



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
March 23, 2026

Supervisors present: Spencer, Kluge Jr., Kukowski, Hass, Hiller-via telecommunications per MN Statue 13D.02.

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

Others present: William Tessmer from Widseth.

Per MN Statue 13D.02 all voting was done by roll call.

Vice-Chair Spencer called the meeting to order at 6:00 pm.

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

1.2 Approve Regular Meeting Agenda: Kukowski would like to move item 5.1 to 1.55. Kluge Jr./Kukowski unanimous to approve the Regular Meeting Agenda with the item changes.

1.3 Elect Chair of the Town Board: Kukowski/Kluge Jr. unanimously appointed Kevin Hiller as chair with Hiller abstaining from voting.

1.4 Elect Vice Chair of the Town Board: Kukowski/Kluge Jr. unanimously appointed Lila Spencer as vice-chair with Spencer abstaining from voting.

1.5 Approve Consent Agenda: Kukowski/Spencer unanimous to approve the Consent Agenda Items A) February 23, 2026, Regular Meeting Minutes B) March 10, 2026, Review Annual Meeting Minutes.

1.55 Steering Committee Zoning and Subdivision Ordinance: Moved from item 5.1. Craig Wensmann was present as a member of the Steering Committee for Sherburne County. The Steering Committee is looking at changing the minimum residential platted lot sizes and are wanting Township feedback. Currently all newly platted lots (2.5 acres in the General Rural and 5 acres in Agricultural District) have a minimum of 40,000 sq. ft. of "Buildable Area." Hass asked what some of the problems are or concerns. Craig said that some of the biggest concerns are the minimum lot sizes, and the depth of mottling separation required for new lots. Reducing from 2.5 acres to 1.5 acres. A lot of good land has already been developed which leaves land that has natural features or wetland left. This would provide landowners with flexibility for varying lot sizes. Craig explained there likely would not have a parcel with all 1.5 acre lots, he thinks there would be some diversity. He said 1 acre seems to be enough for a second septic if needed. Craig mentioned that you could leave the density at 2.5 acres, where you wouldn't have more houses but be able to work around wetlands if needed. Discussion about there being some acres lost to out lots, turn lanes, roadways where all of those would impact the amount of lots. There are also different zoning districts in the county, so that could also vary the sizes and standards. Mentioned the cluster development in our township now and the town board isn't in favor of those. **Hass:** doesn't have a problem with 1.5 acre lots but would like to keep the setbacks for roads. It would bring more money in for the park fund. **Kluge Jr.:** would like to keep it at 2.5 acres, does not want more people in the area. **Kukowski:** doesn't have a problem with the 1.5 acre lots. **Spencer:** doesn't want the township to look like a city block, was not in favor of 1.5 acre lots. **Hiller:** is there going to be consideration for what is already in place, so we don't have developments that are already in place and people want to split off their 4-or 5-acre parcel to 1.5 acre lots. He does not agree with the statement that there would not be more lots for sale, developers are going to squeeze as many lots that they can out of a parcel of land. Developers are still going to ask to be annexed into the city even at 1.5-acre parcels, doesn't feel there is a benefit to the township to change to 1.5-acre parcels.

The other topic is should the County maintain the buildable lot area requirement at 40,000 contiguous sq. ft; currently any new lot needs 3-foot separation from surface of the ground to the water table. State PCA is 1 foot separation from septic and 1 foot from the lowest floor above mottling. Discussion about 2 feet instead of 3, there are areas in the county that are automatically disqualified being 3 feet of separation. There are more checks and balances that they have to help make that decision now than before. **Hiller:** doesn't have a problem with the 2 feet if that meets state guidelines. **Hass:** if the 2 feet is easier for the engineering to conform than that's what we should go with. **Kukowski:** doesn't have a problem with it.



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1.6 Fire Report: Chief Maloney presented February calls for service: 6 medical assists, 2 gas leaks, 4 motor vehicle personal injury accident, 2 carbon monoxide, 4 fire alarm, 1 good intent, 1 person in distress (lift assist), 1 grass fire, 1 vehicle fire, and 1 fire other. Livonia-6, Zimmerman-15, Orrock-2, total-23. Chief Maloney stated it is grass fire season already have had 3. Kukowski asked what a good intent fire was, he stated they are calls that people are driving by and notice smoke or fire.

1.7 Sheriff's Report: February calls for service.

Incident	August	September	October	November	December	January	February
Total Calls	285	315	375	264	259	226	215
Motor Vehicle Accident	9	6	18	12	3		1
Medical	19	31	13	8	17		14
Traffic Stop	123	144	177	95	106	92	85
Security Check	19	18	10	17	6		13
Extra Patrol	18	14	25	12	28	22	26

1.8 Event Center: Coordinator Hunnicutt stated that for April there is 1 church event, 1 school banquet, 1 birthday party, 1 shower, 1 HOA meeting, a small prom and 1 County meeting. One of the weddings cancelled due to finding something closer and another cancelled for financial reasons. She has 3 weddings booked for 2027. She is working on a spreadsheet that will show the breakdown of each event to show the costs. The ATM fees for 1st Qtr. were \$486.50.

1.9 Engineering Updates: Engineer William Tessmer with Widseth was present to start the bid opening. The following companies submitted bids for the 2026 road projects. He went through the paperwork for the Woodlands and Overlays and sent the notice of awards to the town board to be signed. He talked to Hanson paving about their bid and they said they are trying to move from driveways and parking lots to municipal projects. They are doing their own dirtwork and getting their asphalt from Martin Marietta. They drove the area and saw the finished project from last year, so they know what we are looking for. Kluge Jr. asked if there are concerns with not doing roadways before, William stated that they will be out there watching them and making sure it's what we are looking for. Their milling is a subcontractor; they don't need as much for compacting because they aren't going down that far. Hass asked about the catch basins, only one is getting replaced. Kevin Kelly said there were some culverts that are not draining properly so they need to be marked and looked at. Also discussed tree clearing and dates and the amount of trees that need to be cleared, they will be going out to mark them tomorrow. The change order for 98th St about 2300/2400 ft road but replaced pavement on each end to make it 1900 ft that needs to be done. Put together some rough numbers based on Knife River overlay numbers excluding paint striping. We still need the numbers from the contractor with all itemized quantities for the change order, William recommends paying the change order by quantities like the original contract. Kukowski/Kluge Jr. to send the change order to Knife River for pricing.

1.10 Planning Commission: the meeting for March 19, 2026, was cancelled.

REQUESTS FROM THE PUBLIC:

3. Open Forum-No one present.

4.1 Clerk/Treasurer Report: Clerk/Treasurer Fiedler items of interest last month included: Spring short course is tomorrow in St Cloud so the office will be closed. The field audit will be the week of April 20th. As an FYI-for Clean Up day, Jim's, the garbage vendor, is raising spring items to \$30 a piece. We are doing mattresses through B&E again but not furniture. Last year we had 71 spring items other than mattresses. May look into pricing for next year. No action taken.



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4.2 Approve payment of claims: Kukowski/Hass unanimous to approve payment of claims and payroll totaling \$166,153.98 and transfer \$159,000.00 to cover check numbers 22680 through 22717 and January EFT #274-277 for Federal, State, PERA withholding tax and CenterPoint.

4.3 Road Report: Kelly provided the following report February 16, 2026 – March 15, 2026:
Order for street signs has been placed no ETA on delivery. Picked up 2 dead deer on 112th St and 96th St. They would like to open up 98th St, could be closed for a few hours when trimming and have to detour through development. Discussion about minimum maintenance road and opening it, the work needing to be done first and if we want to consider a one-way.

Vehicles:

Truck 41: Installed new wing blades.

Truck 44: Installed new belly blades and wing blade.

Volvo grader: Brakes are working well at this point. Will continue to monitor for possible slow leak.

Road Maintenance

Throughout township: Plowing, sanding and salting ongoing due to snow and freezing rain.

Cold Patch: throughout the township.

North Point Park: Talked with Conservation Officer to allow trapping muskrats causing shoreline and road damage. Extension granted for spring project. Could be a charge of \$10 per muskrat, could be due to carp study and the added corn.

257th Ave: Opening right of way, cutting trees and clearing ditches.

257th, 277th, and Fox Hollow: cut trees blocking road after windstorm on March 13th.

Township Annual Meeting: Attended on March 10th.

Safety Meeting: Attended 811 Gopher State meeting in Andover on March 4th.

Bioengineering estimates from Rebecca Nestingen working with Dan Cibulka with Soil and Water, and James Bedell from the DNR. Site 1: \$60,000 to \$90,000. Site 2: \$90,000 to \$135,000. Site 3: \$34,000 to \$55,000. Site 4: \$40,000 to \$65,000. Total for all 4 sites: \$224,000 to \$343,000. Dan will submit grant requests through the State of MN Clean Water Land and Legacy Amendment allocation. We anticipate around \$50,000 contribution towards the project. Hiller asked Kelly to look into road candidates to see if we can do another mile of road this spring given the bids came back cheaper.

