



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES  
HELD AT THE LIVONIA TOWNSHIP HALL  
JANUARY 27, 2014

Supervisors present: Doebler, Hass, Hewitt, Manthei and Sherper

Staff present: Clerk/Treasurer Olson, Deputy Clerk/Treasurer Hammre, Maintenance Coordinator Berghuis

Others present: Jon Bogart, P.E. Town Engineer with Bogart, Pederson & Assoc., Inc.

Chairman Hewitt called the meeting to order at 7:00 p.m.

**1.1 Pledge of Allegiance:** The assembly recited the Pledge of Allegiance.

**1.2 Approve Regular Meeting Agenda:** Hass/Doebler unanimous to approve the Regular Meeting Agenda.

**1.3 Approve Consent Agenda:** Hass asked to pull item B for later discussion. Manthei/Sherper unanimous to approve Consent Agenda as follows: **Item A)** December 23, 2013 Regular Board Minutes; **Item C)** Approve attendance at Training Sessions and Maintenance Expos for the year.

**1.4 Sheriff's Report:** Sherburne County Sheriff Joel Brott reported there were 135 calls for service in December; 31 traffic stops, 13 accidents due to the snowy conditions, the remaining calls were for various reasons. Sheriff Brott presented the 2013 Annual Report as it pertains to Livonia Township; 2083 calls for service overall. This was a slight increase over the past 2 years, with a decline in the serious criminal activity. Calls for service are population driven. The Sheriff's Department participates in the Drug Free Coalition and Theft from Auto Prevention Program. Hass asked about school liaison hours. Brott stated officers work 40 hours per week at each of the three high schools: Zimmerman, Big Lake, & Becker. Sherper asked about jail population with temporary housing of inmates at other counties. Brott explained some of the contracts are an "All or Nothing" Contract. Some of the county inmates were temporarily housed at Wright and Kandiyohi County Jails until Sherburne County Jail was staffed properly for the additional inmates. The Board thanked Sheriff Brott for his presentation.

**1.5 Fire Report:** Chief Maloney provided December calls for service: 2 medical assists, 1 gas leak, 4 cancelled en route, 2 fire alarm, 7 residential house fires; 1 in Blue Hill, 1 in Elk River, 3 in Livonia, & 2 in Zimmerman. January has been fairly quiet. Working on lowering 2014 Fire Budget with Joint Fire Board. Sherper asked about first responders. Maloney stated all firefighters on our department have the First Responder Certification along with the Firefighter I and II Certifications; this has been paid for with grants at this point.

**1.6 Road report:** Maintenance Coordinator Berghuis reported that he has mainly done snow removal during the month of January. Berghuis has been looking at replacing the rusting floor on Truck #34. Maney International's quote was for over \$2000 last year, Crow River Farm Equipment has estimated \$300 to put in a replacement section of floor; plans to be done this Friday. Berghuis will be meeting with Baldwin Township to see how they work the salt/sand mixing; may want to order some straight salt for next year and store in the pole building. Hass asked if there was any indication of a salt shortage for next year. Berghuis to follow up on.

**1.7 Planning Commission Report:** Lila Spencer presented the December Planning Commission report: Residential Simple Plat in Big Lake Township – Recommended approval; 2 yr. Ext of a Residential Plat in Orrock Township – Recommended approval; Continuation of Public Hearing for IUP (lawn care, landscape & snowplowing home based business) with violations in Big Lake Township - Recommended revocation with Resolution establishing findings of fact: CUP (Install Monopole Tower) in Orrock Township – Recommended approval. Spencer and Manthei had both attended a Land Use Planning Informational Meeting that was very informative. January Planning Commission report: IUP (Airsoft Games) in Big Lake Township – Recommended approval.

**2.1 Review of proposed Preliminary/Final Simple plat of Ruether Addition:** Mike Trunk was present to make request. A resolution to Vacate a Portion of the Drainage & Utility Easement of Lone Oak Estate was approved at the Public Hearing conducted at 6:30 pm. Discussion followed regarding the driveway access off of 112<sup>th</sup> St, a township Collector Road. Hewitt/Manthei unanimous to recommend approval of the Simple Plat of Ruether Addition with the removal of the driveway access from 112<sup>th</sup> St due to safety concerns, current 112<sup>th</sup> driveway



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location has poor visibility, legal access to come off 110<sup>th</sup> St via private easement which is to be marked as a Private Road, for 911 emergency services.

**2.2 Request for Variance of Setback:** Shade Tree Construction was not present at meeting. Olson stated applicant planned to make payment for the application prior to the meeting; application is incomplete. Hewitt/Manthei unanimous to table request.

**2.3. Engineering:** a) **273<sup>rd</sup> Ave road improvement project** – Bogart provided the Final plan, Cost Estimate, and Phasing of Work & Time of Completion updated schedule with the clearing/grubbing and small utility moving before May 1st, the temporary easement has been obtained. Advertisement for bid will go in February paper with bids to be opened during the February 24<sup>th</sup> Meeting. b) **239<sup>th</sup> Ave road improvement project** –Bogart provided the Final Plan & Cost Estimate, a fair amount of peat will need to be removed, a round, concrete 48” culvert will be used as culvert replacement. Bogart to continue to look for a used culvert. Bogart would like to have this project timed to start as 273<sup>rd</sup> Ave project is being completed. Hass/Hewitt unanimous to approve project for bid letting; to be opened at February Meeting. Hass/Hewitt unanimous to approve going out for 112<sup>th</sup> St 2<sup>nd</sup> Lift of Bituminous bids at the same time.

**3 Open forum:** No one was present.

**4.1 Clerk Treasurers Report:** Olson stated items of interest during January included: 5 residents having mailboxes hit by snowplows. Very limited complaints regarding snow removal. Salt/Sand Balance for 2013 was over budget by \$12,200; in 2014 \$6,000 spent of \$20,000 budget so far.

**4.2 Approve payment of claims and transfer funds:** Hewitt/Doebler unanimous to approve payment of claims, including payroll, as submitted and to transfer \$130,000.00 from savings to checking to cover claim numbers 6569-6605 check numbers 15986-16030 and Electronic Fund Transfers (EFT) #000065-68 (4<sup>th</sup> Qtr MN UI, Jan Fed & State withholding tax & PERA).

**Consent Agenda Item B** – Hass/Doebler to accept resignation of Sandy Brummer, Park Board Member.

**4.3 Supervisor reports:** Hass reported the Fire Board met and the 2014 Fire Budget stayed the same, would like to make sure that all board members visit sites pertaining to agenda prior to the meeting for discussion, asked about the Weiss property along Hwy 169 if there was any enforcement done, Olson to follow up on. **Manthei** stated he has worked with Berghuis to hire Road Grader driver, stated Baldwin Township is interested in having their roads widened out with the grader but wanted to make sure we are covered regarding liability, attended Quarterly Sherburne County Association of Township Meeting, he is on a Committee that will look into the money available and the planned spending of it, met with Dave Knapke from County Public Works regarding the timing of their road projects, stresses the importance of picking both 2015 and 2016 road projects at upcoming Budget Workshop to be able to give direction to engineer. **Sherper** reported on upcoming meetings to happen: L&R meeting on February 26<sup>th</sup>, Joint Legislative Conference (Big 4) on February 27<sup>th</sup>, Lobby Day on March 4<sup>th</sup>, and Spring Short Course in St Cloud on March 25<sup>th</sup>; reported on radon testing and how it affects new homes. **Doebler** attended Park Board Meeting, would like to see an advertisement for open position in our newsletter. Also attended the Quarterly Sherburne County Association of Townships Meeting, would like to see better minutes from the Quarterly Meeting. **Hewitt** attended the Park Board Meeting and requested Olson to work with HKGI to get the electronic format of Park & Trail mapping along with hardcopies of the mapping. Park Board would like to have a Winter Night Luminary Ski/Snowshoe event set up in March at the Sugarbush Preserve.

**5.1 Appoint election judges to serve at the March 2014 Town Election:** Sherper/Manthei unanimous to appoint any election judge who has a current election judge certificate of training to serve as an election judge at the March 11, 2014 Town Election.

**5.2. Resolution establishing Absentee Ballot Board for the 2014 Town Election:** Doebler/Sherper unanimous by Roll Call to Appoint an Absentee Ballot Board for the March 11, 2014 Town Election.



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**5.3 Resolution to adopt DAT Policy for CDL Holders:** Hass/Sherper unanimous by Roll Call to Adopt a Drug & Alcohol Testing Policy for Commercial Driver's License Holders.

**5.4 Town Hall Rental Discussion:** Manthei would like staff to look at other townships that have a town hall rental policy and bring back information to the February Meeting to include non-residential renting, possibly to include tiered pricing for renting. Board suggested advertising in the newsletter.

**5.5 Board of Audit Information:** Olson handed out the 2013 listing of receipts and checks for the Board to pick from. Board of Audit is scheduled for Monday, February 3, 2014 after the Budget Workshop.

**5.6 Clean Up Day Information:** Saturday, April 26<sup>th</sup> is slated for the Annual Clean Up Day. Olson stated Sherburne County approved the Grant again this year. Vendors were discussed, roll offs would not be acceptable for the solid waste items. Sherper/Hewitt unanimous to approve rates as provided, advertising plan to include Elk River Star News, Zimmerman Today, Livonia Township Newsletter & Website, City of Zimmerman's Website, and food for workers.

**5.7 Draft Newsletter:** Board reviewed draft; would like additional items added from above.

**5.8 Review Amended Subdivision Ordinance & Set Date/Time for Public Hearing:** Hewitt/Sherper unanimous to accept the Amended Subdivision Ordinance as presented with Public Hearing to be set for Monday, February 24, 2014 at 6:30 pm at the Livonia Town Hall.

**5.9 Review Fee Ordinance & Set Date/Time for Public Hearing:** The Board looked over the Fee Schedule provided, Board would like to have the Cemetery Board make recommendation on current Non-Resident Cemetery Lot pricing. Hewitt/Hass to accept the Fee Ordinance as presented with cemetery lot pricing to be determined; Public Hearing to be set for Monday, February 24, 2014 at 6:30 pm at the Livonia Town Hall.

Hewitt/Hass unanimous to adjourn meeting at 9:10 pm.

Approved this 24th day of February 2014

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer