



2019 ANNUAL MEETING OF
LIVONIA TOWNSHIP
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 12, 2019

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 clearly 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, Chris Pensinger seconded the nomination; there were no other nominations. Motion made by Todd Maloney, seconded by Sheldon Pool to install Don Bostrom as moderator. Motion carried.
- 3. MOTION TO APPROVE 2019 ANNUAL MEETING AGENDA:** Moderator Bostrom called for a motion to approve the 2019 Annual Meeting Agenda. Kevin Hiller seconded by Michael Cooper to approve 2019 Annual Meeting Agenda. There was no discussion. Motion carried.
- 4. MOTION TO DISPENSE WITH READING OF THE 2018 ANNUAL MEETING MINUTES:** Moderator Bostrom called for a motion to dispense with reading of the 2018 Annual Meeting Minutes. Moved by Chris Pensinger, seconded by Harold Gramstad to dispense with reading of the 2018 Annual Meeting Minutes. There was no discussion, motion carried.
- 5. MOTION TO APPROVE THE 2018 ANNUAL MEETING MINUTES AS SUBMITTED:** Moderator Bostrom called for a motion to approve the 2018 Annual Meeting Minutes as submitted. Moved by Lila Spencer, seconded by Michael Cooper to approve the 2018 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 and Financial Report and balances in accounts as of December 31, 2018 as follows: The Annual Board of Audit was conducted on January 14, 2019. 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, 2018. 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 funds transfer. Each Supervisor examined the invoices and claims for payment and 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, 2018: Commercial Checking with interest \$50,685.86; High Yield Business Money Market \$1,741,764.54; 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 Sheldon Pool 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 2018 for road maintenance as follows: 756 tons salt/sand @ \$23,114 compared to 490 tons last year, 26 tons shoulder material @ \$1,585; 80 tons asphalt repair material @ \$2,124; 48 tons Class 5 @ \$194 and Fuels for equipment @ \$16,898. The Township purchased a Polaris 900XP side-by-side @ \$13,195 and traded for a new Kubota Skid Steer Loader for a net cost of \$2,000. Road projects completed in 2018 are as follows: final payment on 112th Street Phase 2 Reconstruction @ \$14,542; 112th Street Phase 3 @134,431; The Woodlands of Livonia entrance resurface @ \$58,724; driveway and parking lot construction at North Point Park @7,825; crack repair on Township roads @ \$19,712; bituminous patch (pothole repair) @ \$4,657; equipment maintenance cost @ \$27,780. for a total Road maintenance cost of \$267,671. Other Road information includes: the Board sold the oldest plow truck and replaced it with a 2009 Mack plow truck in April 2018. The purchase price for the Mack was \$75,000. The old snowplow truck was sold for \$10,710 (net after fees). Gravel Tax received \$2,117, Road Allotment received \$49,503 and Landfill Host fees received \$7,104 for a total of \$58,724. Moderator Bostrom thanked Supervisor Pool for the report. No action needed.



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8. PARK BOARD REPORT: Gary Doebler, Park Board Chair was unable to attend the Annual Meeting due to an out of state work commitment. Clerk/Treasurer Hammre presented the Park Board Report in his absence as follows: 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 or every month, depending on the need, on the 4th Monday at 6:00 pm. Meetings are open to the public and anyone is welcome to come to the meetings. Information can be found on the Livonia Website or by calling the Town Hall. Each Township park was discussed: **Sugarbush Preserve** -the trails currently can be accessed from the cul-de-sac on 232nd Ave, with two trails totaling just over 1 mile of trail. The first loop is composed of crushed granite which makes travel easy for adaptive equipment, strollers, etc. The second loop is a natural (dirt) surface. The rare maple/basswood forest is especially beautiful in the spring and fall. Everyone was encouraged to visit the park and enjoy the trails. The 6th Annual Luminary Walk/Ski/Snowshoe Event was held on February 23rd, with a good turnout. There were many new visitors to the park who said they had a good time and were looking forward to returning to use the trails again. **Sugarbush North** - the 50 acre parcel that the Township purchased in 2015 is located across 239th Ave from Sugarbush Preserve and they will be connected by a trail. A parking lot and driveway is in the process of construction as well as a trail. Hammre explained that 239th Ave is scheduled for reconstruction this summer. When that project is complete, the trail crossing can be installed. 2019 goals include completing the trails, signage, continuing work on selecting designs for a pavilion and restroom, as well as continuing to plan for a future connection to the Great Northern Trail. Some of these projects will require substantial funding and the Park Board is working to have the best plan to use public funds wisely and responsibly. A map showing the planning phases was displayed and explained. The assembly was encouraged to call the office with any questions, directions, etc. The **North Point Park** - located on the north side of Lake Fremont on the minimum maintenance road. This park is almost 20 acres, purchased in 2018. A driveway and small parking lot has been constructed, a trail was roughed in, and a fishing dock was installed for public use. Plans for 2019 include the completion of the trail, signage, and possibly picnic tables, a small play set, etc. A question was asked about the planned surface of the new trails in the Sugarbush North unit. Hammre explained that the Park Board has discussed options. It is likely that a portion will be crushed granite in keeping with accessibility, with possible dirt or mowed trails where appropriate. Moderator Bostrom thanked Jody Hammre 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 10 lots purchased in 2018; there were 8 burials in 2018, four more blocks were marked out in the west side expansion area. The Cemetery is currently maintained by Township staff. Office staff continues to update Livonia Cemetery History. A question was asked about who could purchase lots in the Cemetery. Hammre explained that Livonia Cemetery lots are restricted to Livonia Township residents or people who have a family history with Livonia Township. Moderator Bostrom thanked Kevin Hiller for the report. No action needed.

10. INTERGOVERNMENTAL REPORT: Todd Maloney reported that the Intergovernmental Committee consists of himself and Sheldon Pool. Minnesota Association of Townships provides several training opportunities throughout the year for Township Supervisors and staff. Some of the topics include legislative updates and other training items. Maloney also stated that there are 1,781 Townships in Minnesota. The Sherburne County Association of Townships also holds three meetings per year and they provide an opportunity to meet and work with our neighboring Townships and County Officials. Supervisor Hass has been a voice for high speed internet at community meetings. There are also joint meetings with Livonia Township, the City of Zimmerman and Sherburne County to coordinate area planning. This year Livonia Township representatives were invited to be on a facilities usage committee with District 728 School Board members and administration and representatives from the City of Zimmerman. An assembly member asked about the internet issue and the poor internet speeds in the area. Hass explained the work being done to improve the internet speed in the area including negotiations with the current providers. Moderator Bostrom thanked Todd Maloney for the report. No action needed.



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Patty Buswell, Head Election Judge announced the unofficial 2019 Township Election results:

Supervisor Position A

Todd Maloney: 182 Votes
Nate Smith: 51 Votes
Write in: 1 Vote
Total: 234 Votes

Supervisor Position D

Gary Doeblor: 120 Votes
Kenneth Barry 5 Votes
Matt Kuker 135 Votes
Write in: 0 Votes
Total: 260 Votes

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

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. He went on to explain the ownership of the Fire Department is shared by Livonia Township and the City of Zimmerman, and fire department provides contracted service to some additional neighboring areas. Harold Gramstad asked if the response time to the served communities has been determined. Fire Chief Ryan Maloney answered the question citing response times of 4 to 5 minutes to various locations. Hass also mentioned that calls include fire and medical emergencies. Hass then reported that the Fire District purchased land in 2018 on CR4 in Zimmerman for the purpose of a new fire building owned by the Zimmerman Livonia Fire District. Hass then explained that 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 2018 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.

12. PRESENTATION OF THE PROPOSED 2019 TAX LEVY: Butch Hass presented the proposed 2020 tax levy as follows:

100 General Fund	\$ 203,852.00
210 Road and Bridge Fund	851,478.00
240 Cemetery	1,884.00
250 Fire	212,800.00
275 Park	22,958.00
305 Building General Obligation	<u>0.00</u>
TOTAL	\$1,292,972.00

Hass explained the proposed levy is an increase of 0.91% over 2019. He explained that this year's road project, the reconstruction of 239th Ave, will cost around \$800,000. When the roads are reconstructed properly they have a life of about 40 years. The Cemetery fund remains low, the sale of cemetery lots helps to fund maintenance of the grounds. The Park fund has been used to purchase park property and improvements The Township has been able to purchase our park additions with funds from this account. Hass went on to explain that the Public Works/Fire building will be paid off this year. Hass mentioned that the potential of building a new fire station may require an addition to the Levy in August at the Continuation Meeting to meet the payments the Township will be responsible for. Moderator Bostrom thanked Butch Hass for the report. No action needed.



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13. CALL FOR BUSINESS FROM THE FLOOR: Moderator Bostrom called for other business from the floor. Chris Pensinger proposed a resolution from the floor. Copies were available on the table before the Annual Meeting and were handed out at this time. Pensinger introduced himself and his history as a Livonia Township resident. Pensinger explained that he was present on behalf of the Livonia Township residents who want to make sure that the Sugarbush Preserve is not turned into a housing development or commercial property. The Resolution is titled Public Use Commitment of the Livonia Sugarbush Preserve. Pensinger proceeded to read the Resolution as required (Resolution on file at the Livonia Town Hall). Pensinger commented that the addition to the original Sugarbush Preserve is the perfect way to expand the park property with amenities for the enjoyment of people to enjoy the Preserve. Pensinger submitted the resolution on behalf of the Livonia Township residents to Moderator Bostrom. Bostrom asked for a second, Heidi Street seconded the motion to approve the Resolution as read and submitted. Bostrom asked for discussion. Matt Kuker asked about the intention of the statement in the resolution referring to maintaining Sugarbush Preserve in its natural state but not to exclude traditional recreational park amenities. Pensinger clarified that the intention of the park is for public use and that an amenity such as a picnic shelter would likely be seen by the Board as an acceptable use of the park. Shane Steinbrecher asked if there are consequences for the Sugarbush Preserve if this resolution is not passed. Kevin Hiller commented that he is puzzled because is unaware of any conversation about the property being anything other than a park. He commented that he doesn't have anything against the resolution but questions why it is necessary. He was also concerned that a small group of people are setting the precedent to approve a resolution without the proposed resolution being posted for public viewing. Bostrom clarified what the resolution would do. The question was asked if the resolution would have a financial impact. Pensinger answered that if the original 38 acre parcel were developed Livonia Township would be financially liable. Bostrom asked if there would be any impact on the 2020 Levy. Pensinger answered that he did not believe there would be. Bostrom clarified that resolutions from the floor of the Annual Meeting serve as a communication to the Board of Supervisors on what the residents want the Board of Supervisors to do. Karen Sherper-Rohs explained that the Annual Meeting is a grass roots process to allow residents to have a voice in the process of governing the Township. Pensinger stated that there is no malice intended in the resolution. Bob Bolls asked if there was a real threat to Sugarbush Preserve. No further discussion. Bostrom asked for a vote on Resolution public Use Commitment of the Livonia Sugarbush Preserve. The Resolution was adopted by a majority of votes.

Additional Business from the floor: Karen Sherper-Rohs requested that in the future information about candidates running for Livonia Township Supervisor would be available on the Livonia Township Website, newspaper or both. Hammre clarified that the Elk River Star News Editor was given contact information for each candidate after filing closed for the purpose of an article. The Town Board discussed a candidate questionnaire for future elections that would then be posted on the website.

14. ELECTORATE APPROVAL OF THE 2020 PROPOSED LEVY: Moderator Bostrom called for motion to approve the 2020 Proposed Levy. Moved by Todd Maloney, seconded by Kevin Hiller to approve the 2020 Proposed Levy as presented. There was no discussion, motion carried.

15. SET DATE, TIME AND LOCATION FOR THE 2020 ANNUAL ELECTION AND ANNUAL MEETING: Moderator Bostrom called for a motion to set date, time and location for the 2020 Annual Election and Annual Meeting. Moved by Butch Hass, seconded by Sheldon Pool to hold the 2020 Annual Election and Annual Meeting March 10, 2020, 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, May 4, 2019 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, 2019 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 2020 Levy to the County Auditor prior to the September 15, 2018 deadline. Moved by Lila Spencer, seconded by Michael



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Cooper to continue the 2019 Annual Meeting to August 26, 2019 at 6:00 pm at the Livonia Town Hall for the purpose of certifying the 2020 Levy. There was no discussion; motion carried.

Moderator Bostrom declared the Meeting recessed at 8:59 pm

CONTINUATION OF THE MARCH 12, 2019 ANNUAL MEETING

AUGUST 26, 2019

The Continuation of the 2019 Livonia Township Annual Meeting was held on Monday, August 26, 2019 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 2019 Annual Meeting was to certify the 2020 levy and adjourn the 2019 Annual Town Meeting.

Sheldon Pool, 13148 269th Ave NW Zimmerman, MN, made a motion to amend the 2020 levy, increasing it by 5%. Lila Spencer, 23385 US HWY 169, Elk River, MN, asked where the 5% would be added to the budget. Pool stated that it would be added to the General Fund for the purpose of replenishing the General Fund for the 120th Street project. Pool also stated that 5% would be about \$65,000.00.

Bostrom asked for a second to the motion. Kevin Hiller seconded. Butch Hass, 27124 127th St. NW, Zimmerman asked for further discussion.

Hass discussed the bids for the architect for the new fire station, stating the bids have been requested but not yet received. He asked if the assembly would want to start a fund now for the projected obligation. He stated that the project is likely to be, at the low end, \$3,500,000.00, and Livonia Township will be responsible for half of that cost. Todd Maloney stated that he would like to increase the levy by 7% with 3.5% going to the road cost and 3.5% to Fire for the new building. Karen Sherper – Rohs, 12275 239th Ave NW, Elk River, MN, asked for architecture bid and building timing clarification. Pool stated that construction would begin in the spring. Sherper-Rohs also asked if this increase should be addressed in March at the next annual meeting when there is a larger assembly of residents. Kevin Hiller, 10785 261st Ave NW, Zimmerman, MN, stated that the Township has attempted to keep the levy at 0% increase. Karen Sherper – Rohs asked about Parliamentary procedure for this issue with a motion and second on the table. Bostrom clarified the process. More discussion about the amount needed to cover the projected fire building cost including discussion of a 10% increase to be split between the General Fund and the Fire Fund. Bostrom asked for a vote on the amendment on the table to certify the levy with an increase of levy by 5%. The motion failed. No discussion followed. Pool made a motion to amend the amount of the proposed levy by an increase of 10%, Ryan Carlson seconded the motion. Karen Sherper-Rohs asked that the minutes reflect the discussion that led to this decision. Spencer asked about the Capital Improvement Fund, if it still exists and clarified that those funds are for Town Hall building improvements. Bostrom clarified that the increase in the Levy would be \$129,000.00. Bostrom then clarified that the motion is



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to amend the levy certification as approved by the Electors at the March 12, 2019 Annual Meeting amount to \$1,421,972.00 for the 2020 Levy. Pool stated that the amount of increase would be \$129,000.00. Motion passed.

Bostrom called for a motion to adjourn the 2019 Annual Meeting. Motion by Kevin Hiller, seconded by Todd Maloney. Motion carried unanimously.

Approved this 10th Day of March 2020

Jody Hammre, Clerk/Treasurer

Attest:

Moderator