



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWN HALL

June 24, 2024

Supervisors present: Hass, Kukowski, Spencer, Hiller, Kluge-absent.

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

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

Chair 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 to add the following items to the agenda Item 1.8A Road inventory, 2.5 JPA with Zimmerman, 2.6 Temporary staff, 2.7 Retirement letter and move the second 5.5 to 5.6. Spencer/Kukowski unanimous to add items.

1.3 Approve Consent Agenda: Spencer/Kukowski unanimous to approve Consent Agenda Item A) May 20, 2024, Regular Board Meeting Minutes.

1.4 Fire Report: Chief Maloney not present; Assistant Chief Jacobs reported the following 30 calls for the month of June: 8 medical assists, 3 carbon monoxide, 5 gas leaks, 3 downed power line, 1 garage fire with a rekindle call, 1 lightning strike, 2 grass fire, 2 cancelled in route, 1 locked door, 1 electrical short, 1 smoke smell and 1 steam thought to be smoke call.

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

Incident	December	January	February	March	April	May
Total Calls	197	261	247	246	225	245
Motor Vehicle Accident	9	6	6	9	4	3
Medical	8	21	11	17	15	10
Traffic Stop	63	104	109	100	85	89
Security Check	23	38	42	22	8	9
Extra Patrol	1	14	7	17	14	17

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

Question regarding slow sign on Cty Rd 19 and if there is validity to having it there, realtor signs in the right of way and blocking views, mowing ditch on Cty Rd 4 and 112th St.

1.6: Engineering Updates: Engineer William Tessmer with Bogart Peterson gave the board the estimate on engineering costs of \$9,365 for 257th Ave with no elevation changes just a mill and overlay, stating with concrete driveways may be tricky. NW Hunter Lake schedule was emailed to supervisors, working with Patti with an easement issue on 100 ½ St, homeowner agreed to a basin and issues finding septic tank. William also stated Livonia was flagged as a future MS4 district, discussion on what that means and how that will be mandated and by whom.

1.7 Planning Commission: Hass stated there was no report for tonight there were 3 items in Big Lake Township and they were all recommended for approval.

1.8 Road Report: Kelly provided the following report May 13 - June 16, 2024: picked up tires and a refrigerator, put up 4 no parking signs on 277th.

Vehicles:

- Truck 36, plow: DOT certification completed 6-6-24
- Truck 39, Dodge 4500 plow: replaced main radiator hose
- Truck 40, plow: DOT certification completed 6-6-24
- Truck 41, plow: DOT certification completed 6-6-24
- Truck 43, plow:
- Truck 44, plow: DOT certification completed 6-6-24
- Truck 45, Ford 1-ton:
- Truck 46 – Ford 550: DOT certification completed 6-6-24



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWN HALL

June 24, 2024

Volvo Grader: sold the rippers through Hansen's Auction on 6-10-24

Payloader: emergency brake repair, linkage pin missing Ziegler Cat came out

John Deere tractor: oil change completed, also installed new blades on mower attachment

Ford Tractor:

Chevy 1-ton ("Old Blue"):

Road Maintenance

Throughout township: cut trees on 277th, 253rd and 97th St

Gravel Roads: graded gravel roads hauled 6 loads to 253rd Ave

Fremont Minimum Maintenance Road: hauled additional 12 loads of class 5, total so far 25 loads, repaired wash out from storm

Woodlands: cut 1 tree and cleaned road drains

Shop Office -cleaned trucks and shop.

Sand Shed

Hot Tar- throughout the township averaging 6-8 tons per week

Shop & Shop Office: Cleaned trucks and shop.

Public Works building: ordered blinds for public works and fire department windows, painted all steel posts red, installed new mulch on fire department side.

Town Hall: installed blinds

West Hunter Lake Road Project: planned start 1st week July

1.8A Road Inventory- Hiller would like a road inventory done on all the township roads and to come up with a 5-year plan. The board needs to get out a do a road tour to look at the conditions. Need to prioritize the worst roads and go from there. No board action taken.

1.9 Park and Cemetery Report: Aubart provided the following report: Reporting Period May 20, 2024 – June 21, 2024.

Parks Maintenance:

North Point: mowed grass, moved picnic table from storage area behind small shop to trail north of North Point.

Sugar Bush Preserve: mowed and checked trails

Cemetery Maintenance:

Livonia Township Cemetery: Mowed grass. Planted an American Linden in an area reserved for a tree, the cedar tree died last year.

Other Duties:

Hot tar applied in various areas, tree cleanup, maintenance on John Deere tractor, upper radiator hose replaced on truck #39

REQUESTS FROM THE PUBLIC:

2.1 Resolution 24-11 set public hearing-Sonnenberg-Kukowski/Hass unanimous to set public hearing for July 22nd at 6:30.

2.2 SSTS Draft Ordinance from County- Hass/Kukowski unanimous to leave it as presented.

2.3 Schultz-97 ½ St Spring flooding-Kevin Schultz provided pictures of spring flooding wanting to know if board can do anything with drainage to prevent this. William was directed to look at the plat and the property to see if there is a solution. Patti also will look at plat.

2.4 Tuman-Second driveway request-Justin Tuman was present to request a second driveway for his detached garage that he is going to be building. He would like the building to the east of his house but there is a pipeline there. Discussion on costs to move irrigation, trying to keep costs down given layout of lot. Kukowski/Hass unanimous to approve the second driveway, directed to fill out the application and pay the corresponding fees.



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWN HALL

June 24, 2024

2.5 JPA with Zimmerman-our Joint Powers Agreement for the Zimmerman Livonia Fire District was going to expire on July 12, 2024. Discussion on why it is extended only for 1 year. Hiller/Spencer unanimously approve to extend agreement until July 12, 2025.

2.6 Temporary Staff- Discussion on using Landmark personnel for staffing for the office, pay and the number of hours needed to fulfill. Hass/Kukowski unanimously approve of going ahead with the agency and start the hiring process.

2.7 Retirement Letter-Jody Hammre Clerk Treasurer of Livonia Township has formally retired on May 31, 2024. Spencer/Hiller unanimously accepted retirement letter.

3. Open Forum: No one was present for the Open Forum.

4.1 Clerk/Treasurer Report: Deputy Clerk/Treasurer Fiedler items of interest last month included: window blinds were installed, attended Town Law Review-lots of information about developers' agreement, also attended Couri & Ruppe seminar which is always lots of good information. The Bremer Bank CDs are up for renewal, Hass/Kukowski unanimous to renew for 12 months.

4.2 Approve payment of claims Hass/Hiller unanimous to approve payment of claims and payroll totaling \$84,276.96 and to transfer \$85,000.00 to cover check numbers 21854 through 21897 and March EFT #196-198 for Federal State and PERA withholding.

4.3 Supervisor or Committee Reports: **Hass:** talked about a resident who clear cut trees down to minimum maintenance road, he talked with county, and they are aware. Would like staff to provide a total of vacation/sick time every month. **Hiller:** attended town law review stated a lot of good information. **Kukowski:** has tried to reach out to Tony on the website but hasn't had much luck, he was working with RBs, and they are having issues getting things cancelled. Has information on North Point Park for the website. **Spencer:** attended Couri and Ruppe seminar they had good information.

OTHER BUSINESS:

5.1 Clean Up Day Report- Deputy Clerk Fiedler provided the report for cleanup day. This year there were more spring items, tires and garbage than previous years. Discussion on gate fees, grant money and our costs. Hass/Spencer unanimous to approve billing Zimmerman for ½ the costs owed.

5.2 Request for Proposals-Discussion about the township attorney and engineering firm. Kukowski/Hiller unanimously approve of staying with Troy and his new company Town Law Center. Hass/Kukowski unanimously approve staying with Bogart, Pederson for our engineering firm.

5.3 Mailbox- Deputy Clerk Fiedler would like to install a mailbox at the town hall, priced out secure boxes and costs. The board directed Fiedler to purchase a new mailbox and install it at town hall.

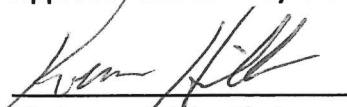
5.4 Cell phone-Deputy Clerk Fiedler would like to get a cell phone that stays at the town hall to use for security purposes for EFT payments. Hass/Kukowski unanimous to approve getting a cell phone plan for town hall.

5.5 Zoom meeting protocols-Discussion about procedures when using zoom for board meetings, if board member not present need to have address stated where they are if known prior to posting of meeting, need to make sure our equipment is set up correctly so everyone can see each other and hear everyone. No board action taken.

5.5 Set date and time for Workshop meeting (safety officer/hazard communication, developers' agreement)-would like to set up workshop to discuss following items: road evaluations, safety officer, wages for hire, developers' agreement, annexation update date was set for July 10, 2024.

Hass/Hiller unanimous to adjourn at 9:26 p.m.

Approved this 22nd day of July 2024.


Chairman or Vice Chairman


Clerk/Treasurer or Deputy Clerk/Treasurer