



2017 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 14, 2017

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. Butch Hass nominated Don Bostrom to moderate the meeting; there were no other nominations. Moved by Butch Hass, seconded by Gary Doebler to install Don Bostrom as moderator. Motion carried.
- 3. MOTION TO APPROVE 2017 ANNUAL MEETING AGENDA:** Moderator Bostrom called for a motion to approve the 2017 Annual Meeting Agenda. Moved by Kevin Hiller, seconded by Russel Kostreba to approve 2017 Annual Meeting Agenda. There was no discussion; motion carried.
- 4. MOTION TO DISPENSE WITH READING OF THE 2016 ANNUAL MEETING MINUTES:** Moderator Bostrom called for a motion to dispense with reading of the 2016 Annual Meeting Minutes. Moved by Lila Spencer, seconded by Gary Doebler to dispense with reading of the 2016 Annual Meeting Minutes. There was no discussion, motion carried.
- 5. MOTION TO APPROVE THE 2016 ANNUAL MEETING MINUTES AS SUBMITTED:** Moderator Bostrom called for a motion to approve the 2016 Annual Meeting Minutes as submitted. Moved by Kevin Hiller, seconded by Sheldon Pool to approve the 2016 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, 2016 as follows: The Annual Board of Audit was conducted on February 23, 2017. 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, 2016. 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, 2016: Commercial Checking with interest \$7,752.24; High Yield Business Money Market \$1,407,559.85; and 60 Month Landfill CD \$100,000.00. Moderator Bostrom called for a motion to approve the Board of Audit and Financial Report. Moved by Butch Hass, seconded by Kevin Hiller to approve the Board of Audit and Financial Report. There was no discussion, motion carried.
- 7. ROAD REPORT:** Sheldon Pool provided information on product purchased in 2016 for road maintenance as follows: 516 tons salt/sand @ \$13,955 compared to 511 tons last year, 29 tons shoulder material @ \$563; 146 tons asphalt repair material @ \$3,034; 320 tons Class 5 @ \$1,555 and Fuels for equipment @ \$9,345. The Township purchased a 2016 Chevy Silverado truck @ \$16,489 and plow @ \$6,098, trading in the 2013 Dodge Ram. Road projects completed in 2016 are as follows: bituminous reclamation and overlay of 1 mile of 112th St starting at County Road 19 and the second lift of bituminous on 112th Street Phase One @ \$407,439; Erickson Asphalt repair on 269th Ave and Woodlands Parkway @ \$21,195; final payment on 273rd Ave reconstruction @ \$2,178; (2nd lift of bituminous on the Woods @ Lake Fremont Road @ \$90,314); 10 miles of crack repair @ \$24,000; 3.36 miles of chip sealant @ \$49,405; bituminous patch for pothole repair as needed @ \$3,418; 3.45 miles of road striping @ \$5,176; equipment maintenance cost of \$28,295 for a total Road maintenance cost of \$631,420. Other Road information includes: Gravel Tax received \$4,940, Road Allotment received \$42,021 and Landfill Host fees received \$6,397 for a total of \$53,358. Moderator Bostrom thanked Sheldon Pool 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 four members - Gary Doebler, Jody Hammre, Lila Spencer and Jan Wallin. The Park Board again hosted the Annual Luminary Walk/Ski/Snowshoe Event at Sugar Bush Preserve in February, 2016. Doebler also discussed the unique ecosystem of the 50 acres of park land lying north of Sugarbush Preserve on 239th Ave that was recently purchased. The development of parking and trails will be a phased approach beginning in 2017 with parking and the first loop of trails. The field was seeded in native prairie in 2016. The newly acquired parcel will join the current park via a trail crossing on 239th Ave. Moderator Bostrom thanked Gary Doebler for the report. No action needed.



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9. CEMETERY REPORT: Kevin Hiller reported the Cemetery Board consists of five members -Jan Wallin, Jody Hammre, Doug Manthei, Todd Maloney and Sheldon Pool. There were 7 new lots purchased in 2016; the Cemetery Board will need to plot out new blocks on the west side of the cemetery for future expansion. Board members and Livonia Maintenance employees will continue to work to level them out as they are identified. Moderator Bostrom thanked Kevin Hiller for the report. No action needed.

10. INTERGOVERNMENTAL REPORT: Todd Maloney reported on the Minnesota Association of Townships and the training opportunities they provide, the legislative representation at the Capitol regarding Township issues, and the opportunity to meet and share ideas with other Township officials. The Sherburne County Association of Townships also provides an opportunity to meet and work with our neighboring Townships and County Officials. Moderator Bostrom thanked Todd Maloney for the report. No action needed.

11. 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. Bob Rasmussen asked about fire fighter wages and how they are distributed. Hass explained that Zimmerman Livonia fire fighters are not paid for fire calls, but do receive a stipend for each training meeting attended. Fire Chief Maloney explained that this method compensates the fire fighters favorably compared to other fire departments in the area and that the fire fighters also participate in a retirement fund. He also commented that the Zimmerman Livonia Fire Department is one of the few fire departments that has a waiting list of volunteer fire fighters. Moderator Bostrom thanked Butch Hass for the report. No action needed.

12. PRESENTATION OF THE PROPOSED 2015 TAX LEVY: Butch Hass presented the proposed 2018 tax levy as follows:

100 General Fund	\$ 153,362.00
210 Road and Bridge Fund	827,295.00
240 Cemetery	1,196.00
250 Fire	197,800.00
275 Park	15,497.00
305 Building General Obligation	<u>86,170.00</u>
TOTAL	\$1,281,320.00

Hass explained the proposed levy is showing an increase of 1.05%; he explained how the dollars are spent within each fund. Hass 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 2017 include Reconstruction of 1 mile of 112th St starting where last year's project ended and continuing north to County Road 4. 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 239th Ave from the Tibbets Brook area to the Livonia Township/Elk River border. The largest portion of the Road and Bridge Fund, 65%, goes for contract repair of the roads in the Township. Hass referred to the tax levy graph which was projected for viewing. Russell Kostreba inquired about the General Obligation Bond payment, road cost and the impact on taxes. Hass explained that the General Obligation bond will be paid in full in the next two years. Hass and Supervisor Doeblert also stated that the Board continues to work to preserve the roads in a timely manner to keep repair costs as low as possible. Moderator Bostrom thanked Butch Hass for the report. No action needed.

13. CALL FOR BUSINESS FROM THE FLOOR: Moderator Bostrom called for other business from the floor. Lila Spencer inquired about the property the Zimmerman Livonia Fire Department District is purchasing and if the property will be annexed into the



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City of Zimmerman. Spencer also asked who would be responsible for building the new fire station and who would own it. Hass explained that the Fire District paid for the land with Fire District funds. The financial responsibility of the building of a new fire station has not yet been determined. Hass also said that the property is in the Orderly Annexation Agreement with the City of Zimmerman. Spencer thanked Hass for the information and stated that she would like transparency on the progress and financial responsibility of the fire station.

14. ELECTORATE APPROVAL OF THE 2018 PROPOSED LEVY: Moderator Bostrom called for motion to approve the 2018 Proposed Levy. Moved by Sheldon Pool, seconded by Kevin Hiller to approve the 2018 Proposed Levy as presented. There was no discussion, motion carried.

15. SET DATE, TIME AND LOCATION FOR THE 2018 ANNUAL ELECTION AND ANNUAL MEETING: Moderator Bostrom called for a motion to set date, time and location for the 2018 Annual Election and Annual Meeting. Moved by Gary Doebler, seconded by Russell Kostreba to hold the 2018 Annual Election and Annual Meeting March 13, 2018, 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.

Bostrom called a brief recess to wait for the election results at 8:43 pm.

Bostrom called to reconvene the meeting at 8:44 pm.

Patty Buswell, Head Election Judge, announced the unofficial election results - Supervisor B: Lila Spencer received 116 votes, Sheldon Pool received 136 Votes, Todd Curtis received 20 votes, and there were no write-in votes, for a total of 272 votes cast. Supervisor C: Kevin Hiller received 222 votes, and there were 5 write-in votes (Lila Spencer – 3, Jason Larson – 1, Peter Hiltner – 1), for a total of 227 votes cast.

16. ANNOUNCEMENTS: Township Cleanup Day is Saturday, April 29, 2017 from 8:00 am to 12 noon. Check the website and your Livonia Newsletter for details, a reminder will run in the Local Newspaper 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, 2017 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 2018 Levy to the County Auditor prior to the September 15, 2017 deadline. Moved by Gary Doebler, seconded by Butch Hass to continue the 2017 Annual Meeting to August 28, 2017 at 6:00 pm at the Livonia Town Hall for the purpose of certifying the 2018 Levy. There was no discussion; motion carried.

Moderator Bostrom declared the Meeting recessed at 8:46 pm.



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CONTINUATION OF THE MARCH 14, 2017 ANNUAL MEETING

AUGUST 28, 2017

The continuation of the 2017 Livonia Township Annual Meeting was held on Monday, August 28, 2017 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 6:12 pm.

Spencer stated the purpose of the continuation of the 2017 Annual Meeting was to certify the 2018 levy and adjourn the 2017 Annual Town Meeting.

Spencer called for a motion to certify the 2018 levy at \$1,281,320.00 as approved by the Electors at the March 14, 2017 Annual Meeting. A motion was made by Butch Hass to certify the 2018 levy at \$1,281,320.00. There was no discussion. Kevin Hiller seconded the motion. Motion carried unanimously.

Spencer called for a motion to adjourn the 2017 Annual Meeting. Motion by Gary Doebler, Motion carried unanimously.

Approved this 13th Day of March, 2018



Jody Hammre, Clerk/Treasurer

Attest:



Moderator