



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
DECEMBER 23, 2013

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

Staff present: Clerk/Treasurer Rose Olson, Deputy Clerk/Treasurer Jody Hammre, Maintenance Coordinator Mark Berghuis, and Interim Maintenance Coordinator Matt Timinski

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: Add Item 5.9 Sherburne County Association of Townships Meeting. Manthei/Doebler unanimous to approve the Regular Meeting Agenda as amended.

1.3 Approve Consent Agenda: Hass/Doebler unanimous to approve Consent Agenda as follows: **Item A)** November 25, 2013 Regular Board Minutes; **Item B)** 2014 IRS Mileage Rate of \$.56 per mile; **Item C)** Accept Interim Maintenance Coordinator Resignation as of December 31, 2013; **Item D)** Renew Land Stewardship Project Annual Membership.

1.4 Sheriff's Report: No one was present for the Sheriff's Report.

1.5 Fire Report: Chief Maloney provided November calls for service: 3 medical assists, 3 Motor vehicle personal injury accidents, 1 cancelled en route, 1 fire alarm, 1 carbon monoxide, 1 good intent, 1 arcing/down power line, 1 arson attempt, 1 vehicle fires, 1 residential house fire and 1 standby mutual aid. Toy drive went well; 60 families received items. One firefighter is back from Afghanistan. Maloney is part of the All Hazard Response Team for Sherburne County.

1.6 Road report: Maintenance Coordinator Berghuis reported that he has mainly done snow removal during the month of December. He is working with the Interim Coordinator as time permits to learn all aspects of the job. Berghuis stated he is following up with Crysteel regarding the Dodge 4500 plow. The Board thanked Timinski for his extra time with the Township. Board clarified that Berghuis has a budget to purchase shop items needed.

1.7 Planning Commission Report: Olson stated Spencer had called earlier stating she would not be attending. The Board would like an update after each of the County Planning Commission meetings; they would like to know what other issues are being worked on in the County that may pertain to the Township in the future.

2.1 Accept Petition Requesting Vacation of Easements/Resolution to set Public Hearing to Vacate: Brian Ruether was present to make request. Property owners Brian & Patricia Ruether Lot 1 Block 1 Lone Oak Estate and Richard & Alice Srsnsky Lot 2 Block 1 Lone Oak Estate petitioned the Township for vacation of the drainage and utility easements between a portion of the two lots; Ruether would like to purchase more acreage and Srsnsky would like to sell a portion of his acreage. Ruether will be submitting his request for a Simple Re-Plat at the January Meeting contingent upon the vacation being approved. Hewitt/Hass unanimous by roll call to accept the petition and approve resolution setting public hearing for vacation of that part of the drainage and utility easements of Lot 1 and Lot 2 Block 1 as dedicated in Lone Oak Estate, Livonia Township, Sherburne County, Minnesota. Public Hearing is set for January 27, 2014 at 6:30 pm at the Livonia Town Hall.

2.2 Request for Second Driveway: Phil Lesnar was not present as he stated last month. All Board members had been out to the site; they restated that there was no real hardship provided by requestor. Hass/Sherper unanimous to deny request for a second access because no hardship was shown.

2.3 Discussion regarding damage to gas line at Girl Scout Entrance: Olson provided the request from the Girl Scouts regarding damage to a gas line during the gate installation of the road closure. The damage was done to a private farm tap that was not marked during the Utility Locate with a Girl Scout representative present during the installation. Hass/Sherper unanimous to deny request for payment to fix damage to gas line because the contractor followed procedure AND to approve moving one or two of the bollards in the spring to allow for a horse to enter the trail in the ROW.



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2.4 Engineering: a) **2014 239th Ave road improvement project** – Bogart provided a concept plan, will work on culvert options, to bring back costs and preliminary plan for January Meeting. b) **2014 273rd Ave road improvement project** – Bogart/Hass met with resident regarding driveway removal, resolved with driveway permit. Bogart plans to set up a meeting with another resident regarding the temporary easement needed. Hass/Hewitt unanimous to approve project for bid letting in late January. Bids planned to be opened at February Meeting.

3 Open forum: No one was present.

4.1 Clerk Treasurers Report: Olson stated items of interest during December included: 3 residents having mailboxes hit by snowplows so far. Reminder that the Notice for Filing for Town Office is from December 31st until January 14th. Supervisor B office is up for election at the March 2014 Town Election.

4.2 Approve payment of claims and transfer funds/approval through 12/31/13: Manthei/Sherper unanimous to approve payment of claims, including payroll, as submitted and to transfer \$135,000.00 from savings to checking to cover claim numbers 6526-6556 check numbers 15929-15975 and Electronic Fund Transfers (EFT) #000062-64 (Dec Fed & State withholding tax & PERA). Hewitt/Doebler unanimous to approve payment of claims received between December 23rd and December 31st and to transfer the same amount from savings to checking to cover those claims.

4.3 Resolution to transfer funds from Fund 100 to Fund 305: Hewitt/Doebler unanimous by Roll Call to transfer \$1300 from Fund 100 Public Safety to Fund 305 to follow statute.

4.4 Supervisor reports: Sherper attended MATS Annual Meeting, getting weekly updates from lobbyists, MDA and noxious weed people readjusting qualifications, L&R for Big 4 to find common legislative goals, census bureau mapping system changed, silica sand mining guidelines in MN, fire hydrants are exempt from 2011 law restricting amount of lead in pipes, our auditors were rated in the top 25 in MN, farm fest in August – MATS will have a booth. Doebler reported the Fire Board is trying not to increase the budget but would like to make sure the Fire Chief is fairly compensated, City is also trying to hold their budget. Hass stated he is working with town attorney regarding the liability insurance, want to make sure they are adequately covered, camera/recording of scene discussed. Hass stated they have put an emphasis on collecting on insurance claims after accidents. Manthei stated the Elk River Landfill manager has been replaced again. Board would like to send the letter of appreciation to the landfill. Manthei would like a few items to be discussed during budget workshop regarding board compensation, iPad vs. paper, computer in maintenance building. Manthei would like further discussion next fall regarding the Planning Commission appointment. Hewitt stated he had a few discussions with Berghuis regarding different truck issues.

5.1 Adopt Resolution in Support of a Comprehensive Omnibus Transportation Finance Bill: Sherper/Hewitt unanimous by Roll Call to adopt Resolution in Support of a Comprehensive Omnibus Transportation Finance Bill.

5.2. Appoint Town Representative to the Zimmerman Livonia Fire District Joint Powers Board: Manthei motioned and Hewitt seconded to appoint Butch Hass as Town Representative to the Zimmerman Livonia Fire District Joint Powers Board for a two year term. Motion carried with all in favor with Hass abstaining.

5.3 Set date/time for Budget Workshop Meeting and Board of Audit: The Board set Monday, February 3, 2014 at 7 pm for the Budget Workshop and Board of Audit Meeting to follow immediately.

5.4 Set date/time for Cleanup Day: Board directed Olson to work with vendors with April 26th as first choice, May 17th as second choice, and May 3rd as third choice of dates.

5.5 Road Committee Meeting: Manthei led discussion regarding future road projects. He would like the township to have a better timeline setup and direction for town engineer. Discussion included separating contracts for clearing/grubbing prepping for utilities and the road project itself or to adjust one contract to allow earlier clearing/grubbing. Board would like to pick 2015 projects at the Budget Meeting and give direction and a timetable to engineer at the February Board Meeting.



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5.6 Sherburne History Center Request for Donation: Hass/Sherper unanimous to deny request. At the 2013 Annual Town Meeting, the residents voted to deny any and all requests for donations. This request is separate from the Sherburne History Center Membership Dues.

5.7 Draft DAT Policy for CDL Holders: Board reviewed draft; will bring back with a Resolution to Adopt in January.

5.8 Set date for Local Board of Appeal & Equalization: Board agreed with request from County Assessor to hold the Livonia Local Board of Appeal & Equalization on Tuesday, April 15, 2014 at 6:30 pm at the Livonia Town Hall.

5.9 Sherburne County Association of Townships Meeting. An agenda was provided for the January 15, 2014 meeting to be held at Big Lake Township. Board was directed to RSVP if attending the dinner.

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

Approved this 27th day of January 2014

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer