



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

Supervisors present: Doeblor, Hewitt, Manthei and Sherper. Supervisor Hass was absent.

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 p.m.

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

1.2 Approve Regular Meeting Agenda: Manthei/Sherper unanimous to approve the Regular Meeting Agenda.

1.3 Approve Consent Agenda: Manthei/Doeblor unanimous to approve Consent Agenda as follows: **Item A)** January 27, 2014 Public Hearing Minutes; **Item B)** January 27, 2014 Regular Board Minutes; **Item C)** February 3, 2014 Workshop Meeting Minutes; **Item D)** February 3, 2014 Special Meeting Minutes.

1.4 Sheriff's Report: Sgt Wilson reported there were 130 calls for service in January; 22 of the calls were traffic stops, 15 property damage calls that were weather related, the remaining calls were for various reasons. Doeblor asked if there were snowmobiles driving through the vacated Girl Scout Road, Wilson was not aware of any complaints.

1.5 Fire Report: Chief Maloney provided January calls for service: 2 medical assists, 1 gas leak, 5 motor vehicle accidents w/o injury, 4 fire alarms, 2 carbon monoxide, 1 good intent, and 1 vehicle fire. A thermal imaging camera and a washing machine for turnout gear has been ordered; the Relief Association has donated money towards these purchases. Four new firefighters are being added to the department with two of them out of the Livonia substation; they have started their training.

1.6 Road report: Maintenance Coordinator Berghuis reported that he has done a lot of snow removal during the month of February. He is repairing the rear differential on the Chevy 3500 for approximately \$1500, the axle shifted on the Sterling during that last heavy snow and is being repaired, the grader has been working fine for pushing snow further off the roads. Berghuis is looking to purchase 50 tons of straight salt at approximately \$75/ton through the state bidding process for next year. He plans to mix with the pay loader as Baldwin does. Hewitt/Doeblor unanimous to sell the Swenson Spreader at the March 8th Hiller Auction; it has not been used as originally planned. Manthei/Hewitt unanimous to rent a snow blower from Scharber's for the tractor.

7:15 pm – Open Bids for 273rd Ave Road Project: Hewitt announced the bids will be opened in the order they were received. As each bid is opened the bidder's name, bid amount and whether a bid bond was received will be announced. After all the bids are open the apparent low bid and dollar amount will be announced.

The following bids were received by the 12:00 pm deadline on February 24, 2014:

Omann Brother Paving, Inc.	\$154,872.37	Bid Bond received
Hardrives, Inc.	\$149,787.31	Bid Bond received
Helmin Construction, Inc.	\$133,900.74	Bid Bond received
Knife River	\$165,858.85	Bid Bond received
Rum River Contracting	\$162,380.17	Bid Bond received

Hewitt announced the apparent low bid was submitted by Helmin Construction, Inc. in the amount \$133,900.74. Hewitt/Doeblor unanimous to award the apparent low bid of \$133,900.74 to Helmin Construction, Inc. contingent upon validation of quantities and amounts by Jon Bogart, Bogart, Pederson & Assoc., Inc.

1.7 Planning Commission Report: Lila Spencer was not present. She sent information from the February Planning Commission report that was attended minimally due to the weather: Residential Simple Plat in Livonia Township – Ruether Addition – Recommended approval with removal of 112th St driveway, legal access off of 110th St Cul de sac and addressed as such for 911 purposes, placement of Private Road sign at the Cul de sac; IUP (Business selling vehicles, boats or farm implements and conducting paintless dent repair in Baldwin Township – Extensive discussion with added conditions - Recommended approval.



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2.1 Approve Livonia-Baldwin 112th St JPA Amendment #2: The Second Amendment to the Joint Powers Agreement between Baldwin and Livonia Township for the Joint 112th St Improvement Project was presented as received from Troy Gilchrist, Town Attorney. Olson stated that Baldwin Township has already signed the Amendment at their February 18th Board Meeting. Sherper/Manthei unanimous to approve the Second Amendment to the Joint Powers Agreement for the Joint 112th St Improvement Project.

2.2 Engineering: a) **239th Ave road improvement project** – Bogart is working on obtaining Temporary Easements from 2 property owners yet, one would like to see where the temporary easement is located on their property; Bogart will have crew mark the area. Owners were concerned about the length of time requested for the Temporary Easements; they thought that 2 years was more than enough time to complete the project. Board agreed that 2 years was sufficient if they could get it bid out this year. Bogart found enough 'second' culverts but was concerned about the joint connections. Board consensus was to bid culverts and not risk a bad 'second'. Bogart would like this project to start as other projects finish up for the year. b) **Joint 112th St road improvement project** –Hewitt/Manthei unanimous to approve project for bid letting; to be opened at 6:30 pm before the March Meeting to allow Baldwin to be part of a Joint Meeting.

2.3 2015 Road Improvement Project(s) Timeline: Board discussed different road projects and a timeline for completing to allow for easement work; the suggestion was to have more than one road ready in case easements are difficult to obtain. Bogart was directed to start with 112th Street between CR 74 and CR 19. Bogart will look at Deer Haven, Fox Hollow, Pine View Estates, & Oak Haven Estates developments to determine possible Overlays or Reclamation/Overlays with less engineering involved. The Board will bring back discussion to the April Meeting when the roads are more viewable.

2.4 Traffic Counter Placements: The Town Board would like to continue to work with Sherburne County Public Works to have traffic counts on more of our Collector Roads to include: 253rd Ave between CR 45 & CR 46, 120th St at Lake Fremont, 112th St portions not done last year, 277th Ave between CR 1 & CR 45, 96th St & 245th Ave at CR 19 to Honeywell area. Any information received, spring or fall, will be useful.

3 Open forum: No one was present.

4.1 Clerk Treasurers Report: Olson stated items of interest during February included: no residents having mailboxes hit by snowplows prior to last Friday's snow. Weiss property along Hwy 169 – County is in the enforcement process of both the IUP/CUP and solid waste violations. Olson provided information regarding some engineering costs for Baldwin, Orrock and Big Lake Townships. She also provided current easement costs. Discussion included Contractor vs Employee.

4.2 Approve payment of claims and transfer funds: Manthei/Sherper unanimous to approve payment of claims, including payroll, as submitted and to transfer \$55,000.00 from savings to checking to cover claim numbers 6607-6638 check numbers 16031-16072 and Electronic Fund Transfers (EFT) #000069-71 (Feb Fed & State withholding tax & PERA).

4.3 Supervisor reports: Sherper reported on upcoming meetings to happen: L&R meeting on February 26th, Joint Legislative Conference (Big 4) on February 27th, Lobby Day on March 4th, and Spring Short Course in St Cloud on March 25th. Doeblar attended Fire Board Meeting. Hewitt has been working with Hammre and Doeblar on the Luminary Ski/Snowshoe event set up on March 14th from 7:30 pm to 10 pm at the Sugarbush Preserve. Doeblar/Hewitt unanimous to approve \$100 to be spent on supplies needed for event. There were no other reports.

5.1 Approve Annual Meeting Agenda: Hewitt/Doeblar unanimous to approve the 2014 Annual Meeting Agenda as presented.

5.2. Approve proposed 2015 levy for presentation at the Annual Meeting: Hewitt/Manthei to approve the Proposed 2015 Levy of \$1,200,672 for presentation at the 2014 Annual Meeting.



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5.3 Adopt Amended Subdivision Ordinance: Hewitt/Doebler unanimous to adopt the Amended Subdivision Ordinance Number 710.

5.4 Adopt Fee Ordinance: Sherper/Manthei unanimous to adopt the Fee Ordinance Number 1200 with the Cemetery By-Laws, Article I, Section 2 referenced at the Cemetery Lot Fees.

5.5 Approve Resolution to publish Summary Ordinances: Hewitt/Sherper unanimous by Roll Call to approve Resolution Authorizing Publication of the Revised Subdivision Ordinance and Fee Ordinance by Title and Summary as presented by Troy Gilchrist, Town Attorney.

5.6 Baldwin Township Request for Road Grading Agreement: Manthei led discussion. Board would like to have a draft contract with the rate of \$125/hour plus insurance if the rates would need to increase. Manthei stated our new employee, Scott Harder, would be interested in this work. Doebler/Manthei unanimous to approve Olson working with MAT's regarding insurance and a possible contract, work with Town Attorney if necessary.

5.7 Discussion regarding Sherburne County Association of Townships April Meeting: Board is given the choice if they would like to provide a light meal at the next meeting. Board consensus is to provide a light meal. Manthei will look into options for food to stay under \$5/meal for up to 50 people, meal to be reimbursed by the Sherburne County Association of Townships.

5.8 Town Hall Rental Discussion-Policy: Olson presented the Amended Resolution and Agreement for Use of a Town Facility. The new information would allow the Clerk/Treasurer or Deputy Clerk/Treasurer to rent out the Town Facility under normal circumstances. Hewitt/Manthei unanimous by Roll Call to approve Resolution Amending Procedures for Rental of the Town Hall. Information will be added to the website and be included in the next newsletters.

5.9 Re-evaluate pay rate for quorum meetings: Doebler/Hewitt unanimous to table discussion until the March Board Meeting with all members in attendance.

5.10 Township provided digital devices (iPads): Doebler/Manthei led discussion. Board will need to determine what they want the iPads to do, Windows based vs other, possible email address specifically for Township use. They will bring back to a later meeting.

5.11 MAT's Spring Short Course: Reminder if anyone would like to attend the Spring Short Course to be held at the Holiday Inn in St. Cloud on Tuesday, March 25th; no pre-registration is necessary.

5.12 Discussion regarding HKGI Park & Trail Mapping: Olson provided the information received from HKGI stating the same information. Doebler stated he would like to work directly with Paul Paige regarding the mapping resolution.

Doebler/Sherper unanimous to adjourn meeting at 9:20 pm.

Approved this 24th day of March 2014

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer