



2014 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 11, 2014

THE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE ELECTORATE AT THE 2015 ANNUAL TOWN MEETING

- 1. CALL TO ORDER:** Rose Olson, Clerk/Treasurer called the meeting to order at 8:01 pm. The assembly recited the Pledge of Allegiance. Those wishing to speak were asked to state their name and address for the record.
- 2. ELECTION OF MODERATOR:** Clerk/Treasurer called for nominations to elect a moderator. Dave Hewitt nominated John Olson to moderate the meeting; there were no other nominations. Moved by Butch Hass, seconded by Don Sherper to install John Olson as moderator. Motion carried.
- 3. MOTION TO APPROVE 2014 ANNUAL MEETING AGENDA:** Moderator Olson called for a motion to approve the 2014 Annual Meeting Agenda. Moved by Lila Spencer, seconded by Dave Hewitt to approve 2014 Annual Meeting Agenda. There was no discussion; motion carried.
- 4. MOTION TO DISPENSE WITH READING OF THE 2013 ANNUAL MEETING MINUTES:** Moderator Olson called for a motion to dispense with reading of the 2013 Annual Meeting Minutes. Moved by Butch Hass, seconded by Kevin Hiller to dispense with reading of the 2013 Annual Meeting Minutes. There was no discussion, motion carried.
- 5. MOTION TO APPROVE THE 2013 ANNUAL MEETING MINUTES AS SUBMITTED:** Moderator Olson called for a motion to approve the 2013 Annual Meeting Minutes as submitted. Moved by Doug Manthei, seconded by Gary Doebler to approve the 2013 Annual Meeting Minutes as submitted. There was no discussion, motion carried.
- 6. BOARD OF AUDIT REPORT/FINANCIAL REPORT:** Clerk/Treasurer Olson read the Board of Audit Report and balances in accounts as of December 31, 2013 as follows: The Annual Board of Audit was conducted on February 3, 2014. Prior to the meeting each Board member selected a minimum of three receipts and three checks to be audited for the year ending December 31, 2013. During the Board of Audit each Supervisor examined the receipts for monies received and confirmed the receipt was written for the exact dollar amount of the monies received. They confirmed the receipts written agreed with the deposit on the corresponding bank statement. Each Supervisor examined the invoices and claims for payment, verified the checks written to vendors were in the amount of the claim. There were then verified against the banking records. The Supervisors found all receipts and checks audited to be in good order. Balances in accounts at The Bank of Elk River as of December 31, 2013: Commercial Checking with interest \$15,221.87; High Yield Business Money Market \$1,137,554.03; and 60 Month Landfill CD \$100,000.00. Moderator Olson called for motion to approve the Board of Audit and Financial Report. Moved by Harold Gramstad, seconded by Don Sherper to approve the Board of Audit and Financial Report as presented. There was no discussion, motion carried.
- 7. ROAD REPORT:** Doug Manthei provided information on product purchased in 2013 for road maintenance as follows: 1017 tons salt/sand @ \$35,058 compared to 464 tons last year, 235 tons shoulder material @ \$2,917; 37 tons asphalt repair material @ \$2,414 and Fuels for equipment @ \$17,844. The Township purchased a Ram 1500 ½ ton pickup for \$23,264, a Ram 4500 1 ton pickup with box and plow for \$63,881 less the trade in of \$21,000 for the Ford F550, and a Mack 600 Plow Truck for \$55,000. Road projects completed in 2013 are as follows: Reconstruction of 112th Street north of 269th Ave to 285th Ave in Baldwin Township @\$283,085 – Joint project with Baldwin Township to save on costs; second lift of bituminous on 277th Ave just east of County Road 1 @ \$76,319; Lake Fremont Lakeshore Restoration Phase II @ \$69,102; 3 1/2 miles of chip seal @ \$58,951; 9 miles of crack repair @ \$21,550; bituminous patch on @ \$2,414; 3 miles of centerline striping @ \$4,412; spray injection patching @ \$3,010; and equipment maintenance @ \$27,166. Lila Spencer asked if the Lakeshore Restoration Project was funded by grant money. Manthei stated that the project was reimbursed up to 75% of the \$69,102. During 2013 Livonia Township sold the oldest plow truck at auction; also received \$3,525 in gravel tax, \$37,237 road allotment and \$5,676 landfill host fees. Kevin Hiller asked what was done with the Lake Fremont Lakeshore Restoration project; Manthei stated the shoreline project is complete, the restoration of the lakeshore will help with the erosion of the road bed along the east side of Lake Fremont. Harold Gramstad asked if the Road Allotment is based on mileage; Manthei stated the Road Allotment is calculated by using both the mileage and population of the Township. Moderator Olson called for motion to approve the Road Report. Moved by Dave Hewitt, seconded by Lila Spencer to approve the 2013 Road Report as submitted. There was no further discussion, motion carried.



