



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES  
HELD AT THE LIVONIA TOWNSHIP HALL  
JANUARY 23, 2017

Supervisors present: Doeblner, Hass, Hiller, Maloney & Pool.

Staff present: Clerk/Treasurer Hammre, Deputy Clerk/Treasurer Fiedler, Maintenance Coordinator Berghuis

Others Present: Jon Bogart, PE Bogart, Pederson & Associates

**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.** Maloney/Hiller unanimous to approve the Regular Meeting Agenda with the change to move item 1.6 Engineering Updates to later in the meeting to accommodate Jon Bogart, Livonia Engineer, who has another meeting and will come to the Livonia Town Board Meeting as soon as he can.

**1.3 Approve Consent Agenda:** Doeblner/Hass unanimous to approve Consent Agenda as follows: **Item A)** December 19, 2016 Regular Board Meeting Minutes; **Item B)** Training Sessions for the year.

**1.4 Sheriff's Report:** Sgt. Wilson reported there were 190 calls for service in December; the calls included 42 traffic stops. The remainder of the calls were for various reasons. Sgt. Wilson inquired about the progress of the guard rail damage claim – Hammre replied that the check was just received for the full amount of the cost of replacement. There were no other concerns for Livonia Township.

**1.5 Fire Report:** Chief Maloney provided December calls for service: 3 medical assist, 1 motor vehicle personal injury accident, 1 motor vehicle accident W/O injury, 2 fire alarm, 1 good intent (smoke in area), 1 outside rubbish fire, 1 residential garage fire (Blue Hill), 3 residential house fire (2 Blue Hill, 1 Elk River). Chief Maloney also reported: the meeting with the Red Cross about the free smoke detector program has not yet been scheduled; a solution for the concern about the traffic light issue with snow obstructing the lens at the intersection of County Road 4 and Highway 169 has not yet been resolved. MnDot sent a letter in response to the letter sent by Hammre with possible management strategies to removing snow packed in front of the lenses. Chief Maloney will continue to follow through to attempt to get a solution that prevents snow packing.

**1.6 Engineering Updates:** postpone to later in the meeting when Township Engineer Bogart arrives.

**1.7 Road Report** – Maintenance Coordinator Berghuis reported: the maintenance team has been busy snow plowing, sanding and salting roads. 18 loads of salt/sand were applied to the Township roads during the last ice storm – the normal amount of salt/sand used during a snow event is 5 to 6 loads; the entrance to The Woodlands development is starting to form potholes in the top layer of bituminous; Berghuis also asked the Board to consider the purchase of a used tractor and mower for ditch maintenance.

**1.8 Planning Commission Report** – Spencer: The PAC Public Hearing scheduled for January 19, 2017 was cancelled for lack of agenda items. The next PAC Public Hearing is scheduled for February 16, 2017.

**2.1 Second Driveway Request** – Pickar: Joseph Pickar present to request a second driveway access onto 257<sup>th</sup> Ave for lot PID #30-526-0205. Pickar explained that he would like to build an accessory building on his lot. The current driveway that serves his house cannot be used for the accessory building due to the placement of the well, septic and drain field. The initial request for a driveway for the lot was made by the builder who indicated on the site survey that the driveway could also serve an accessory building, however the house, well, septic and drain field were then installed where the indicated driveway would go. Pickar purchased the house when it was already constructed. Discussion about the distance of the proposed driveway from the streets that intersect 257<sup>th</sup> Ave and border the property. Pickar agreed to install the proposed driveway no less than 300 feet from either 102 ½ Street and 103<sup>rd</sup> St, the two intersecting streets. Pool/Maloney unanimous to approve the request for a second driveway on lot 30-526-0205 with the condition that the driveway is located no less than 300 feet from 102 ½ St and 103<sup>rd</sup> Street.

**3. Open Forum:** No one was present for Open Forum



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- 4.1 Clerk Treasurers Report:** Hammre reported items of interest during the past month include: We received a check from Esurance for the guard rail damaged in November on 96<sup>th</sup> Street. The check was for the full amount of the claim, the cost to replace and repair the guard rail; 3 people filed for Supervisor B position, 1 person filed for Supervisor C position.
- 4.2 Approve payment of claims and transfer funds:** Maloney/Doebler unanimous to approve payment of claims, including payroll, as submitted and to transfer \$132,500.00 from savings to checking to cover claim numbers 7923–7948, check numbers 17642-17684 (the printer skipped checks numbered 17671, 17675 and 17680) and Electronic Fund Transfers (EFT) #185-187 (January) Federal, State & PERA withholding tax.
- 4.3 Supervisor Reports:** Hiller – no report: Maloney –Attended the Sherburne County Association of Townships meeting; the attendees were reminded of the upcoming legal seminar, some discussion about the Sherburne County Water Plan, Lisa Fobbe was present and would like to come to a Board meeting after the Township Election to meet the Board. Doebler – completed the LBAE training, has been working on proposed trail locations in the new Sugarbush Preserve and possible future connection to the Great Northern Trail: Pool – no report: Hass – no report.
- 5.1 Appoint election judges to serve at the March 14, 2017 Town Election** – Hass/Hiller unanimous to approve the appointment of any election judge who has a current election judge certificate of training to serve as an election judge at the March 14, 2017 Town Election.
- 5.2 Resolution establishing Absentee Ballot board for the 2017 Town Election** – unanimous by roll call to adopt Resolution No. 17-01 Appointing the 2017 Absentee Ballot Board
- 5.3 Board of Audit Information** – Each Board member chose the 2016 receipts and checks that they will be auditing at the Board of Audit.
- 5.4 Sherburne SWCD Request for Input on County Water Plan** – the Board will invite Dan Cibulka, SWCD Water Resource Specialist to a Livonia Town Board Meeting after the March Meeting to discuss the County Water Plan.
- 5.5 Appreciation Letter to Landfill** – Board directed Hammre to send the letter of appreciation to Elk River Landfill as written.
- 5.6 Newsletter** – the Draft Newsletter was provided. The Board had no changes.
- 5.7 Clean Up Day Information** – Hammre reported that the Clean-up Day first choice of April 29, 2017 will work for the vendors we will be using. The cost per item to residents is being considered.
- 5.8 Reschedule Board of Audit/Budget Meeting** – the original date for the Board of Audit/Budget Meeting needs to be rescheduled due to a conflict. The new date is February 23<sup>rd</sup> at 7:00 pm.

At 7:55 pm Chairman Hass called a brief recess to wait for Township Engineer Bogart to arrive.

At 8:00 pm Chairman Hass reconvened the meeting.

**1.6 Engineering Updates:** 112<sup>th</sup> Street Phase 3 – Bogart was able to eliminate the remaining Temporary Easement requirements from the project; there will be a guard rail installed in one area due to the steep ditch and the unwillingness of the property owner to grant the Temporary Easement needed to make the ditch slope safe without a guard rail; the plan is now complete; Bogart requested permission to put the project out for bids. Discussion about the ability of the Township to deny a bid for a specific bidder and the possibility of increasing the rate of liquidated damages. Bogart explained that the contract follows MnDOTs Specifications for liquidated damages, they are calculated by the cost of the project. Also discussed was the legal obligation of a government agency to accept the lowest bid provided all requirements are met unless there is a documented and legal reason not to. Doebler/Pool unanimous to direct Bogart to put the 112<sup>th</sup> Street Phase 3 project out for bids. 239<sup>th</sup> Ave – no update.

Doebler/Hiller unanimous to adjourn the meeting at 8:15 pm

Approved this 27<sup>th</sup> day of February 2017.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer