



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWN HALL

March 25, 2024

Supervisors present: Hass, Kukowski and Spencer. Hiller & Kluge absent.

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

Chairman Hass 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: Hass stated would like to add item 1.25 Elect new town board officers and Item 1.55 Mn Sportsman’s Club Kukowski/Spencer unanimous to approve the Regular Meeting Agenda with addition of items.

1.25 Election of Officers: Hass nominated Kevin Hiller to serve as Board Chairman. No further nominations were brought forth; nominations closed. Hass/Kukowski unanimous to elect Supervisor Hiller to serve as Board Chairman. Kukowski nominated Lila Spencer to serve a Board Vice Chairman. No further nominations were brought forth; nominations closed. Kukowski/Hass unanimous to elect Supervisor Spencer to serve as Board Vice Chairman.

1.3 Approve Consent Agenda: Kukowski/Spencer unanimous to approve Consent Agenda Item A) February 26, 2024, Regular Meeting Minutes.

1.4 Fire Report: Chief Maloney not present; no report submitted.

1.5 Sheriff’s Report: Sgt. Wilson presented the February Calls for Service.

Incident	November	December	January	February
Total Calls	218	197	261	247
Motor Vehicle Accident	15	9	6	6
Medical	18	8	21	11
Traffic Stop	52	63	104	109
Security Check	20	23	38	42
Extra Patrol	13	1	14	7

The rest of the calls were miscellaneous calls for service, no burglaries to report.

1.55 Gun Raffle Drawing for Princeton Clay Target Team: Mike Bishman with the high school trap team was present to request approval for a gun raffle on May 16, 2024, at 6:00 p.m. to be held at the Minnesota Sportsman’s Club; 26889 104th Street; Zimmerman, Mn. Hass/Kukowski unanimous to approve the request.

Bid opening for 2024 West Hunter Lake Project: Bids were opened by Supervisors Hass and Kukowski on March 25, 2024 at 4:00 at the Livonia Town Hall prior to the Board Meeting. All submittals contained the required documentation. The Project Bid details are attached to the minutes as Addendum A. Hass/Kukowski unanimous to accept apparent low bid to MPM Minnesota Paving & Materials which includes the base bid and option A. Hass stated Option B could be added later as deemed necessary by the Town Board.

1.6: Engineering Updates: Engineer William Tessmer with Bogart Peterson was not present to provide engineering information and updates.

1.7 Planning Commission: Hass reported the County Planning Commission reviewed a request for a small solar farm. Hass did not have a written report ready for the meeting and stated he would provide one.

1.8 Road Report: Kelly provided the following report February 19-March 18, 2024: picked up 200 911 sign brackets from Carlson Manufacturing, 50 were installed. 2 Dead end street signs were changed out. Removed existing 911 posts from Hunter Lake area and 112th Street using the payloader. Walked the ditches, picked up trash on Cemetery Road.

Vehicles:

- Truck 36, plow:
- Truck 39, Dodge 4500 plow: New front tires were installed.
- Truck 40, plow:



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Truck 41, plow:

Truck 43, plow:

Truck 44/ plow: Truck is running great.

Truck 45, Ford 1-ton:

Truck 46 – Ford 550: Waiting for pick up.

Volvo Grader: We were able to use the grader-running great. Graded Fremont Road

Payloader: picked up new forks from Ziegler; even swap.

John Deere tractor:

Ford Tractor: Changed oil; new air filters.

Chevy 1-ton (“Old Blue”): Changed oil; new air filter.

Road Maintenance

Throughout township: filled potholes with cold patch, plowed snow.

Gravel Roads: Opened and graded Fremont Road.

Fremont Minimum Maintenance Road:

Woodlands: Requested estimates for sand removal. Erickson Asphalt submitted an estimate, waiting on others.

Shop Office

Sand Shed

Public Works building: Waiting on electrician to provide estimate on overhead lights.

Town Hall: Chris and Kevin set up and took down election setup for Town Hall and Event Center

West Hunter Lake Road Project:

Fire Department Future Location:

North Point and Cemetery: pressure washed and sealed dock, ready for spring. Worked on removing brush.

Other:

1.9 Park and Cemetery Report: Aubart provided the following report: Reporting Period February 24, 2024, to March 22, 2024.

Parks Maintenance:

North Point: More cleanup and downed trees along trails.

Sugar Bush Preserve: checked trails.

Cemetery Maintenance:

Livonia Township Cemetery: Checked cemetery for loose items blowing around.

Other Duties:

Brought John Deere lawn mower to Midwest Machinery for warranty work. Serviced Ford/New Holland tractor with Boom mower. Flipped blades on mower and installed new “curtain” around mower. Fremont road was opened on March 15. Ran the road grader through. It was closed again on March 21. Worked with Kevin on more ditch cleanup, cold patch, and more 911 sign installation on new brackets. Serviced older Chevy truck. Helped with elections. Attended traffic signal workshop put on by the University of Minnesota. Brought playground equipment to Post A Bid Monticello for an online auction. Aubart reported the playground equipment sold for \$1,050 there was an 8% commission fee.

REQUESTS FROM THE PUBLIC:

2.1 Brink, Zachary, snow placement in cul-de-sac Rooney 2nd Driveway-no one present.

2.2 DeRosier, Mercedes Street Light 112th St -no one present.

2.3 Hildebrandt second driveway request: Hildebrandt was present for the second driveway request for access to a personal use storage building. Second driveways are granted if a hardship can be identified that would prevent the homeowner from using the existing primary driveway. The Board ascertained a hardship was identified in that many



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trees would be required to be removed if the primary driveway were to be used. Hass/Kukowski unanimous to approve second driveway. Hildebrant is required to submit the driveway application and remit a check for the permit.

2.4 Sonnenburg simple plat: Derick Sonnenburg was present for request for Simple plat of Aspen Heights Third Addition at PID 30-00471-0235 & 30-00471-0240. The Board reviewed the request. There was discussion regarding vacation of drainage and exiting building over Sonnenberg property line. Hass asked that the Town's engineer review it also. Hass/Kukowski unanimous to recommend approval upon engineer review.

2.5 Holm-IUP for Home Business in Accessory Building PID #30-00027-2402: Rebecca Holm, 24331 US Hwy 169 NW Zimmerman present to request an IUP for Home Business in Accessory Building. Wants to install a small commissary kitchen in accessory building. Discussion followed about where the food waste and trash were going, talked about the septic and that being scheduled for new drain field. They are in contact with the health department. They talked about the food trucks and who runs them, and where they will be parked, and how to access the property. Hass wishes them luck on a great adventure. Stated the CUP that was on the property wasn't very active and hopes this endeavor will be active and a great addition to our community. Spencer/Kukowski unanimous to approve the request for an IUP for Home Business in Accessory Building with the following comments: the previous CUP for this parcel to be eliminated and all required conditions were met.

2.6 Junk complaint – 27355 123rd St: Board is referring the complaint to Sherburne County Solid Waste officer.

4.1 Clerk/Treasurer Report: Deputy Clerk/Treasurer Fiedler reported items of interest as follows: There were 4 elections this past month, new judges were trained including 2 student judges. Claims & payroll totaled \$108,656.01 for the last month with 2 transfers totaling \$225,000.

4.2 Approve payment of claims: Hass/Kukowski unanimous to approve payment of claims and payroll totally \$210,090.65 and to transfer \$225,000.00 to cover check numbers 21727 through 21778 as submitted and Electronic Fund Transfers (EFT) # (February) Federal State and PERA withholding tax.

4.3 Supervisor or Committee Reports: Spencer reported elections went well. Kukowski reported on the Fire Board Meeting. A new person has been hired to manage the event center and would like to attend a Town Board Meeting. There were no other reports.

OTHER BUSINESS:

5.1 Township Reorganization a) Committees & Board: General Administration Committee, Road Committee, Town Park Committee, Cemetery Board, Intergovernmental Committee, Fire Board; **b) Supervisor Wages & Meeting per Diem.** **c) Conflict of Interest Resolutions/Affidavits of Official Interest in Claim;** **d) Town Hall Office Hours/Regular Town Board Meeting Dates;** **e) Official Depository/Account Signers;** **f) Purchase Policy;** **g) Petty Cash Fund;** **h) Official Newspaper and Posting Location;** **i) Delegate EFT Officers.**

5.1 Township Reorganization: The following are Committee assignments as follows:

a) Committees & Boards: General Administration – Chairman and Vice Chairman of the Town Board; Road Maintenance – Hass and Kukowski; Park Committee – Spencer and Kluge; Cemetery Board – Hiller; Intergovernmental – Hiller and Spencer; Fire Board – Hass and Hiller, Kukowski as alternate; social media - Kukowski. Hass/Kukowski unanimous to approve all committee positions listed in Item 5.2a.

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 meeting 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. Kukowski/Hass unanimous to approve Item 5.2b.

c) Conflict of Interest Resolutions/Affidavits of Official Interest in Claim: Resolutions authorizing contract with interested officer under M.S. 471.88 Subd 5 is held over to April meeting when full Board will be in attendance.

d) Town Hall Office Hours/Regular Town Board Meeting Dates: Held over to April meeting when full Board will be in attendance.



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e) Official Depository/Account Signers: Bremer 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. Hass/Kukowski unanimous to approve Item 5.2e.

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. Maintenance Coordinator, Maintenance Worker, Clerk/Treasurer and Deputy Clerk/Treasurer are signers on the Menards account. Hass/Kukowski unanimous to approve Item 5.2f.

g) Petty Cash Fund: The petty cash fund is maintained at \$250.00. Kukowski/Hass unanimous to approve Item 5.2g.

h) Official Newspaper/Posting Location: The Elk River Star News is the Township's 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. Kukowski/Hass unanimous to approve Item 5.2h.

i) Delegate EFT Officers: Clerk Treasurer or Deputy Clerk Treasurer are designated as EFT Officers. Kukowski/Hass unanimous to approve Item 5.2i.

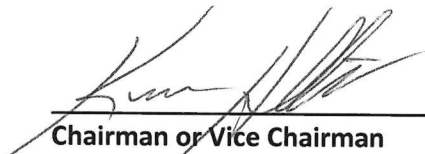
5.2 Clean Up Day Reminder April 27: Cleanup day is April 27 from 8:00 a.m. to 12:00 noon. Waste Management Landfill will be open from 9:00 a.m. to 1:00 p.m. to accommodate the Cleanup Day vendors.

5.3 LBAE Reminder April 22: Local Board of Appeal and Equalization is scheduled for April 22, 2024, at 6:00 p.m.

5.4 Office help: Resolution Authorizing Contract with Interested Officer for Office Support will be considered at April meeting when full Board will be in attendance.

Hass/Kukowski unanimous to adjourn at 8:42 p.m.

Approved this 22nd day of April 2024.



Chairman or Vice Chairman



Clerk/Treasurer or Deputy Clerk/Treasurer

Bids Received by March 25, 2024
Livonia Township
2024 West Hunter Lake Project
Project Bid opening March 25, 2024 at 4:00 p.m.

Bid Letting:

Company Name	Date Received	Time Received	BID AMOUNT	Bid Bond
Omann Contracting	3/25/2024	2.:56	\$613,864.61 \$35,554.57 A \$160,450.22 B \$809,869.40 Total	X
Knife River	3/25/2024	3:17	\$527,359.66 \$27,921.07 A \$138,421.10 B \$693,701.83 Total	X
Park Construction	03/25/2024	3:34	\$600,253.09 \$44,028.44 A \$127,854.30 B \$772,135.83 Total	X
Landall Services LLC	03/25/2024	3:51	\$608,872.00 \$29,019.00 A \$151,005.80 B \$788,896.80 Total	X
Helmin Construction	03/25/2024	3:52	\$528,373.08 \$33,375.07 A \$146,483.58 B \$708,231.73 Total	X
MPM Minnesota Paving & Materials	03/25/2024	3:54	\$522,736.23 \$24,934.10 A \$137,717.85 B \$687,388.18 Total	X

\$

FOR EACH BID ANNOUNCE: BID RECEIVED FROM BID AMOUNT BID BOND RECEIVED

ANNOUNCE APPARENT LOW BID AND THE DOLLAR AMOUNT

BOARD ACTION:

animous to accept apparent low Bid of \$687,388.18 from—contingent upon validation of quantities and amounts by William Tessmer , Bogart, Pederson & Assoc., Inc.

3/25/2024