2014 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 11, 2014

THE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE ELECTORATE AT THE 2015 ANNUAL TOWN MEETING

8. PARK BOARD REPORT: Gary Doebler provided the following: Most of the activity that the Park Board has to address is through plats and to see how they affect the long range park and trail plan. There has not been much activity the last few years; the Park Board therefore meets the 4th Monday of every other month. The Town Park Board consists of five members- Dave Hewitt, Jody Hammre, Jan Wallin, Gary Doebler and one open position. Park Board Activities in 2013 included the financial support for Zimmerman ball field lighting, they were able to find some used lighting worth a million dollars for quite a bit less. There will be a special event at a spring ball game to recognize the Township's involvement. The Park and Trail Plan was updated in November. The growth projections were revised from 2005, the township is not totally built out, the financial justification for collection of park dedication fees was adjusted, updated grant opportunities that are available, this aligns better with the County and other surrounding communities' park and trail plans. The Park Board is also hosting its first township park event. There will be a Luminary Snowshoe/Ski Event at the Sugarbush Preserve on Friday, March 14th from 7:30 pm until 10 pm. Moderator Olson called for a motion to approve the Park Board Report. Moved by Butch Hass, seconded by Kevin Hiller to approve the Park Board Report. There was no discussion, motion carried.

9. CEMETERY REPORT: Gary Doebler reported the Cemetery Board consists of five members -Jan Wallin, Rose Olson, Don Sherper, Gary Doebler and Doug Manthei. The Cemetery Board has identified hazardous gravesites that are sinking below ground level. Board members and Livonia Maintenance employees and a County Sentence to Serve crew has been working to level them out. Moderator Olson called for a motion to approve the Cemetery Report. Moved by Lila Spencer, seconded by Harold Gramstad to approve the Cemetery Report. There was no discussion, motion carried.

Patty Buswell, Head Election Judge, announced the unofficial election results - Supervisor B: Don Sherper received 20 votes, there were no write in votes, with a total of 20 votes.

10. FIRE REPORT: Butch Hass provided the Zimmerman/Livonia Fire Department budget break out as shown on the overhead presentation. Costs have been pretty stagnant from year to year. Chief Maloney has done a very good job with keeping costs in check. The 2014 proposed total fire budget is \$416,495 a slight increase from 2013 which is attributable to increase in fuel costs. Hass stated the Fire Department has received almost \$80,000 in grant monies over the past few years. Livonia Township's portion of the fire budget is made up of the number of fire runs and the net tax capacity. Harold Gramstad asked what the Building Lease dollars were comprised of. Hass stated that both the City of Zimmerman and Livonia Township lease space to the Fire District to house their fire equipment. Moderator Olson called for a motion to approve the Fire Report. Moved by Kevin Hiller, seconded by Gary Doebler to approve the Fire Report. There was no further discussion, motion carried.

11. INTERGOVERNMENTAL REPORT: Don Sherper reported the 2013 Minnesota Highway Users Tax Distribution Fund which showed how the money was distributed. He pointed out that the townships receive 5% of the total for township roads and bridges which comes from fuel tax. Sherper stated we are working with Baldwin Township on 112th Street Road Project to save up to \$30,000. We are in the process of working out an agreement to share our road grader with Baldwin Township. We have been working with the City of Zimmerman with the Ball Field Lighting Project. Looking ahead to working with the City of Elk River to have a Shared Road Line Agreement. Study the pros and cons with an organized garbage collection with the City of Zimmerman. Look at setting up Little Free Libraries to make a book exchange to try to get more kids get into reading. Sherper stated there are a few state issues pending yet: Expansion of broadband to now unserved rural areas, discussion includes using electronic media for meeting notification, dollar for dollar reimbursement for payment in how taxes are lost when the public takes over the land vs. private ownership would pay full taxes, the private lands removed for public use, transportation funding for rebuilding of roads and bridges are based on mileage and population which means accurate roads and population needs to be reported at the township level, and annexation reform is a big issue. If two communities agree on an orderly annexation, a 3rd party can't ask for part of the annexation portion. Moderator Olson called for a motion to approve the Intergovernmental Report. Moved by Gary Doebler, seconded by Butch Hass to approve the Intergovernmental Report. There was no discussion, motion carried.

12. PRESENTATION OF THE PROPOSED 2015 TAX LEVY: Dave Hewitt presented the proposed 2015 tax levy as follows:

100 General Fund	\$ 126,047.00
------------------	---------------



2014 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 11, 2014

THE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE ELECTORATE AT THE 2015 ANNUAL TOWN MEETING

210 Road and Bridge Fund	771,923.00
240 Cemetery	1,110.00
250 Fire	205,523.00
275 Park	6,882.00
305 Building General Obligation	89,187.00
TOTAL	\$1,200,672.00

He explained the proposed levy is showing an increase of 4%, there has been no increase for the last four years. He explained how the dollars are spent within each fund. The Township has a Capital Improvement Plan which consists of an inventory of the roads and the condition of each. The Plan allows the Board to look ahead in a proactive way for maintenance of the Town roads in order to prolong the life of our roads. There are 75 miles of road in the Township. In the fall, the Supervisors do a road tour to determine road conditions. A report is presented, the Engineer provides a cost estimate, the budget model is set up and construction projects are projected out for a five-year period. A pavement life cycle has been set up which allows for periodic crack repair followed by chip seal, reconstruction or overlay. Planned projects for 2014 include 2nd lift of bituminous of 1 mile of 112th Street north of 269th Avenue to 277th Avenue. Reconstruction of 1000' of 239th Avenue including the Tibbets Brook area and culvert replacement. Reconstruction of ½ mile of 273rd Avenue between Highway 169 and County Road 45. Crack repair will be scheduled on 10 miles of road, chip seal on 3½ miles of road, along with roadside mowing, tree brushing, road striping and emergency fixes to various roadways within the Township. Future projects include reconstruction of 1 mile of 112th Street between County Road 74 and County Road 19, reclamation/overlay in Pine View Estates and Hollander Oaks, Possible Overlay on Fox Hollow, Deer Haven and Heritage Oaks Developments. 2nd lift of 273rd Avenue between Hwy 169 and County Road 45, crack repair, chip seal, roadside mowing, tree brushing, road striping and emergency fixes. The largest portion of the Road and Bridge Fund, 64%, goes for contract repair of the roads in the Township. Hewitt referred to the tax levy graph which was projected for viewing. Kevin Hiller asked if we ever work with the county on any projects. Hewitt stated we have piggy backed with them in the past, and if the project makes sense, we will continue.

13. CALL FOR BUSINESS FROM THE FLOOR: Moderator Olson called for other business from the floor. There being none, no action.

14. ELECTORATE APPROVAL OF THE 2015 PROPOSED LEVY: Moderator Olson called for motion to approve the 2015 Proposed Levy. Moved by Lila Spencer, seconded by Don Sherper to approve the 2015 Proposed Levy as presented. There was no discussion, motion carried.

15. SET DATE, TIME AND LOCATION FOR THE 2015 ANNUAL ELECTION AND ANNUAL MEETING: Moderator Olson called for a motion to set date, time and location for the 2015 Annual Election and Annual Meeting. Moved by Dave Hewitt, seconded by Gary Doebler to hold the 2015 Annual Election and Annual Meeting the second Tuesday in March with election polls opening at 10:00 am and closing at 8:00 pm. The Annual Meeting will follow at 8:01 pm; all located at the Livonia Town Hall. There was no discussion; motion carried.

16. ANNOUNCEMENTS: The Livonia Park Board is hosting a Snowshoe/Ski Luminary night at the Sugarbush Park on Friday, March 14th from 7:30 pm to 10:00 pm. Township Cleanup Day is Saturday, April 26, 2014 from 8:00 am to 12 noon. Check the website and your Livonia Newsletter for details, a reminder will run in the Elk River Star News as the day approaches.

17. MOTION TO ADJOURN OR CONTINUE THE ANNUAL MEETING TO A SPECIFIC DATE, TIME AND PLACE FOR THE PURPOSE OF CERTIFYING THE LEVY TO THE COUNTY AUDITOR PRIOR TO THE SEPTEMBER 15, 2014 DEADLINE. Moderator Olson called for a motion to adjourn or continue the Annual Meeting to a specific date, time and place for the purpose of certifying the 2015 Levy to the County Auditor prior to the September 15, 2014 deadline. Moved by Harold Gramstad, seconded by Lila Spencer to continue the 2014 Annual Meeting to August 25, 2014 at 6:00 pm at the Livonia Town Hall for the purpose of certifying the 2015 Levy. There was no discussion; motion carried.

Moderator Olson declared the Meeting recessed at 8:50 pm.



2014 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 11, 2014

THE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE ELECTORATE AT THE 2015 ANNUAL TOWN MEETING

CONTINUATION OF THE MARCH 11, 2014 ANNUAL MEETING

AUGUST 25, 2014

The continuation of the 2014 Livonia Township Annual Meeting was held on Monday, August 25, 2014 at the Livonia Town Hall located at 11162 265th Ave, Livonia Township, Sherburne County, State of Minnesota. The meeting was recorded for transcription purposes only.

Lila Spencer, Moderator, reconvened the meeting at 6:00 p.m.

Spencer stated the purpose of the continuation of the 2014 Annual Meeting was to certify the 2015 levy and adjourn the 2014 Annual Town Meeting.

Spencer called for a motion to certify the 2015 levy at \$1,200,672 as approved by the Electors at the March 11, 2014 Annual Meeting. A motion was made by Butch Hass to certify the 2015 levy at \$1,200,672. There was no discussion. Gary Doebler seconded the motion. Motion carried unanimously.

Spencer called for a motion to adjourn the 2014 Annual Meeting. Motion by Don Sherper, seconded by Butch Hass to adjourn the 2014 Annual Meeting at 6:03 p.m. Motion carried unanimously.

Approved this 10th Day of March, 2015

Jody Hammre, Clerk/Treasurer

Attest:

Lila Spencer, Moderator