4.4 Park and Cemetery Report: Aubart provided the following report: Reporting Period February 21, 2026 – March 20, 2026.

Parks Maintenance: Ordered 25 Norway pines to put throughout parks. He will check on granite pricing for both parks for trails.

North Point: Ordered 5 bare root maple trees to be planted in May.

Sugar Bush Preserve: Where the future archery would go in the north park would like to get the trail looped out farther.

Cemetery Maintenance:

Livonia Township Cemetery: Snow plowing driveway.

Other Duties:

Plowing snow, trimming right of ways of brush and trees in select areas of township. Cold patch applied to potholes. Worked on pay loader. Started working on shoulder repairs from snowplow damage because of shoulders not being frozen different times of the winter.



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4.5 Supervisor or Committee Reports: Kluge Jr.: Nothing. Hass: Nothing. Hiller: Nothing. Kukowski: Marking trees in the Woodlands tomorrow, keep working on the road database. Spencer: She will not be attending short course tomorrow.

OTHER BUSINESS:

5.1 Steering Committee Zoning and Subdivision Ordinance-moved to item 1.55.

5.2 Hope Fellowship Church-Family Fun Day-They are wanting to use the townhall parking lot and lawn for a family fun fest this summer, after board discussions about liability, parking and being able to get the fire trucks out, and the amount of people the township decided they were not in favor of it.

5.3 Township Reorganization a) Committees & Board: General Administration Committee: Currently Hiller and Spencer, **Road Committee:** Currently Hass and Kukowski, **Town Park Committee:** Currently Kluge Jr. and Spencer, **Cemetery Board:** Currently Hiller, **Intergovernmental Committee:** Currently Hiller and Spencer, **Fire Board:** Currently Hass and Kukowski with Hiller alternate **and Social Media:** Currently Kukowski; **b) Supervisor Wages Meeting per Diem;** \$100 per meeting when a quorum is required and \$50.00 per additional meeting per day when a quorum is required, with a cap of two meetings paid per day. \$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. Work as a supervisor includes performing duties of the committee, yearly road tour, attending a non-township meeting whether the meeting is here or elsewhere. Each Resolution was passed unanimously by roll call vote, with the Officer it referred to abstaining from the vote. **c) Conflict of Interest Resolutions/Affidavits of Official Interest in Claim;** When a supervisor works as an employee of the Township, per M.S.471.88 Subd5 the employee must sign an affidavit of Official Interest in Claim to be filed with the claim for pay. For example, supervisor works at cleanup day or plows snow, i.e., works as an employee. The Affidavit form is provided and required to be filed with each individual claim for pay as it occurs. Individual resolutions as provided to you. **d) Town Hall Office Hours/Regular Town Board Meeting Dates;** Town Office hours are Monday 8 am to 6 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 6 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 2026 - March 2027 are as follows: April 27, May 18, June 22, July 27, August 24, September 28, October 26, November 23, December 28, January 25, February 22, March 22. Claims for payment are due to the Town Office no later than 9:00 am the Monday prior to the meeting. **e) Official Depository/Account Signers;** Old National Bank, Princeton Branch is 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 of claims. **f) Purchase Policy;** Currently the limit for expenditures without Board approval is \$3,000 per item from the Road and Bridge Fund and \$250 from any of the other funds. The Township has the use of a credit card: spending limits should be the same for card use. Road Superintendent, Parks and Cemetery Superintendent, Clerk/Treasurer and Deputy Clerk/Treasurer are signers on the Menards account. **g) Petty Cash Fund;** The petty cash fund is maintained at \$250.00. **h) Official Newspaper and Posting Location;** 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 locations for official posting. **i) Delegate EFT Officers.** Chief Financial Officer must be designated to be responsible for the use of EFTs in paying claims. Every month we pay Federal, State, PERA, SUTA and CenterPoint Energy with EFT's generated with payroll. Clerk Treasurer or Deputy Clerk Treasurer are designated as EFT Officers. Hiller/Hass unanimous to leave all Supervisors the same on each Committee, and approve all a-I reorganization topics.



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5.4 Planning & Zoning Dept use building Emergency Operations Plan: Sherburne County Planning and Zoning Dept would like to use the township hall as a temporary office in case of an emergency. Spencer/Kluge Jr. unanimous to allow the county to use the township hall as temporary office.

Kluge Jr./Spencer unanimous to adjourn at 7:22 p.m.

Approved this 27th day of April 2026.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer