

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

January 7, 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 (via Zoom). There was a quorum. Also present – Paul Buttweiler, Marion Gondringer (Acting Clerk), Casey Jansky, and Andrew Wensmann.

**Approval of Agenda:** Topics added to the agenda were: Fire Board meeting, Bardson seminar, Township Day, Orderly Annexation Agreement, Workman’s Compensation audit, and website. Rassier moved to approve the agenda as amended. Blonigen second. All in favor. Motion carried.

**Minutes:** Blonigen moved to approve the minutes from the December 3, 2025 meeting as presented. Rassier 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. **Ritter Certificate of Compliance** – Mr. Don Winkels (32381 Co Rd 156; 03.01470.0305) appeared at the PC meeting to act as the representative for Mr. LeRoy Ritter to request a certificate of compliance to split 55 acres from Mr. Ritter’s 108-acre parcel (31912 Co Rd 9; 03.01066.0005) to sell to Mr. Winkels. The PC supports the request. Blonigen moved to approve a certificate of compliance, without conditions, for an administrative subdivision for Mr. LeRoy Ritter to split 55 acres from his 108-acre parcel (31912 Co Rd 9; 03.01066.0005). Rassier second. All in favor. Motion carried.
2. **Road Plan** – The PC is working on updating the “roads plan.”
3. **Planning Commission Members** – The terms of Saupe and Yurczyk are expiring. Both said that they would like to be considered for reappointment to another 3-year term. The current policy is that the Supervisors, at their discretion, conduct a performance review of candidates wishing to be reappointed at the March meeting. The Supervisors also decide whether to recruit additional PC candidates. Any new candidates are interviewed at the April meeting. Final appointment of PC members also occurs at the April meeting.
4. **Future Agenda Items** – The PC plans to review and update (including creating checklists of documents required for review) the forms used for various Town permits.
5. **Spot Zoning** – LeRoy Gondringer who attended the PC reported that there have been quite a few requests for rezoning at the County level. The PC agreed that the Township does not want spot zoning.

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 December 1, 2025 to December 31, 2025 (*appended below*) and read the Treasurer’s report.

Martini transferred \$40K from General Revenue fund to the Capital Reserve fund. She handled it as a disbursement from General Revenue and a receipt applied to the Capital Reserve (see **Appendix 1 & 2**). She said this is done to preserve a paper trail of the transfer and is required by CTAS. One drawback is that at the end of the year it may seem as though we received an extra \$40,000 income and had an additional \$40,000 disbursements. We will need to remember this transfer. Blonigen suggested that next time it would be simpler to pay the invoice directly from the General Revenue fund.

Klocker inquired when the next large settlement is received from the County. Martini suggested April. The Clerk said that he prefers that claims and reimbursement forms should be signed before they are sent to the Treasurer, and didn’t think an unsigned claim/reimbursement should receive approval for payment until signed. An unsigned reimbursement submitted by Dillon Hedlund will be paid after Martini has him sign it. Going forward, no claim will be paid unless it is signed prior to the Supervisor’s approval.

**Avon Township**

**Cash Control Statement**

For the Period : 12/1/2025 To 12/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$266,299.23	\$55,462.82	\$42,597.46	\$279,164.59
Road and Bridge	\$177,794.91	\$161,644.90	\$3,779.99	\$335,659.82
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	\$500.00	\$1,000.00	\$3,000.00
Fire Fund	\$46,484.68	\$64,312.02	\$0.00	\$110,796.70
General Capital Projects	(\$31,668.04)	\$49,143.83	\$0.00	\$17,475.79
ARPA Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$462,410.78</b>	<b>\$331,063.57</b>	<b>\$47,377.45</b>	<b>\$746,096.90</b>

**Claims, Receipts & Payroll:** The claims (4958-4977) totaled \$85,335.58 The disbursements (**Appendix 1**) and receipts (**Appendix 2**) registers are appended. The approved payroll was \$5,844.34. Klocker lost one of his checks. Martini attended the MAT conference and learned about the Paid Leave Law. The Supervisors agreed that financial responsibility for the program would be an equal distribution between the employee and the Township. Martini needs to download a CTAS update to include Paid Leave reductions. It will be reflected on the next check for employees. Martini will order additional checks.

Blonigen moved to accept the Cash Control Statement and Treasurer’s Report, and the Claims, Receipts and Payroll. Rassier second. All in favor. Motion carried.

**Town Hall Report:** The broken garbage disposal will not be replaced; it will be removed. The parking area is very dark at night. Though the lights on the Shop can be used, the Lions and other groups that might use the Hall need a way to have the parking area lighted. The Supervisors are hesitant to provide a key to the Shop to avoid tools walking off. Blonigen will do some research on a potential electric eye that could turn on the Shop lights. The door of the Town mailbox was broken necessitating replacing the mailbox. The old one will be discarded.

**Road Report:**

1. **Plow Accident** – there was no cost from Huls for repair and replacement of the plow blade after the December accident. Thus, there is no need to file an insurance claim.
2. **Towing** – the plows needed to be pulled out of the ditch twice in December– once because the plow was run off the road and the other time because it was slippery. They were towed out by Andy’s Towing.
3. **Salt/Sand** – the remaining salt sand is about 3 years old. There are about two truckloads remaining. More can be obtained from Huls. We will mix it ourselves. The Supervisors agreed to try a 50/50 mix. Klocker moved to purchase up to five yards of salt. Blonigen second. All in favor. Motion carried.
4. **Complaints** – The Clerk was told to forward any complaints (*i.e.*, plowing) to Klocker (*or other Supervisor*) but not one of the Township staff. There was an anonymous complaint about plowing on Two Rivers Road. The caller thought that there was a driver vendetta – the Supervisors denied any vendetta and noticed no problem with plowing on this road. A complaint regarding the piling snow in front of driveways on Cardinal Nest was considered. Klocker inspected and noted that it was an insignificant amount remaining as the snow is pushed across the road. A complaint was received regarding piling snow in driveways on Lower Spunk Lane. The drivers pull up the plow blade about four houses from the end, then go the end and plow out to the east so little snow is left by the driveways. Klocker inquired whether the Town had ever considered a turnaround on Lower Spunk Lane. Klocker said that in general we are not winging the snow out at night because it is too difficult to see to avoid ripping things up. We then go out the next day to widen it as necessary. There was a complaint from a resident on Kopy Lane that the Town is using too much salt. Anderson’s drive will be widened; it may require plowing off the marker stakes which was okay with her. A complaint suggested that Lange’s Trenching was plowing areas in the Township. Klocker stated that this is not true; but it’s possible that the resident saw Lange’s involved with plowing or working on other roads or private driveways. The Supervisors agreed that Peach Drive is one of the best gravel roads in the Town.
5. **Plow Trucks** – St. Wendel is not interested in purchasing our plow. We are still looking for a new plow. Klocker found one in Faribault for \$35,000 that looked good but sold quickly. One problem is that if a good truck is offered for sale it will be before Supervisor approval can be received at a meeting. Blonigen moved to allow Klocker to purchase a plow truck for up to \$30,000 (*net, not including a trade-in*) if he finds an acceptable one. Klocker second. All in favor. Motion carried. Klocker recommends a belly blade on both trucks. Our drivers have been switching trucks to use the belly blade on all Town roads. He also thinks that if we have a truck that is enjoyable to drive, we are more likely to recruit drivers willing to plow in the middle of the night.
6. **Roadwork** – Quaker and St. Anna Drive need work.

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

**Business:**

1. **Meetings Schedule** – Rassier moved to approve Resolution 01-07-26-01 outlining the dates of scheduled Town meetings during 2026. Blonigen second. All in favor. Motion carried.

Klocker moved to hold the annual Audit Board meeting on February 4, 2026 at 6 PM at the Town Hall. Blonigen second. All in favor. Motion carried. The Clerk will publish, post and prepare documents.

Rassier moved to set the Organization/Qualification meeting for March 18, 2026 at 7 PM. Klocker second. All

in favor. Motion carried.

2. **Elections** – Rassier moved to approve Resolution 01-07-26-02, appointing election judges. Klocker second. All in favor. Motion carried. Blonigen moved to approve Resolution 01-07-26-03, appointing absentee ballot board. Rassier second. All in favor. Motion carried.
3. **Mayor’s Conference Survey** – Klocker will examine the survey and may complete it if time and content warrant.
4. **Orderly Annexation Agreement** – The ordinance couldn’t be recorded because we didn’t have the PID’s for the new properties in the annexation area. The City sent a list of PID’s and suggested edits for the ordinance that they put together in conjunction with their attorney. Blonigen moved to authorize the Clerk to tell the City to proceed with their work on the orderly annexation agreement. Rassier second. All in favor. Motion carried.
5. **Website** – We received our annual invoice from our web/email service provider. The site needs to be updated. The Clerk will contact him our provider to determine if/when it will be done. In the meantime, Blonigen will follow up with local providers for cost/service.

**Other Business:** none

**Reports:**

1. **MAT Annual Meeting** – Martini mentioned that there was a good training on employment issues. A *Handbook* should be prepared, though it should be carefully written and reviewed by an attorney. She said the Town doesn’t have to advertise when hiring a position.

**Announcements:**

- a) **Signs** (incl. 911) – none
- b) **Construction Site Permits** – none
- c) **Special Assessment Searches** – Scepaniak (18954 County Road 154; Avon, MN 56310-9720)
- d) **Feedlot permits** –
- e) **County Hearings/Meeting** – none
- f) Fire Department (November 2025 calls) – City: Medical 9, Fire/Other 3; Town: Medical 5; Fire/Other 0; Collegeville: Medical 1, Fire/Other 1; **St. Wendel:** Medical 0, Fire/Other 0; **I-94, 2.**
- g) ME Govt & Commercial Expo – January 8th (Rogers, MN)
- h) Gruber Christmas card received
- i) MN LTAP Exchange newsletter received
- j) Holdingford Fire Dept calendar received

**Old Business:** Culvert mapping; 135<sup>th</sup> 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:** February 4, 2026; 7:00 PM.

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

- a) Affidavits of Candidacy period – December 30, 2025 – January 13, 2026
- b) Town Hall open to accept affidavits of candidacy – January 13, 2026; 1-5 PM
- c) Fifth Monday – January 20; 6:30 PM
- d) Planning Commission Meeting – January 28, 2026; 7 PM
- e) Township Day at the Capitol – March 2, 2026
- f) Town Hall open to accept absentee ballots – March 7, 2026; 10 AM – 12 PM
- g) Public Accuracy Test – March 7, 2026; 10:15 AM
- h) Town Hall open to accept absentee ballots – March 9, 2026; 1-5 PM
- i) Township election (2-8 PM) & Annual Meeting (8:15 PM) – March 10, 2026

**Adjournment.** Klocker moved to adjourn the meeting at 8:40 PM. Rassier second. All in favor. Motion carried. Meeting adjourned.

**Respectfully submitted,**  
Stephen G. Saupe, Clerk

**date:** January 16, 2025

**Supervisor Signatures:**

date: \_\_\_\_\_

\_\_\_\_\_  
Craig Blonigen

\_\_\_\_\_  
Chad Klocker

\_\_\_\_\_  
Bryan Rassier

# Appendix 1. Disbursement Register

Avon Township

Disbursements Register

1/11/2026

Fund Name: All Funds

Date Range: 12/01/2025 To 12/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/03/2025	Payroll Period Ending 11/30/2025	11570	December 3 Payperiod	N	Council/Town Board	100-41110-103-	\$ 131.02
	<b>Total For Check</b>	<b>11570</b>					<b>\$ 131.02</b>
12/03/2025	Payroll Period Ending 11/30/2025	11571	December 3 Payperiod	N	Treasurer	100-41510-103-	\$ 69.26
	<b>Total For Check</b>	<b>11571</b>					<b>\$ 69.26</b>
12/03/2025	Payroll Period Ending 11/30/2025	11572	December 3 Payperiod	N	Clerk	100-41425-103-	\$ 287.59
	<b>Total For Check</b>	<b>11572</b>					<b>\$ 287.59</b>
12/03/2025	Payroll Period Ending 11/30/2025	11573	December 3 Payperiod	N	Ice and Snow Removal	201-43125-103-	\$ 861.16
	<b>Total For Check</b>	<b>11573</b>					<b>\$ 861.16</b>
12/03/2025	Payroll Period Ending 11/30/2025	11574	December 3 Payperiod	N	Treasurer	100-41510-103-	\$ 358.13
	<b>Total For Check</b>	<b>11574</b>					<b>\$ 358.13</b>
12/03/2025	Payroll Period Ending 11/30/2025	11575	December 3 Payperiod	N	Council/Town Board	100-41110-103-	\$ 65.51
	<b>Total For Check</b>	<b>11575</b>					<b>\$ 65.51</b>
12/03/2025	Payroll Period Ending 11/30/2025	11576	December 3 Payperiod	N	Clerk	100-41425-103-	\$ 393.07
	<b>Total For Check</b>	<b>11576</b>					<b>\$ 393.07</b>
12/03/2025	Payroll Period Ending 11/30/2025	11577	December 3 Payperiod	N	Council/Town Board	100-41110-103-	\$ 138.52
	<b>Total For Check</b>	<b>11577</b>					<b>\$ 138.52</b>
12/03/2025	Payroll Period Ending 11/30/2025	11578	December 3 Payperiod	N	Council/Town Board	100-41110-103-	\$ 69.26
	<b>Total For Check</b>	<b>11578</b>					<b>\$ 69.26</b>
12/04/2025	Casey Jansky	11579	shop supplies/truck supplies	N	General Government Buildings and Plant	201-41940-223-	\$ 571.34
	<b>Total For Check</b>	<b>11579</b>					<b>\$ 571.34</b>
12/04/2025	KELLY MARTINI	11580	Stamps	N	Treasurer	100-41510-208-	\$ 78.00
	<b>Total For Check</b>	<b>11580</b>					<b>\$ 78.00</b>
12/04/2025	STAR PUBLICATIONS, LLC	11581	Inv #17497	N	Council/Town Board	100-41110-351-	\$ 37.60
	<b>Total For Check</b>	<b>11581</b>					<b>\$ 37.60</b>
12/04/2025	AVON AUTO REPAIR	11582	06' brake pads,calipers, brake hoses, brake fluid	N	Road and Bridge Equipment	201-43126-300-	\$ 1,026.48

Fund Name: All Funds  
 Date Range: 12/01/2025 To 12/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		<b>Total For Check</b>	<b>11582</b>				<b>\$ 1,026.48</b>
12/04/2025	MAC's HARDWARE	11583	Inv # 952730, 952735, 952824	N	General Government Buildings and Plant	100-41940-228-	\$ 166.49
		<b>Total For Check</b>	<b>11583</b>				<b>\$ 166.49</b>
12/04/2025	ALBANY AUTO VALUE	11584	paint, air filter	N	Road and Bridge Equipment	201-43126-215-	\$ 97.20
		<b>Total For Check</b>	<b>11584</b>				<b>\$ 97.20</b>
12/04/2025	DRH Transport LLC	11585	96 oil change, air dryer cartridge, fuel filter, DOT inspection	N	Road and Bridge Equipment	201-43126-300-2000	\$ 880.39
		<b>Total For Check</b>	<b>11585</b>				<b>\$ 880.39</b>
12/04/2025	THE STORE	11586	FUEL FOR TRUCKS -October	N	Road and Bridge Equipment	201-43126-212-	\$ 166.00
		<b>Total For Check</b>	<b>11586</b>				<b>\$ 166.00</b>
12/04/2025	Glen Koshiol	11587	Road Damage Refund	N	Highways, Streets & Roadways	225-43101-810-	\$ 500.00
		<b>Total For Check</b>	<b>11587</b>				<b>\$ 500.00</b>
12/04/2025	James Gondringer	11588	Road Damage Refune	N	Highways, Streets & Roadways	225-43101-810-	\$ 500.00
		<b>Total For Check</b>	<b>11588</b>				<b>\$ 500.00</b>
12/04/2025	Capital Project Funds	TRF12042025	Transfer from General fund to Capital	N	Transfer To Governmental Fund	100-49360-720-	\$ 40,000.00
		<b>Total For Check</b>	<b>TRF12042025</b>				<b>\$ 40,000.00</b>
12/04/2025	Albany Mutual Telephone	WD120420251	Internet	N	Clerk	100-41425-325-	\$ 59.51
		<b>Total For Check</b>	<b>WD120420251</b>				<b>\$ 59.51</b>
12/04/2025	XCEL ENERGY	WD120420252	electric bill	N	General Government Buildings and Plant	100-41940-380-	\$ 238.97
		<b>Total For Check</b>	<b>WD120420252</b>				<b>\$ 238.97</b>
12/04/2025	INTERNAL REVENUE SERVICE	WD120420253	November taxes	N	Council/Town Board	100-41110-121-	\$ 23.96
		WD120420253				100-41110-122-	\$ 102.30
		WD120420253				100-41110-171-	\$ 40.00
		WD120420253			Clerk	100-41425-121-	\$ 22.78
		WD120420253				100-41425-122-	\$ 97.34
		WD120420253			Treasurer	100-41510-121-	\$ 11.90
		WD120420253				100-41510-122-	\$ 50.84
		WD120420253			Ice and Snow Removal	201-43125-121-	\$ 33.58
		WD120420253				201-43125-122-	\$ 143.84

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Fund Name: All Funds  
 Date Range: 12/01/2025 To 12/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		<b>Total For Check</b>	<b>WD120420253</b>				<b>\$ 526.54</b>
12/04/2025	PERA	WD120420254	DCP & Coordinated Plans	N	Council/Town Board	100-41110-103-	\$ 22.50
		WD120420254			Clerk	100-41425-103-	\$ 91.91
		WD120420254			Treasurer	100-41510-103-	\$ 41.00
		<b>Total For Check</b>	<b>WD120420254</b>				<b>\$ 155.41</b>
<b>Total For Selected Checks</b>							<b>\$ 47,377.45</b>

## Appendix 2. Receipts Register

Avon Township		Receipts Register						1/11/2026
Fund Name: All Funds								
Date Range: 12/01/2025 To 12/31/2025								
Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
12/01/2025	Susan Ball	2012	Special Assesment - Peternell	(12/01/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
12/01/2025	Stearns County Abstract	2013	Assesment Search	(12/01/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
12/02/2025	Stearns County	2008	STLMT DEC2025 2ND HALF	(12/02/2025) -	N	Current Ad Valorem Taxes	100-31010-	\$ 48,147.19
						Mobile Home Tax	100-31030-	\$ 29.67
						Interest Earning	100-36210-	\$ 47.99
						Interest Earning	100-36210-	\$ 6.89
						Current Ad Valorem Taxes	201-31010-	\$ 161,467.07
						Mobile Home Tax	201-31030-	\$ 77.83
						Current Ad Valorem Taxes	226-31010-	\$ 64,284.76
						Mobile Home Tax	226-31030-	\$ 27.26
						Current Ad Valorem Taxes	401-31010-	\$ 2,142.63
						Mobile Home Tax	401-31030-	\$ 1.20
								\$ 276,232.49
12/04/2025	General Revenue	TRF12042025	Transfer from General to Capital	(12/04/2025) -	N	Transfer From General Fund	401-39201-	\$ 40,000.00
								\$ 40,000.00
12/10/2025	MN State	2009	Court Fines	(12/10/2025) -	N	Township share of fine violations in county	100-35105-	\$ 153.31
								\$ 153.31
12/15/2025	Midcontinent	2010	Cable fees	(12/15/2025) -	N	Royalties	100-36220-	\$ 234.96
								\$ 234.96
12/22/2025	Brady Winkels	1999	Access permit / Rd damage deposit	(12/22/2025) -	N	Driveway Permit	201-32101-	\$ 100.00
						ROAD DAMAGE DEPOSIT	225-34311-	\$ 500.00
								\$ 600.00
12/22/2025	Hometown Title	2000	Assessment Search - Becker	(12/22/2025) -	N	Assessment Searches	100-34107-	\$ 25.00

Fund Name: All Funds

Date Range: 12/01/2025 To 12/31/2025

<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>
								<u>\$ 25.00</u>
12/22/2025	Hometown Title	2001	Assessment Search	(12/22/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
12/22/2025	Susie Ball	2002	Assessment Search - Hildreth	(12/22/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
12/22/2025	Hometown Title	2003	Assessment Search - Opatz	(12/22/2025) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
12/22/2025	Don Winkels	2004	Certificate of Compliance - Ritter	(12/22/2025) -	N	Certificate of Compliance	100-32111-	\$ 25.00
								<u>\$ 25.00</u>
12/22/2025	City of Avon	2005	Crane/Lift Truck	(12/22/2025) -	N	Sale of Investment	401-39990-	\$ 7,000.00
								<u>\$ 7,000.00</u>
12/26/2025	MN State	2011	MMB ACH Payment	(12/26/2025) -	N	Local Government Aid	100-33401-	\$ 6,228.10
								<u>\$ 6,228.10</u>
12/31/2025	American Heritage	2006	MMR Interest	(12/31/2025) -	N	Interest Earning	100-36210-	\$ 414.50
								<u>\$ 414.50</u>
12/31/2025	Magnifi	2007	MMR Interest	(12/31/2025) -	N	Interest Earning	100-36210-	\$ 25.21
								<u>\$ 25.21</u>
<b>Total for Selected Receipts</b>								<u><u>\$ 331,063.57</u></u>