



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
FEBRUARY 25, 2013

Supervisors Present: Hass, Hewitt, Manthei and Sherper.

Supervisors Absent: Doebler

Staff Present: Clerk/Treasurer Spencer and Deputy Clerk/Treasurer Olson

Others Present: Jon Bogart, P.E. Bogart, Pederson & Assoc.inc, Town Engineer

Chairman Sherper called the Meeting to order at 7:00 p.m.

The assembly recited the Pledge of Allegiance.

1.2 Approve Regular Meeting Agenda: Sherper requested addition of 4.1a Consideration for mailbox replacement. Hewitt/Manthei unanimous to approve the Regular Agenda with addition of 4.1a.

1.3 Approve Consent Agenda: Hewitt/Hass unanimous to approve Consent Agenda as presented: Item A) January 28, 2013 Regular Board Minutes; Item B) February 4, 2013 Workshop Meeting Minutes; Item C) February 4, 2013 Special Meeting Minutes; Item D) Attendance at training sessions and Item E) Use of Town Hall Facility by Zimmerman Youth Baseball

1.4 Sheriff's Report: Sergeant Wilson reported there were 161 incidences during January in Livonia Township of those 54 were traffic stops, the remaining were various miscellaneous calls. Wilson relayed information regarding a recent snow event.

1.5 Fire Report: Chief Maloney provided January calls for service as follows: 1 medical assist, 4 cancelled en route, 2 fire alarms and 2 residential garage fires. Other items: The Department finished their Pro Phoenix training for CAD systems in trucks; one of the firefighters is being deployed, he is wished safe return; the Township is able to utilize the Fire Dept of the maintenance building for cleanup day.

1.6 Road Report: a.) Approve purchase of 2004 Mack truck: Maintenance Coordinator Spencer requested Board approval for purchase of a snow plow truck. Hass/Manthei unanimous to purchase the 2004 Mack plow truck from Cascade/Rochester Township Joint Powers Board for \$55,000. There was discussion regarding reconditioning of 2 of the plow truck boxes; no action taken. Hass/Hewitt unanimous to authorize contacting Hiller Auction for the sale of Truck 31. b) Consider/approve purchase of utility trucks: Spencer reported he has not received all the information for presentation tonight. No action taken. There was additional discussion regarding snowplow policy.

2.1 Engineering: Authorize letting bids for 277th Avenue final lift of bituminous. Hewitt/Hass unanimous to authorize Bogart to let bids for second lift of bituminous on 277th Avenue.

2.2 Traffic counter: Hewitt/Hass unanimous to make a request to Sherburne County for the placement of traffic counters on several Township roads to determine the volume, speed and type of traffic certain roads experience. The study will aid in prioritizing road projects.

2.3 Procedures for review and recommendation of zoning requests: The County Zoning Office has defined the required process for zoning requests, such as CUP's, IUP's, Variances, etc. The Board acknowledged receipt of the procedure for review and recommendations on Zoning requests.

3. Open Forum: There were no requests for open forum

4.1 Payment of claims and transfer of funds: Hewitt/Manthei unanimous to approve payment of claims, including payroll as submitted, for payment of utility and interest bearing bills received after claim deadline and to transfer \$42,000.00 from savings to checking to cover claim numbers 6156-6182 check numbers 15459-15498 and Electronic Fund Transfers (EFT) #000029-31 for February Fed, State withholding tax & PERA.

4.1a Consideration of claims for mailbox replacement: Currently there is not a policy in place for replacement of mailboxes as a result of direct hit by a snowplow. Until a policy is put in place the Board made decision to reimburse up to \$25.00 for damage done by a direct snow plow hit. Manthei/Hewitt unanimous to replace damage to mailbox in an amount up to \$25.00 for damage by a direct snow plow hit. Receipt of purchase must accompany the request; the Maintenance Department will also view to verify.

4.2 Supervisor/Commission/Committee Reports: Hass reported bids are being received by the City for lighting at the ball park in Zimmerman. Manthei made a request for rotation of duties at the March meeting to allow for each Supervisor to experience all duties; specifically he indicated a desire to sit on the County Planning Commission.



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Clerk/Treasurer provided that the Planning Commission appointments do not coincide with town supervisor election cycles. Hewitt reported a resident concern about the road condition in the Pineview development which is classified as a D and is slated for work. Sherper attended the Legislative Research Committee Meeting in St Paul which provides for an opportunity to talk with the Legislators. He also attended Township Lobby Days at the Capital where there was opportunity to lobby the Legislators regarding Township issues. Sherper expressed frustration with the talks as they were taken up with the gun control, a non township issue. Clerk/Treasurer Spencer reported the County Planning Commission met on February 21, 2013; there were no Livonia Township requests on the agenda; one CUP Big Lake Township request.

5.1 Approve Annual Meeting Agenda: Hewitt/Manthei unanimous to approve the March 12, 2013 Annual Meeting Agenda as submitted.

5.2 Approve proposed 2014 levy for presentation at the Annual Meeting: Hass/Hewitt unanimous to approve the 2014 proposed 2014 levy of \$1,149,475.00 to again reflect no increase in tax.

5.3 Cleanup day information: Hass/Hewitt unanimous to approve resident rates for recyclables, placement of ad in the Elk River Star News and Zimmerman Today Newspapers, the hourly pay rate of \$12.00 for workers other than the Sentence to Serve crew and up to \$300 for warm food and drinks for workers.

5.4 Draft Subdivision Ordinance/Fee Schedule Ordinance/Options for update to the Park Plan: As requested Troy Gilchrist, Attorney, provided the Township with draft Subdivision Ordinance, draft Fee Schedule Ordinance, recommendation for update to Park Plan. Based on his recommendations, there will be discussion at the March Park Board Meeting with request to the Town Board for RFP's to planning firms to update the Park and Trail Plan. with Incorporation of budgeting for park projects. To that end a public hearing will be held to amend the Subdivision Ordinance and establish a Fee Schedule Ordinance; timeline has not been determined.

5.5 Updates: a) Annual Audit: The 2012 Annual Audit with Schlenner Wenner has been started with field work slated for February 28th; many of the documents have been forwarded electronically. It is anticipated they will provide audit report to the Town Board in April. b.) Church polling location: Since the 2010 election the Township has been renting space at the Fresh Waters Church for the Presidential and Gubernatorial Elections. On December 12, 2012 a letter was forwarded to the Pastor and Trustees of the Freshwaters church asking if they would like to continue with the rental agreement; they accepted with the rental fee of \$100 per election. c) Feedlot: In a memo received from Nancy Riddle, County Planning & Zoning Administrator regarding feedlots, the County Board will consider amendments regarding larger feedlot setbacks separate from smaller lot issues. d) Highway 169 Transportation Plan: A Memo from SRF, the engineering firm who is working with the MnDot reports there is a negative declaration for the TH 169 project from Elk River to Zimmerman. The declaration concludes the Minnesota state environmental review process for the project. The Federal Highway Administration has also issued a Finding of No Significant Impact (FONSI). This FONSI concludes the Federal environmental review process for the project. To clarify a negative review is reporting there are no significant impacts. Jim Hallgren, MnDot Project Manager has indicated funding to move forward with the Hwy 169 project is bleak; if funding comes through affected entities will be notified.

Item 5.6 Approve amendment to The Sherburne County Zoning Ordinance –ORD 200 (Recorded for the official record): Hewitt/Manthei unanimous to approve Amendment to The Sherburne County Zoning Ordinance ORD 200 as approved January 8, 2013 by the Sherburne County Board of Commissioners. The Ordinance is on file at the Sherburne County Zoning Office and recorded as Document No. 764873 in the Sherburne County Recorder's Office.

Manthei/Hewitt unanimous to adjourn meeting at 8:50 p.m.

Approved this 25th day of March 2013

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer