



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWN HALL

April 22, 2024

Supervisors present: Hass, Kukowski and Spencer, Hiller & Kluge.

Staff present: Deputy Clerk/Treasurer Fiedler, Maintenance Superintendent Kelly, Parks and Cemetery Superintendent Aubart.

Others present: William Tessmer, Bogart, Pederson & Associates.

Chairman Hiller 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: Hiller requested addition of Item 5.81 Employee Handbook review. Hass/Kluge unanimous to approve the Regular Meeting Agenda with addition of item 5.81.

1.3 Approve Consent Agenda: Hass/Hiller unanimous to approve Consent Agenda Item A) March 25, 2024, Regular Meeting Minutes and B) Employee compensation step and COLA adjustments.

1.4 Fire Report: Chief Maloney not present; no report submitted.

1.5 Sheriff's Report: Sgt. Wilson presented the February Calls for Service.

Incident	November	December	January	February	March
Total Calls	218	197	261	247	246
Motor Vehicle Accident	15	9	6	6	9
Medical	18	8	21	11	17
Traffic Stop	52	63	104	109	100
Security Check	20	23	38	42	22
Extra Patrol	13	1	14	7	17

The rest of the calls were miscellaneous calls for service. There were no further questions from the Board.

1.6: Engineering Updates: Engineer William Tessmer with Bogart Peterson asked about the Boards decision on the second alternate of the West Hunter Lake project. Hass/Spencer unanimous to not go ahead with the second alternate to the project. Tessmer said the project should start late June; Midco requested to be included in the pre-construction meeting.

1.7 Planning Commission: Hass reported that he sent an email to the office regarding the County Planning Commission meeting. All items at that meeting were recommended for approval. 1 MW solar farm in Clear Lake, 1 MW solar farm in Clear Lake, CUP for a farm related business and an IUP for a home business in an accessory building in Orrock Township.

1.8 Road Report: Kelly provided the following report March 19-April 14, 2024: Installed 2 speed limit signs on 269th Ave and installed 2 trail crossing signs on the minimum maintenance road, cleaned the ditches on 120th St.

Vehicles:

Truck 36, plow:

Truck 39, Dodge 4500 plow: New front u-joint installed.

Truck 40, plow:

Truck 41, plow:

Truck 43, plow:

Truck 44, plow:

Truck 45, Ford 1-ton:

Truck 46 – Ford 550: Took possession and had it lettered on 4-11-24. Took to Crysteel to install a new dump box, outfit with lights and electric winch.

Volvo Grader:

Payloader:

John Deere tractor:

Ford Tractor:

Chevy 1-ton ("Old Blue"):



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Road Maintenance

Throughout township: plowed snow 3/24-3/27.

Gravel Roads: Cemetery road and Grams Road graded.

Fremont Minimum Maintenance Road: graded.

Woodlands: Requested estimates for sand removal. Erickson Asphalt submitted an estimate for \$4200 and Allied came in at \$4620.

Shop Office -cleaned trucks and shop.

Sand Shed

Hot Tar-4 Tons throughout the township on 4/18 on 257th, 264th, and 277th

Public Works building: Waiting on electrician to provide estimate on overhead lights.

Town Hall: Chris and Kevin set up and took down election setup for Town Hall and Event Center

West Hunter Lake Road Project:

Fire Department Future Location:

North Point and Cemetery: cut up tree which fell across minimum maintenance road.

Other: plow damage from wings, currently working on repairs.

1.9 Park and Cemetery Report: Aubart provided the following report: Reporting Period March 23, 2024, to April 19, 2024.

Parks Maintenance:

North Point: Cleaned up tree on road right in front of North Point Park. Called Reds to set-up contract for use of the portable toilet. It will be ready for use starting May 1.

Sugar Bush Preserve: checked trails.

Cemetery Maintenance:

Livonia Township Cemetery: Marked plot for a headstone to be placed. Picked up Christmas tree pots and loose items that had blown around the cemetery. Pulled plot markers that had been placed in the fall to locate plots in the snow.

Other Duties:

Plowed snow, started hot tar on Thursday 4/18, more tree cleanup along roadways, graded roads, serviced lawnmowers for the spring mowing.

REQUESTS FROM THE PUBLIC:

2.1 Sonnenburg simple plat: Derick Sonnenburg was present for request for Simple plat of Aspen Heights Third Addition at PID 30-00471-0235 & 30-00471-0240. The Board reviewed the request. There was discussion regarding vacation of drainage and exiting building over Sonnenberg property line. Hass asked that the Town's engineer review it also. The township engineer provided easement description for the vacation. The board would like a letter from the engineer acknowledging the change in the hydrology for the new plat of Aspen Heights Third Addition. Kukowski/Hass motion to unanimous to leave drainage easements were shown in Aspen Heights Third Addition plat.

2.2 Christensen-Hundred Acre Wood Plat: Paul Christensen was here to present the Adys Acres Plat. Board discussion on the future roads and connections, the placement of driveways, future classification of lot 6 to conservation easement and how to access it, also discussion about the pipeline and roads being built on it. With the conservation easement any future dedicated road could be vacated. A motion was made by Hass/Kukowski unanimously approving to allow 3 driveways for the 5 lots, with a road easement to be labeled and shown on the plat, running adjacent to the west line of lot 5 to the northwest corner of said lot for access to lot 6.



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3. Open Forum: Tom Haugland, Livonia resident, was present to talk about the condition of 265th Avenue between County Road 19 and 112th Street. He wanted to know what the plan is to repair 265th Avenue. Hiller explained the process used in deciding which roads to repair. The Road Committee conducts an annual tour of roads for repair the following year. All roads cannot be repaired in the same year as the cost to repair roads impacts the tax levy. There was no further discussion.

4.1 Clerk/Treasurer Report: Deputy Clerk/Treasurer Fiedler provided information about a keyless entry system that Orrock uses, Hass/Hiller motion to investigate pricing using ARPA funding up to \$3,000 and 20 cards to use.

4.2 Approve payment of claims Deputy Clerk/Treasurer Fiedler provided the following: \$6,921.42 March EFT. Approved payment of \$85,179.16 for payroll and payment of claims to cover check numbers 21779 through 21816 and March EFT for Federal State and PERA withholding.

4.3 Supervisor or Committee Reports: Hass had no report. Kluge said the City of Zimmerman is paying for the 269th road project and addressing changes. Kukowski reported on social media. She is concerned about the Town website. There was very little response from the company that was hired to host it. She will reach out again for a response. Spencer asked the Board if the written reports from maintenance staff, the sheriff and fire can be added as an addendum to the minutes vs manually inputting the information into the minutes. No action taken. Hiller stated 257th Ave needs repair. He was hoping to piggyback with the County Road 4 and Highway 169 project. The engineer stated adding 257th was undesirable.

OTHER BUSINESS:

5.1 Township Legal Seminar Couri & Ruppe: Seminar is for June 13th at the Albertville City Hall. Supervisors and Staff are encouraged to attend.

5.2. Resolutions 24-02 through 24-06 Interested Officer under M.S.471.88 Subd.5 for annual cleanup day were approved by roll call. Each affected supervisor abstained from voting when the Resolution was specifically for them.

5.3 ARPA – landscaping: The Hass/Kluge unanimous to approve using ARPA funds for landscaping at the Event Center in City of Zimmerman which is attached to the Fire Hall in the amount of \$93,019.58.

5.4 Waste Management Agreement: The Board reviewed the proposal in March. No further comment was needed. No action taken.

5.5 Reorganization Item 5.1 C & D continued from March meeting: March reorganization Item 5.1 c) Resolution 24-02 through 24-06 /Regular Town Board Meeting Dates: There was Interest Officer: See Item 5.2 above; held over from March meeting. March reorganization Item 5.1 d) Town Hall office hours/Regular Town Board Meeting Dates: Town Hall Office hours are Monday 8:00 a.m. to 12:00 p.m., Tuesday through Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. There was discussion regarding the starting time for Regular Town Board Meeting; no action taken will bring before residents at next Annual meeting in March of 2025. 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 Board Meeting dates for April 2024 – March 2025 are as follows: April 22, May 20, June 24, July 22, August 26, September 23, October 28, November 25, December 23, January 27, February 24, and March 24. 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 9:00 am the Monday prior to the meeting.

5.6 Signature cards: Signatures cards at the Bank of Elk River and Bremmer Bank need to be updated.

5.7 Cleanup Day reminder and participation: Staff and available Supervisors will participate.

5.8 Temporary hire: Cathy Stevens has agreed to assist with office duties on a temporary basis, Mondays and Tuesdays at a pay rate determined by the Town Board. There was discussion regarding options offered by temp agencies.

5.81 Employee Handbook Review: Hiller led discussion. The current employee handbook has not been updated for some time. Clerk/Treasurer Hammre had been working on it. Supervisor Kukowski agreed to continue with the review,



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incorporating language to include vacation/sick time, accrued hours, gifting of hours to other employees, etc. Will bring back to May Board meeting.

5.9 Resolution 24-10 Collect Park Fees White Tail Run: Town Board unanimous by roll call to approve Resolution 24-10 as follows: \$2,400 park fees for 2 new lots created in development of White Tail Run.

5.10 Resolution 24-07 and 24-09: Approved by roll call to approve the two resolutions Authorizing Contract with Interested Officer under M.S. 471.88 Subd 5 for office support. The interested officers individually abstained from voting on the resolution that pertained to them.

Hass/Kluge unanimous to adjourn at 9:53 p.m.

Approved this 20th day of May 2024.



Chairman or Vice Chairman



Clerk/Treasurer or Deputy Clerk/Treasurer