



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 24, 2014

Supervisors present: Doebler, Hass, Hewitt, Manthei and Sherper.

Staff present: Clerk/Treasurer Olson, Deputy Clerk/Treasurer Hammre, Maintenance Coordinator Berghuis

Others present: Jon Bogart, P.E. Town Engineer with Bogart, Pederson & Assoc., Inc.

Chairman Hewitt called the meeting to order at 7:00 pm.

1.1 Pledge of Allegiance: The assembly recited the Pledge of Allegiance.

1.2 Approve Regular Meeting Agenda: Hass/Doebler unanimous to approve the Regular Meeting Agenda.

1.3 Supervisor B Oath of Office: Olson stated Sherper, Supervisor B, took the Oath of Office prior to the meeting.

1.4 Elect Chairman to the Town Board: Supervisor Hass nominated Supervisor Hewitt to serve as Board Chair. There were no other nominations. Hass moved to declare a white ballot to install Hewitt to serve as Board Chair, Doebler seconded. Motion carried unanimously.

1.5 Elect Vice Chairman to the Town Board: Supervisor Hass nominated Supervisor Sherper to serve as Board Vice-Chair. There were no other nominations. Hass moved to declare a white ballot to install Sherper to serve as Board Vice-Chair, Doebler seconded. Motion carried unanimously.

1.6 Approve Consent Agenda: Sherper/Doebler unanimous to approve Consent Agenda as follows: **Item A)** February 24, 2014 Public Hearing Minutes; **Item B)** February 24, 2014 Regular Board Minutes; **Item C)** Sherburne History Center – Membership Renewal at Patron Level.

1.7 Sheriff's Report: Sgt Wilson reported there were 133 calls for service in February; 28 of the calls were traffic stops, no issues of concern. As the weather warms up, Hass requested patrol along the north side of Lake Fremont to reduce illegal dumping.

1.8 Fire Report: Chief Maloney provided February calls for service: 5 medical assists, 1 gas leak, 1 carbon monoxide, and 1 residential house fire in Baldwin. There was also a pole barn fire in Livonia in March that caused substantial damage. Maloney is researching the idea of having shipping containers used for training purposes. Sherper and Hass both suggested to check for grants available for this.

1.9 Presentation of the 2013 Annual Audit: Molly Thompson, CPA & Audit Partner with Schlenner Wenner Company, presented the Audited Financial Statements for year ending December 31, 2013. The Audit is in accordance with Generally Accepted Auditing Standards. The following areas were tested: deposits & investments, conflicts of interest, public indebtedness, claims & disbursements, contracting & bidding and miscellaneous provisions. The Township complied with the material terms and conditions of applicable legal provisions tested. Thompson reported preferred accounting practices are being used, no significant or unusual transactions were noted, no audit adjustments posted or misstatements to report. During their audit they found no material weaknesses, and no difficulty in doing the audit. At conclusion of the report, the Board thanked Thompson and offered favorable comment on the power point presentation which made it easier to follow. Hewitt/Hass unanimous to accept and approve the Audited Financial Statements for year ending December 2013.

1.10 Road report: Maintenance Coordinator Berghuis reported that the transmission on the Chev 3500 was complete; should be able to put off the need to replace the vehicle by another 3 years or so. He is still looking at snow blower attachments for the tractor, will be getting a quote for re-sealing the floor in the Maintenance/Fire Building, researching the idea of carbide blades for a plowing - additional cost but added life, and looking at changing the slide mechanism to a hinge style on #36 plow. Hass/Hewitt unanimous to approve a \$3.00 per hour incentive for the plow drivers from the winter season.

1.11 Planning Commission Report: Lila Spencer presented the March Planning Commission Report: Residential Simple Plat of Tonnelford with 2 new lots in Big Lake Township - Recommended approval.



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2.1 Engineering: a) 239th Ave road improvement project – Bogart is working with Temporary Easements from 2 property owners yet. Plan A would be to have project move forward as planned with limited request from easement holders. Plan B would be to put in curbing to eliminate the need for the last 2 easements. Hass/Doebler to approve Plan A contingent upon limited requests from easement holders with confirmation of Board Chair; otherwise to use Plan B. b) 273rd Ave Preconstruction Meeting will be set up; Manthei and Hass may be in attendance.

2.2 Discussion of Rezoning of Gravel Pits for End Use: Manthei led discussion. He would like Board to think about what the Township would like to see for the future end uses for gravel pits; commercial vs. industrial areas. Suggested looking at what other areas are doing. No action taken.

2.3 County Zoning Ordinance/Potential Amendments: There was board discussion regarding some of the requirements of outbuilding and zoning questions in general. Board would like further information before offering comment; Nancy Riddle, Sherburne County Planning & Zoning Administrator will be presenting information at the upcoming Sherburne County Association of Townships Meeting. Hewitt/Doebler unanimous to table until April Board Meeting.

2.4 Authorize Request for Quotes on Crack Repair: Hass/Sherper unanimous to authorize request for quotes for crack repair on approximately 10 miles of roads.

3 Open forum: Dan & Kristie Hermanson were present with request regarding the street intersection of 116th St and 251st Ave. Street traffic continually rounds the corner into the ditch area which is now off the paved road top. Board would like to add this to April Agenda to allow them to look at it before taking any action.

4.1 Clerk Treasurers Report: Olson stated items of interest during March included: As reported, the Audit has been finalized. Time has been spent preparing for the Township Election and Annual Meeting. We have also been helping out with the preparation of the Sherburne County Association of Township's Meeting. Board discussed March vs. November Township Election. No action taken.

4.2 Approve payment of claims and transfer funds: Hewitt/Hass unanimous to approve payment of claims, including payroll, as submitted and to transfer \$55,000.00 from savings to checking to cover claim numbers 6641-6677 check numbers 16073-16126 and Electronic Fund Transfers (EFT) #000072-74 (Mar Fed & State withholding tax & PERA).

4.3 Supervisor reports: Sherper stated Spring Short Course will be in St Cloud on March 25th. Doebler attended the Sugarbush Luminary Ski/Snowshoe event, the weather cooperated very nicely, expressed a Thank You to Dave Hewitt and his family and Jody Hammre for making the event happen. Would like to plan it again for next year in February. Manthei attended the Sherburne County EDA meeting, stated that with a new County Administrator, things may be looked at differently; attended the City of Elk River EDA meeting. There were no other reports.

5.1 Township Reorganization: a) **Committees & Boards:** General Administration – Hewitt and Hass; Road Maintenance – Hass and Manthei; Town Park Board – Doebler and Hewitt; Cemetery Board – Doebler, Sherper, and Manthei; Intergovernmental – Sherper and Manthei; Fire Board – Hass and Doebler, Hewitt as alternate; Town Planning – Town Board of Supervisors. Hass/Doebler unanimous to approve 5.1a. b) **Supervisor Wages & Meeting per Diem:** Manthei/Hewitt unanimous to approve \$100.00 per 1st meeting per day and \$50.00 per additional meeting per day when a quorum is required starting as of April 1, 2014. Manthei/Hass unanimous to approve \$24.00 per hour when performing duties as a supervisor or when no quorum is required; does not include cleanup day or service as an election judge. c) **Conflict of Interest Resolutions/Affidavits of Official Interest in Claim:** Hass/Doebler unanimous to approve cleanup day wages for all workers to be at \$18.00 per hour. Resolutions authorizing contract with interested officer under M.S. 471.88 Subd 5 were approved for each Supervisor in the event they perform work for the Township during cleanup day. When filing their claim for work performed, they also sign an official interest in claim. Resolutions, as approved for each supervisor, are on file. d) **Town Hall Office Hours/Regular Town Board Meeting dates:** Town Office hours are Monday 8 am to 6



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pm, Tuesday through Thursday 8 am to 4 pm, Friday 8 am to 12 pm. The Board meets the 4th Monday of the month at 7 pm located at the Livonia Town Hall unless the 4th Monday is a holiday; the meeting is then moved to the 3rd Monday of the month, same time and place. The proposed dates for April 2014-March 2015 are as follows: April 28, May 19 (3rd Monday due to Memorial Holiday), June 23, July 28, August 25, September 22, October 27, November 24, December 22; January 26, February 23 and March 23. Claims for payment are due to the Town Office no later than noon the Tuesday prior to the meeting. Payroll claims are due to the Town Office no later than 3 pm the Tuesday prior to the meeting. Hass/Sherper unanimous to approve 5.1d). **e) Official Depository/Account Signers:** The Bank of Elk River, Zimmerman Branch if the official depository of the Township. Two signatures are required on checks signed by either the Town Board Chair or Vice Chair but not both and the Clerk/Treasurer or Deputy Clerk/Treasurer but not both. The same applies to the redemption of certificate of deposit; currently the Township has one certificate of deposit which is held at The Bank of Elk River, Zimmerman Branch. Authorization by the Town Board is required for transfer of funds and payment claims. Sherper/Doebler unanimous to approve 5.1e). **f) Purchase Policy:** Currently the limit for expenditures without Board approval \$1,000 per item from the Road and Bridge Fund and \$250 from any of the other funds. The Township has use of credit card; spending limits should be same for card use. Hewitt/Hass unanimous to approve 5.1f. **g) Petty Cash Fund:** Sherper/Doebler unanimous to approve \$250 to be maintained in the petty cash fund. **h) Official Newspaper/Posting Location:** Currently the Elk River Star News is the Townships official newspaper for publication of required legal notices. The posting board located on the west side of the Town Hall is the official posting place for all notices. Notices are also posted on the Hall door and the Town's website; these two locations are optional. Hass/Manthei unanimous to approve 5.1h.

5.2. Board of Appeal & Equalization Meeting: The Board of Appeal & Equalization Meeting will be held on Tuesday, April 15, 2014 at 6:30 pm at the Livonia Town Hall. No action.

5.3 Sherburne County Association of Townships Meeting: The Sherburne County Association of Townships Meeting will be held on Wednesday, April 16, 2014 at 6:30 pm at the Livonia Town Hall. No action.

5.4 MAT's Urban Short Course: The Urban Short Course will be held on Thursday, April 24th at 8:00 am at the Best Western Premier Nicollet Inn in Burnsville. The Town office will be closed that day.

5.5 Baldwin Township Request for Road Grading Agreement: After discussion; Board would like to send revised Agreement to Baldwin Township for approval.

5.6 Township provided digital devices (iPads): Doebler led discussion; would like a policy put in place for Township Use only, with new emails to be attached to the iPads. Hass/Manthei unanimous to purchase 6 iPads and protective covering for Town Boards use.

5.7 Land Stewardship Project: Petition to Protect Minnesota from the Frac Sand Industry was included in the agenda packet. Board consensus was to respond to the petition individually and not as a Board. No action.

5.8 Approve Final Plat of Ruether Addition: Hass/Doebler unanimous to approve final plat of Ruether Addition as approved by the Sherburne County Board of Commissioners on March 4, 2014. Copy of the approval and conditions are on file in the Sherburne County Zoning Office.

Doebler/Hewitt unanimous to adjourn meeting at 9:30 pm.

Approved this 28th day of April 2014

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer