



2016 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 8, 2016

THE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE ELECTORATE AT THE 2017 ANNUAL TOWN MEETING

- 1. CALL TO ORDER:** Jody Hammre, 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 Hammre called for nominations to elect a moderator. Lila Spencer nominated Don Bostrom to moderate the meeting; there were no other nominations. Moved by Gary Doebler, seconded by Kevin Hiller to install Don Bostrom as moderator. Motion carried.
- 3. MOTION TO APPROVE 2016 ANNUAL MEETING AGENDA:** Moderator Bostrom called for a motion to approve the 2016 Annual Meeting Agenda. Moved by Butch Hass, seconded by Lila Spencer to approve 2016 Annual Meeting Agenda. There was no discussion; motion carried.
- 4. MOTION TO DISPENSE WITH READING OF THE 2015 ANNUAL MEETING MINUTES:** Moderator Bostrom called for a motion to dispense with reading of the 2015 Annual Meeting Minutes. Moved by Lila Spencer, seconded by Dave Hewitt to dispense with reading of the 2015 Annual Meeting Minutes. There was no discussion, motion carried.
- 5. MOTION TO APPROVE THE 2015 ANNUAL MEETING MINUTES AS SUBMITTED:** Moderator Bostrom called for a motion to approve the 2015 Annual Meeting Minutes as submitted. Moved by Doug Manthei, seconded by Sheldon Pool to approve the 2015 Annual Meeting Minutes as submitted. There was no discussion, motion carried.
- 6. BOARD OF AUDIT REPORT/FINANCIAL REPORT:** Clerk/Treasurer Hammre read the Board of Audit Report and balances in accounts as of December 31, 2015 as follows: The Annual Board of Audit was conducted on February 8, 2016. 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, 2015. During the Board of Audit each Supervisor examined the receipts and confirmed the receipt was written for the exact dollar amount of the check, transfer or electronic fund transfer. Each Supervisor examined the invoices and claims for payment, verified the checks written to vendors were in the amount of the claim. 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, 2015: Commercial Checking with interest \$98,816.70; High Yield Business Money Market \$1,079,845.90; and 60 Month Landfill CD \$100,000.00. Moderator Bostrom thanked Clerk/Treasurer Hammre for the report. No action needed.
- 7. ROAD REPORT:** Doug Manthei provided information on product purchased in 2015 for road maintenance as follows: 511 tons salt/sand @ \$14,557 compared to 1199 tons last year, 31 tons shoulder material @ \$443; 142 tons asphalt repair material @ \$4,188; 671 tons Class 5 @ \$3,449 and Fuels for equipment @ \$9,132. The Township purchased a plow truck @ \$65,000 to replace the oldest truck and a lawnmower @ \$700 for the cemetery and Town Hall grounds. Road projects completed in 2015 are as follows: bituminous reclamation and overlay of 1 mile of 112th St (From CTY Road 74 to County Road 19 @ \$370,077; Reconstruction, culvert replacement and bituminous on .19 mile of 239th Ave in the Tibbets Brook area @ \$142,439; 2nd Lift of Bituminous on Woods @ Lake Fremont 2nd roads @ \$90,314; 10 miles of crack repair @ \$28,807; 3 miles of chip sealant @ \$61,952; bituminous patch for pothole repair as needed @ \$4,188; 3 miles of road striping @ \$5,322; equipment maintenance cost of \$19,652 for a total Road maintenance cost of \$722,751. The Woods @ Lake Fremont 2nd project was funded by the LOC originally from the developer. The 239th Ave project was the postponed project from 2014, delayed in 2014 due to high water in Tibbets Brook. Other Road information includes: Gravel Tax received \$6,896, Road Allotment received \$40,822 and Landfill Host fees received \$5,267 for a total of \$52,985. Moderator Bostrom thanked Doug Manthei for the report. No action needed.
- 8. PARK BOARD REPORT:** Gary Doebler provided the following: the Park Board meets the 4th Monday of every other month. The Town Park Board consists of five members - Dave Hewitt, Gary Doebler, Jody Hammre, Lila Spencer and Jan Wallin. Park Board Activities in 2015 included Zimmerman/Livonia Youth Day, the Annual Luminary Walk/Ski/Snowshoe Event at Sugar Bush Preserve held on February 13th in 2016, and the purchase of 50 acres of park land lying north of Sugarbush Preserve on 239th Ave. The new land will join the current park via a trail crossing on 239th Ave. Trails will eventually go through the varied ecosystems on the property including prairie, upland woods and lowland willow and Tamarack wetland areas. Photos of



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Sugarbush Preserve trails and activities were displayed as well as a concept plan for an entrance, parking and trails in the 50 acre addition. Moderator Bostrom thanked Gary Doebler for the report. No action needed.

9. CEMETERY REPORT: Gary Doebler reported the Cemetery Board consists of four members -Jan Wallin, Gary Doebler, Jody Hammre and Doug Manthei. The Cemetery Board continues to identify hazardous gravesites that are sinking below ground level. Board members and Livonia Maintenance employees and a County Sentence to Serve crew will continue to work to level them out as they are identified. Moderator Bostrom thanked Gary Doebler for the report. No action needed.

10. FIRE REPORT: Butch Hass provided the Zimmerman/Livonia Fire Department budget break out as shown on the overhead presentation. Hass explained the expenditure breakdown and budget allocation. Livonia Township's portion of the fire budget is made up of the number of fire runs and the net tax capacity. Moderator Bostrom thanked Butch Hass for the report. No action needed.

11. INTERGOVERNMENTAL REPORT: Sheldon Pool gave a history of Livonia Township from the earliest days of the settlement and the naming of the area to current population trends. Moderator Bostrom thanked Sheldon Pool for the report. No action needed.

12. PRESENTATION OF THE PROPOSED 2015 TAX LEVY: Dave Hewitt presented the proposed 2017 tax levy as follows:

| | |
|---------------------------------|------------------|
| 100 General Fund | \$ 129,556.00 |
| 210 Road and Bridge Fund | 845,625.00 |
| 240 Cemetery | 1,215.00 |
| 250 Fire | 200,350.00 |
| 275 Park | 3,477.00 |
| 305 Building General Obligation | <u>87,820.00</u> |
| TOTAL | \$1,268,043.00 |

Hewitt explained the proposed levy is showing an increase of 2.69%, an increase due to costs in the Road and Bridge Funds; he explained how the dollars are spent within each fund. Hewitt went on to explain that maintenance of roads is less expensive than reconstruction, and usage impacts the life of the road. 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 approximately 75 miles of road in the Township. Each year 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 2016 include Reconstruction of 1 mile of 112th St starting at County Road 19 and going north, 112th St 2nd lift of bituminous on 1 mile between County Road 74 and County Road 19. Crack repair and Chip Seal will be scheduled on selected roadways, along with roadside mowing, tree brushing, road striping and emergency fixes to various roadways within the Township. Future projects include Reclamation/Overlay of the final 1 mile of 112th St north of 2016 project to County Road 4, Reclamation/Overlay of selected development roads, Crack Repair, Chip Sealant, 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. Moderator Bostrom thanked Dave Hewitt for the report. No action needed.

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

14. ELECTORATE APPROVAL OF THE 2017 PROPOSED LEVY: Moderator Bostrom called for motion to approve the 2017 Proposed Levy. Moved by Lila Spencer, seconded by Doug Manthei to approve the 2017 Proposed Levy as presented. There was no discussion, motion carried.



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15. SET DATE, TIME AND LOCATION FOR THE 2017 ANNUAL ELECTION AND ANNUAL MEETING: Moderator Bostrom called for a motion to set date, time and location for the 2017 Annual Election and Annual Meeting. Moved by Dave Hewitt, seconded by Gary Doebler to hold the 2017 Annual Election and Annual Meeting March 14, 2017, 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: Township Cleanup Day is Saturday, April 30, 2016 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, 2016 DEADLINE. Moderator Bostrom called for a motion to adjourn or continue the Annual Meeting to a specific date, time and place for the purpose of certifying the 2017 Levy to the County Auditor prior to the September 15, 2016 deadline. Moved by Butch Hass, seconded by Doug Manthei to continue the 2016 Annual Meeting to August 22, 2016 at 6:00 pm at the Livonia Town Hall for the purpose of certifying the 2017 Levy. There was no discussion; motion carried.

Patty Buswell, Head Election Judge, announced the unofficial election results - Supervisor A: Doug Manthei received 72 votes, Todd Maloney received 74 Votes, there were no write-in votes, for a total of 146 votes cast. Supervisor D: Gary Doebler received 96 votes, there were 34 write-in votes, for a total of 130 votes cast.

Moderator Bostrom declared the Meeting recessed at 8:51 pm.



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CONTINUATION OF THE MARCH 8, 2016 ANNUAL MEETING

AUGUST 22, 2016

The continuation of the 2016 Livonia Township Annual Meeting was held on Monday, August 22, 2016 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.

Don Bostrom, Moderator, reconvened the meeting at 6:00 pm.

Bostrom stated the purpose of the continuation of the 2016 Annual Meeting was to certify the 2017 levy and adjourn the 2016 Annual Town Meeting.

Bostrom called for a motion to certify the 2017 levy at \$1,268,043.00 as approved by the Electors at the March 8, 2016 Annual Meeting. A motion was made by Butch Hass to certify the 2017 levy at \$1,268,043.00. There was no discussion. Gary Doebler seconded the motion. Motion carried unanimously.

Bostrom called for a motion to adjourn the 2016 Annual Meeting. Motion by Gary Doebler, seconded by Kevin Hiller to adjourn the 2016 Annual Meeting at 6:02 pm. Motion carried unanimously.

Approved this 14th Day of March, 2017

Jody Hammre, Clerk/Treasurer

Attest:

Moderator