



**LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES**  
**HELD AT THE LIVONIA TOWN HALL**  
**September 23, 2024**

Supervisors present: Hass, Spencer, Hiller, Kluge Jr, Kukowski.

Staff present: Clerk/Treasurer Fiedler, Deputy Clerk/Treasurer Jewett, 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:** Spencer/Kukowski unanimous to approve the Regular Meeting Agenda as presented.

**1.3 Approve Consent Agenda:** Hass/Kluge Jr. unanimous to approve the Consent Agenda Item A) August, 26 Regular Board Meeting Minutes.

**1.4 Fire Report:** Chief Maloney presented June calls for service: 7 medical assists, 6 fire alarms, 3 motor vehicle personal injury accident, 2 carbon monoxide, 2 gas leaks, 2 persons in distress (lift assist), 1 vehicle fire, and 3 residential house fires. Fire prevention week was 10/7 and they visited 1500 kids daycare-5<sup>th</sup> grade. Have some fire fighters retiring so they will be hiring.

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

Incident	February	March	April	May	June	July	August
Total Calls	247	246	225	245	294	311	353
Motor Vehicle Accident	6	9	4	3	7	8	6
Medical	11	17	15	10	21	12	14
Traffic Stop	109	100	85	89	100	136	163
Security Check	42	22	8	9	16	12	8
Extra Patrol	7	17	14	17	29	24	21

There was 1 theft from a known person. The rest of the calls were miscellaneous calls for service.

**1.6 Engineering Updates:** Engineer William Tessmer with Bogart Peterson gave the board update on West Hunter Lake: the base layer was paved, started on driveways this week. Some of the curbing was cracked within 1-2 days, in contact with the contractor about replacing and under warranty for 1 year. Has been a challenging project with the amount of water issues.

**3. Open Forum-taken out of order:** James Roberts lives in area of road project, was concerned with curb not meeting standards, being out of his driveway for over 8 days, neighbor's driveway having big drop, discussion on temporary easement and the size of the retention pond. Communication and knowledge of the project along with signage were all discussed. The township has standards that roads are to be constructed too and if they aren't being met, we need to know about it and we are obligated to take the lowest bid on a project. Agreement to fix the driveway and to get a permanent easement for the retention pond. If the residents have other issues the board asks that they write them down so that they are aware of them for the future.

Marie Johnson was concerned that mailboxes were taken down with no knowledge of it, damaged fire number, didn't feel that the contractor treated the development very well. Dirt was taken from down the block with sticks, concrete clumps sticking out, said there was garbage under dirt piles, left silica sand after cutting driveway and never cleaned up.

**1.7 Planning Commission:** Adys Acres withdrew their plat. Recommend approval for an IUP for special event for a haunted trail in Big Lake Township on 5.97 acres in general rural district. Recommend approval of simple final plat Buck



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Point in Livonia Township on 40.45 acres in general rural district. Recommend approval of CUP for a personal storage structure in Big Lake Township in a general rural district and within the recreational development shore lake overlay district of Birch Lake. Recommend approval of a CUP for a mini storage facility in Big Lake on 4.4 acres in a commercial district and within the natural environment shoreland district of Beulah pond. Discussion on cannabis mandate.

**1.8 Road Report:** Kelly provided the following report August 17 – September 15, 2024:

### **Vehicles:**

Truck 39, Dodge 4500 Plow: Didn't sell at auction next step to put at fire station in town.

Truck 45/1 ton-ordered new floor mats and seat covers.

Truck 46/Ford 550-ordered new floor mats and seat covers.

### **Road Maintenance**

**Throughout township:** cut trees on 277<sup>th</sup>, 253<sup>rd</sup>, 239<sup>th</sup>, 112<sup>th</sup>.

**Gravel Roads:** graded gravel roads throughout township.

**Fremont Minimum Maintenance Road:** graded gravel road.

**Fox Hollow:** cut up multiple trees and cleared out road drains.

**Woodlands:** cut up multiple trees and cleaned road drains.

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

**West Hunter Lake Road Project:** cut up 4 trees per William.

**Girl Scout Road:** asphalt millings on shoulder.

**245<sup>th</sup> Ave:** asphalt millings on shoulder.

**Shop & Shop Office:** assisted fire department with new pressure washer installation.

**Town Hall:** TK Home service installed new pressure tank.

**1.9 Park and Cemetery Report:** Aubart provided the following report: Reporting Period August 24, 2024 – September 20, 2024.

### **Parks Maintenance:**

**North Point:** mowing grass continued. Called Red's to pick up porta potty the first week of September. It had been vandalized twice in less than two weeks.

**Sugar Bush Preserve:** mowed grass and removed trees that fell over hiking trails. Also mowed hiking trail with brush mower.

### **Cemetery Maintenance:**

**Livonia Township Cemetery:** mowed cemetery. Ordered signs and will be installed when received.

### **Other Duties:**

Stump grinding was done at East Hunter; multiple trees were cleaned up from storms.

### **REQUESTS FROM THE PUBLIC:**

**2.1 Sherburne County Planning & Zoning-Jerome Doede** began with a solid waste update, the staff at the county and the projects they are working on. A household hazardous waste feasibility study was done last year and now they are looking at potential sites. Source Separated Organics (SSO) study was also done to see where there is a need for programs. Since the closure of GRE the landfilling amounts have doubled. Talked about the school recycling & SSO grant programs and the Sherburne County collection event that takes mattresses (680 in 1 day) that partners with Certified Recyclers. He mentioned there are grants and low interest loans for replacing failing septic systems. **Mitch Glines** began with a presentation on the new cannabis ordinance, the timeline they are working with and how it all came about. Discussion about buffer areas and how far can be from school, church, park and daycares. Talked about the different



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types of licensing regarding growing, manufacturing, purchasing, packaging, selling and on-site sales. Also discussed was the wastewater, solid waste, energy uses, and water uses and how all of these could potentially impact land uses. Planning and zoning came up with a land use matrix and what types of operations would be able to operate in each area, they were wanting township feedback on what was presented.

**2.2 Sherburne County Economic Development-Brian Fleming** looking to understand the priorities of each of the townships. Working with businesses daycares, housing, transportation how they can develop and implement economic development.

**2.3 Schlenner Wenner-2023 Audit-Molly Thompson, Schlenner Wenner & Co,** presented the Audited Financial Statements for the Fiscal Year ending December 31, 2023. Ms. Thompson began with an overview of the audit process and opinion. She explained the general procedures of analyzing Livonia Townships finances and records. After that the ideal outcome is to have an unmodified (clean) opinion of the township's financials. Thompson also reported that the Audit went smoothly, and they have a positive working relationship with Office Management. Nothing unusual was noted in terms of recorded transactions or accounting policies/treatments. There were several audit adjustments as is normal. 4 were material, due to the limited office staff (2 people) making segregation of duties difficult. Minnesota Legal Compliance was reviewed. It was found that there was a provision of the public indebtedness section. Ms. Thompson then went on to discuss details about the analysis and budgetary comparisons of major funds, cash trends, financial highlights, and liabilities. This concluded the presentation of the Audited Financial Statements for Livonia Township.

**2.4 10283 256<sup>th</sup>-solar panels**-discussion on setbacks and how close to neighbors, the cost to the township if something happens and the drainage easement. Was wondering why homeowners chose that spot on their property. The board voted to approve with Kluge Jr and Hass voting no. Kukowski to write a letter stating any unforeseen costs or repairs is the responsibility of the homeowner.

**2.5 Brenda Hansen-Voter Integrity**-Brenda Hansen-part of Sherburne County Community Action team presented concerns with voter integrity. Linda Schultz-discussion about the post-election review and how that is conducted and determined, the data security risks, the poll pads, hand counts, state statues and their goals of the action team. Gary Tonsager-discussion about the use of poll pads versus paper rosters and the number of counties using poll pads along with the post-election review process and costs. No board action taken.

**4.1 Clerk/Treasurer Report:** Clerk/Treasurer Fiedler items of interest last month included: received quote from RBs for added battery backup for power outages.

**4.2 Approve payment of claims:** Spencer/Kluge Jr unanimous to approve payment of claims and payroll totaling \$178,087.61 and to transfer \$170,000.00 to cover check numbers 21990 through 22020 and August EFT #206-208 for Federal, State, SUTA and PERA withholding.

**4.3 Supervisor or Committee Reports: Kluge Jr.:** not much going on with highway overpass that pertains to the township. **Hass:** Adys Acres withdrew their plat, another parcel to the east looking at development will have to tie in road. Disappointed with how Hunter Lake project is going. Need to make sure we clear our ROW where needed. **Hiller:** discussion on 269<sup>th</sup> and 121<sup>st</sup> Ave both new roads with county road project and zimmerman. Reminder of road tour 1:00 tomorrow. **Kukowski:** the website is up and running, and the ROW spreadsheet is getting updated. Discussion about north sugarbush and archery. **Spencer:** working on developers' agreement and we need to look at references to park board.

**OTHER BUSINESS:**

**5.1 Craig's cemetery-Kukowski**-there was a time there was an owner but now no one owns it. Contact the state archaeologist to see if can get more information he oversees protecting burial sites. Need to figure out what we can and



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cannot do with it, it is not private property. Would like information if we can regarding who is buried there in case the office gets phone calls.

**5.2 Employee Manual**-needed to be updated, Jody started and Patti and Lila went through it. Need to add ESST into manual can have multiple classifications. Would like each supervisor to look at the manual and send comments to Clerk to update. Current staff will be grandfathered into past policy, any new employees will be front loaded 48 hours and pay unused hours at end of the year, also want cannabis addressed in the manual.

Hass/Kukowski unanimous to adjourn at 9:28 p.m.

**Approved this 28<sup>th</sup> day of October 2024.**

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer