor. Motion carried. No culvert is required.
2. **Town Hall Use** – The PC discussed the implementation of expanded use of the Town Hall as authorized by the Supervisors at the August meeting. A new policy guide was developed. The PC also recommends that one Supervisor, working with the Clerk, be authorized to make decisions regarding applications for use of the Hall, and whether or not to waive the fee and damage deposit. Klocker moved to approve the revised policy guidelines for using the Town Hall and to authorize himself and the Clerk to make decisions regarding applications. Rassier second. Both in favor. Motion carried. There are still a few details to be worked out including who will open the Hall for use, etc. This will be on the next PC agenda.
3. **Anti-Virus Software/Website** – The PC discussed the need to up-to-date anti-virus software on Town computers as well as the website. It is likely a credit card will be required; Klocker offered the use of his credit card. The Clerk will look into options for anti-virus software. Blonigen will look into the website and whether or not it has adequate firewalls and if it is time to switch providers.
4. **Access Permit Inquiries** – were received from two individuals and both were advised to attend the PC meeting, though neither did so. No action taken.

Rassier moved to approve the PC report. Klocker second. Both in favor. Motion carried.

Treasurer's Report: The Treasurer provided the Cash Control statement from August 1, 2025 to August 31, 2025 (*appended below*) and read the Treasurer's report. Supervisor Blonigen recommended that the Township have a monetary reserve. Since Blonigen was unable to attend tonight's meeting, further discussion was tabled until next month. Rassier moved to approve the Treasurer's report and Cash Control Statement. Klocker second. Both in favor. Motion carried. The Township will soon need to deal with the implication of the MN Paid Leave and Earned Sick and Safe Time legislation; Martini will be the point person.

For the Period : 8/1/2025 To 8/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$279,453.51	\$2,180.35	\$12,159.75	\$269,474.11
Road and Bridge	\$610,838.89	\$100.00	\$402,905.89	\$208,033.00
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	\$500.00	\$0.00	\$3,000.00
Fire Fund	\$46,484.68	\$0.00	\$0.00	\$46,484.68
General Capital Projects	\$3,927.96	\$0.00	\$0.00	\$3,927.96
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$943,205.04	\$2,780.35	\$415,065.64	\$530,919.75

Claims, Receipts & Payroll: The claims (4902-4911) totaled \$22,169.98. Claim 4901 for \$10,475.00 had been preapproved. The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The payroll approved by the Supervisors was \$2,109.03. Checks 11510 and 11520 were voided.

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

Town Hall Report: Metal has been recycled at Opatz. Jansky is in the process of cleaning up after the installation of the insulation in the Shop. The Shop tank was pumped. The soap dispenser in the men's bathroom is not working again; Jansky will examine.

Road Report:

1. **Queens Road** – the project is finished; however, Knife River still needs to repair some damaged areas on the edge of the road. They forgot to pick up one of their signs; Jansky has it in the shop. The bridge delineator sign on the NW corner has been replaced; the Clerk will notify the County.
2. **Snow Readiness** – We are ready. Trucks need to be DOT'd. Klocker will contact Dylan Hedlund.
3. **185th Ditch Slope** – black dirt does not appear to have been delivered at this point. Klocker moved to authorize Blonigen to talk to R. Schmainda about the need for black dirt and order more if necessary. Rassier second. Both in favor. Motion carried.
4. **Road Inspection** – The Supervisors agreed to have a fall road inspection. The Supervisors will set the date, perhaps October 11th, at the next meeting.
5. **Brushing** – The Supervisors suggested renting a skid loader with a brush hog that could be used to clean up some brushy areas. It would cost \$530 for 8 hours on the machine from General Rental. Klocker moved to authorize Jansky to rent a brush hog from General Rental to clean up brush (*i.e.*, 360th, 185th, St. Anna Drive) in the Township. Rassier second. Both in favor. Motion carried. The Town will consider purchasing a brush cutter in the future – it may cost up to \$15K. There was a complaint about cutting down a shrub in Parkwood Circle.
6. **Assorted** – Pelican Lake Road culvert project is finished. Riley Court project is finished. Crack-filling is complete. Branches encroaching into the road ROW were removed on 154th Avenue and on Upper Spunk Lake Road, including around the public access. The Clerk will alert the City that the Township is not interested in helping with resurfacing Char Ave or First Street SE.

Rassier moved to approve the Road Report. Klocker second. Both in favor. Motion carried.

Business:

1. **Orderly Annexation Agreement (OAA)** – The *ad hoc* committee supports a revised OAA. The draft is now being considered for approval by the Town Supervisors and City Council. The main changes were: decreasing the percentage of a neighborhood required for annexation to 55% from 60%, and a slight revision in the neighborhood map. Klocker moved to approve the revised Orderly Annexation Agreement with the City of Avon. Rassier second. Both in favor. Motion carried.
2. **Shady's** – Blonigen received calls about loud noise at a recent event at Shady's. Klocker received FaceTime videos at intervals from Shady's that showed that they were in compliance with the State noise statute. Shady's said that they were being harassed by neighbors.

3. **911 Signs** – The current Township policy is that a resident must pay for a new sign (\$150) that is purchased and installed by the Town. There has been some confusion about how the Town handles a pre-existing sign that is missing or damaged. The Supervisors agreed that the Township would pay the costs for replacing or repairing an existing 911 sign.

There are several 911 signs that have been delivered and need to be installed. The Clerk will provide the addresses to Jansky to install.

4. **Fine Fees** – the Town receives a portion of fines paid. Updated agreements must be signed with the County Attorney's office. Klocker moved to approve Resolution 9-03-25-1: Approving State of Minnesota Joint Powers Agreements with the Township of Avon on Behalf of its Prosecuting Attorney. Rassier second. Both in favor. Motion carried. Klocker moved to approve the "State of Minnesota Joint Powers Agreement." Rassier second. Both in favor. Motion carried. Klocker moved to approve the "Court Data Services Subscriber Amendment to CJDN Subscriber Agreement." Rassier second. Both in favor. Motion carried. This may need to be done on an annual basis.
5. **Culvert Identification** – Jansky has begun locating and mapping culverts. To get help from residents in locating culverts, the supervisors agreed to put a notice on FaceBook, the Town website, announce it at the Annual Meeting, and post it at the Town Hall. At the last meeting it was suggested to use a newsletter to request the information from residents. The Supervisors agreed that the cost of newsletter would not be worth it. Jansky will serve as the contact person (maintenance@avontownship.org) for the information.
6. **Assorted** – there will be an online CTAS workshop on September 4. MNDOT will have LRIP grants again. Blonigen is following up and reported that the County will sponsor us. The Town will apply for funds to complete Queens Road.

Other Business: none

Reports:

Announcements:

1. **Signs** (incl. 911) – none required.
2. **Construction Site Permits** were issued to Wolbeck (19185 Two Rivers Road; 10x24 deck) and At Home rentals (17083 Upper Spunk Lake Road; 4947 sq ft dwelling, with attached garage and porch)
3. **Special Assessment Searches** were done for Hadrach (14475 Co Rd 159, Avon); Bettin (15726 Parkwood Circle); and Angulski (19263 St. Anna Drive)
4. **Feedlot permits** – none
5. **County Hearings/Meeting** – none pertinent.
6. **Fire Department** (July 2025 calls) – **City:** Medical 4, Fire/Other 3; **Town:** Medical 5; Fire/Other 1; **Collegeville:** Medical 6, Fire/Other 0; **St. Wendel:** Medical 0, Fire/Other 0; **I-94:** 1.
7. Belgrade Coop sent the *Pipeline Awareness* magazine and a note that it is time to lock in pricing for the 2025-6 heating season.
8. The MN LTAP *Exchange* newsletter 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; 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.

The Clerk will alert the County that the deficiency noted during bridge inspection has been corrected.

Announcement of Next Regular Supervisor Meeting: October 1, 2025; 7:00 PM.

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

- a) MAT Legislative & Research Committee – Sept 12, Mankato
- b) Planning Commission – September 24, 2025; 7:00 PM
- c) District 742 School Board Election – November 11; 7 AM – 8 PM; Avon Town Hall
- d) MAT Conference – Dec 11-13, St. Cloud Civic Center
- e) Township Day at the Capitol – March 2, 2026

Adjournment. Klocker moved to adjourn the meeting at 8:25 PM. Rassier second. Both in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date revised: October 25, 2025

Supervisor Signatures:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Disbursement Register

Avon Township

Disbursements Register

9/2/2025

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<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>
08/13/2025	Payroll Period Ending 07/31/2025	11479	August 13 Payperiod	N	Council/Town Board	100-41110-103-	\$ 131.02
	Total For Check	11479					\$ 131.02
08/13/2025	Payroll Period Ending 07/31/2025	11480	August 13 Payperiod	N	Treasurer	100-41510-103-	\$ 69.26
	Total For Check	11480					\$ 69.26
08/13/2025	Payroll Period Ending 07/31/2025	11481	August 13 Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 1,092.03
	Total For Check	11481					\$ 1,092.03
08/13/2025	Payroll Period Ending 07/31/2025	11483	August 13 Payperiod	N	Treasurer	100-41510-103-	\$ 358.13
	Total For Check	11483					\$ 358.13
08/13/2025	Payroll Period Ending 07/31/2025	11484	August 13 Payperiod	N	Council/Town Board	100-41110-103-	\$ 131.02
	Total For Check	11484					\$ 131.02
08/13/2025	Payroll Period Ending 07/31/2025	11485	August 13 Payperiod	N	Clerk	100-41425-103-	\$ 480.86
	Total For Check	11485					\$ 480.86
08/13/2025	Payroll Period Ending 07/31/2025	11486	August 13 Payperiod	N	Council/Town Board	100-41110-103-	\$ 138.52
	Total For Check	11486					\$ 138.52
08/13/2025	STEVE SAUPE	11487	Exczt Hosting/mileage	N	Clerk	100-41425-201-	\$ 57.95
		11487				100-41425-331-	\$ 12.60
	Total For Check	11487					\$ 70.55
08/13/2025	Albany Mutual Telephone	11488	Internet	N	Clerk	100-41425-325-	\$ 59.47
	Total For Check	11488					\$ 59.47
08/13/2025	Minnesota Association of Townships	11489	MAT Dues	N	Treasurer	100-41510-390-	\$ 1,066.64
	Total For Check	11489					\$ 1,066.64
08/13/2025	STAR PUBLICATIONS, LLC	11490	Inv #2025ci-574	N	Council/Town Board	100-41110-351-	\$ 103.40
	Total For Check	11490					\$ 103.40
08/13/2025	Brothers Fleet Services	11491	Paint for plow truck	N	Road and Bridge Equipment	201-43126-221-	\$ 40.00
	Total For Check	11491					\$ 40.00

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Appendix 2. Receipts Register

Avon Township

Receipts Register

9/2/2025

Fund Name: All Funds

Date Range: 08/01/2025 To 08/31/2025

<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>
08/12/2025	MN State	1974	Court Fines	(08/12/2025) -	N	Court Fines	100-35101-	\$ 86.66
								<u>\$ 86.66</u>
08/14/2025	Susan Ball	1970	Special Assessment - Thull	(08/14/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
08/14/2025	Stearns County Abstract	1971	Special Assessment - Angulski	(08/14/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
08/14/2025	Midcontinent	1972	cable fee	(08/14/2025) -	N	Assessment Searches	100-34107-	\$ 275.57
								<u>\$ 275.57</u>
08/14/2025	Stearns County	1973	2025 State Wetland	(08/14/2025) -	N	Wetlands Credit	100-33409-	\$ 772.93
								<u>\$ 772.93</u>
08/29/2025	Knight Barry Title	1975	Special Assessment - Bettin	(08/29/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
08/29/2025	Diehl Construction	1976	Driveway permit - Rd Damage Deposit - Variance Hearing	(08/29/2025) -	N	Variance Hearing	100-32299-	\$ 400.00
						Driveway Permit	201-32101-	\$ 100.00
						ROAD DAMAGE DEPOSIT	225-34311-	\$ 500.00
								<u>\$ 1,000.00</u>
08/29/2025	Opatz Metals	1977	Recycling	(08/29/2025) -	N	Reimbursements for Materials	100-34312-	\$ 46.20
								<u>\$ 46.20</u>
08/29/2025	American Heritage	1978	MMR Interest	(08/29/2025) -	N	Interest Earning	100-36210-	\$ 498.84
								<u>\$ 498.84</u>
08/31/2025	Magnifi	1979	MMR Interest	(08/31/2025) -	N	Interest Earning	100-36210-	\$ 25.15
								<u>\$ 25.15</u>
Total for Selected Receipts								<u><u>\$ 2,780.35</u></u>

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