



2018 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 13, 2018

THE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE ELECTORATE AT THE 2019 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 Gary Doebler, seconded by Sheldon Pool to install Don Bostrom as moderator. Motion carried.
- 3. MOTION TO APPROVE 2018 ANNUAL MEETING AGENDA:** Moderator Bostrom called for a motion to approve the 2018 Annual Meeting Agenda. Sheldon Pool, seconded by Gary Doebler to approve 2018 Annual Meeting Agenda. There was no discussion; motion carried.
- 4. MOTION TO DISPENSE WITH READING OF THE 2017 ANNUAL MEETING MINUTES:** Moderator Bostrom called for a motion to dispense with reading of the 2017 Annual Meeting Minutes. Moved by Kevin Hiller, seconded by Butch Hass to dispense with reading of the 2017 Annual Meeting Minutes. There was no discussion, motion carried.
- 5. MOTION TO APPROVE THE 2017 ANNUAL MEETING MINUTES AS SUBMITTED:** Moderator Bostrom called for a motion to approve the 2017 Annual Meeting Minutes as submitted. Moved by Gary Doebler, seconded by Todd Maloney to approve the 2017 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, 2017 as follows: The Annual Board of Audit was conducted on February 21, 2018. 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, 2017. 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 checks and receipts were then verified with 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, 2017: Commercial Checking with interest \$9,896.65; High Yield Business Money Market \$1,424,576.74; 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 2017 for road maintenance as follows: 490 tons salt/sand @ \$13,558 compared to 516 tons last year, 130.4 tons shoulder material @ \$2,563; 31 tons asphalt repair material @ \$1,965; 554 tons Class 5 @ \$2,671 and Fuels for equipment @ \$11,195. The Township purchased a New Holland Boom Tractor @ \$20,000, a Kubota Skid Steer Loader @ \$35,800 and a 1996 Pari Trailer @ \$1,500. Road projects completed in 2017 are as follows: final payment on 112th Street Phase 2 Reconstruction @ \$22,529; tree replacement on 112th Street Phase 2 reconstruction @ \$300; 112th Street Phase 3 Reconstruction @ \$384,331; 48 infrared patches in The Woodlands of Livonia Development @ \$ 6,000; driveway and parking lot construction at Sugarbush Preserve North @ \$ 8,690; 7 miles of crack repair @ \$17,735; bituminous patch for pothole repair as needed @ \$1,965; equipment maintenance cost of \$23,215 for a total Road maintenance cost of \$464,765. Other Road information includes: Gravel Tax received \$3,197, Road Allotment received \$42,299 and Landfill Host fees received \$7,693 for a total of \$53,189. Moderator Bostrom thanked Sheldon Pool for the report. No action needed.



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Patty Buswell, Head Election Judge announced the unofficial 2018 Township Election results:

Supervisor Position C

Kevin Hiller: 44 Votes
Write in: 1 Vote
Total: 45 Votes

Supervisor Position E

Butch Hass: 45 Votes
Write in: 3 Votes
Total: 48 Votes

Moderator Bostrom announced that the Canvass Board will meet immediately following the Annual Meeting to certify the election results.

8. PARK BOARD REPORT: Gary Doebler provided the following: The Town Park Board consists of five members - Gary Doebler – Chairperson, Jody Hammre, Kevin Hiller, Lila Spencer, Jan Wallin. The Park Board meets every-other month on the 4th Monday at 6:00 pm, right before the Regular Board Meeting. Meetings are open to the public. Activities in the past year include the 5th Annual Luminary Walk/Ski/Snowshoe Event at Sugarbush Preserve on March 3rd, with 60 to 70 participants and the construction of a driveway and parking lot in the Sugarbush Preserve North property along with the future trail crossing on 239th Ave. Scheduled activities for 2018 include phase one of the trail in the Sugarbush Preserve North property, some design decisions and planning for the future pavilion and restroom, and continuing to plan for a connection to the Great Northern Trail. Doebler presented the assembly with the map of the trail construction and park improvement phases. Also presented was the trail system in the Sugarbush Preserve South property. Doebler then thanked those who were involved in making the Sugarbush Luminary Event a success. Moderator Bostrom thanked Gary Doebler for the report. No action needed.

9. CEMETERY REPORT: Kevin Hiller reported the Cemetery Board consists of five members -Jan Wallin - Chairperson, Jody Hammre, Doug Manthei, Todd Maloney and Sheldon Pool. There were no new lots purchased in 2017; there were 3 burials in 2017, the Cemetery Board will need to plot out new blocks on the west side of the cemetery for future expansion. The Cemetery is currently maintained by Township staff, and we are looking at options for upgrading lot location markers in the future. Moderator Bostrom thanked Kevin Hiller for the report. No action needed.

10. INTERGOVERNMENTAL REPORT: Todd Maloney reported that the Minnesota Association of Townships provides several training opportunities throughout the year for Township Supervisors and staff. Some of the topics include road ROW issues, and legislative updates. The Sherburne County Association of Townships also holds quarterly meetings and they provide an opportunity to meet and work with our neighboring Townships and County Officials. There are also plans to meet jointly with Sherburne County officials and the City of Zimmerman to discuss area planning. 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. The total fire department budget for 2017 was \$441,909.00. Revenue to support the budget is spread between Livonia Township, the City of Zimmerman, Stanford Township and Orrock Township. About 40% of Stanford and Orrock Township is located in the Zimmerman/Livonia Fire Department service area. Hass then explained the budget breakdown as illustrated by the pie chart displayed. Moderator Bostrom thanked Butch Hass for the report. No action needed.



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12. PRESENTATION OF THE PROPOSED 2019 TAX LEVY: Butch Hass presented the proposed 2019 tax levy as follows:

100 General Fund	\$ 200,524.00
210 Road and Bridge Fund	846,845.00
240 Cemetery	1,901.00
250 Fire	207,800.00
275 Park	24,250.00
305 Building General Obligation	<u>0.00</u>
TOTAL	\$1,281,320.00

Hass explained the proposed levy is the same as 2018, showing no increase; he explained that the Public Works/Fire building will be paid off this year, reducing the Township's expenditures by about \$85,000. Hass also explained that deteriorating roads will increase road project costs as many of the Township's roads are reaching the end of their expected life and will need reclamation and repaving in the near future. Many miles of roads were built in a short time when developments were going in, and these roads are all aging. The Supervisors decided to put some extra money in the budget to help pay for the increased road work that will need to be done in the future. The entrance road into The Woodlands of Livonia development is also deteriorating badly, and will need some work done. Hass then went through the Road and Bridge fund and explained the costs of roads. He explained that maintenance of roads is less expensive than reconstruction, and usage impacts the life of the road. The other funds were also reviewed. 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. There being none, there was no action.

14. ELECTORATE APPROVAL OF THE 2019 PROPOSED LEVY: Moderator Bostrom called for motion to approve the 2019 Proposed Levy. Moved by Sheldon Pool, seconded by Todd Maloney to approve the 2019 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 2019 Annual Election and Annual Meeting. Moved by Butch Hass, seconded by Gary Doeblner to hold the 2019 Annual Election and Annual Meeting March 12, 2019, 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 28, 2018 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, 2018 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 2019 Levy to the County Auditor prior to the September 15, 2018 deadline. Moved by Butch Hass, seconded by Kevin Hiller to continue the 2018 Annual Meeting to August 27, 2018 at 6:00 pm at the Livonia Town Hall for the purpose of certifying the 2019 Levy. There was no discussion; motion carried.

Moderator Bostrom declared the Meeting recessed at 8:41 pm.



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CONTINUATION OF THE MARCH 13, 2018 ANNUAL MEETING

AUGUST 27, 2017

The Continuation of the 2018 Livonia Township Annual Meeting was held on Monday, August 27, 2018 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 6:02 pm.

Spencer stated the purpose of the continuation of the 2018 Annual Meeting was to certify the 2019 levy and adjourn the 2018 Annual Town Meeting.

Spencer called for a motion to certify the 2019 levy at \$1,281,320.00 as approved by the Electors at the March 13, 2018 Annual Meeting. A motion was made by Butch Hass to certify the 2019 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 2018 Annual Meeting. Motion by Kevin Hiller, seconded by Butch Hass. Motion carried unanimously.

Approved this 12th Day of March, 2019



Jody Hammre, Clerk/Treasurer

Attest:



Moderator