



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
NOVEMBER 27, 2023

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

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

Others Present: William Tessmer, 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: Hass stated that he would like to add Item 2.5 Simple Plat White Tail Run to the agenda. Spencer/Hiller unanimous to approve the Regular Meeting Agenda with the addition of Item 2.5 Simple Plat White Tail Run Second Addition.

1.3 Approve Consent Agenda: Hass/Kukowski unanimous to approve Consent Agenda Item A) October 23, 2023 Regular Meeting Minutes.

1.4 Fire Report: Supervisor Hiller presented the October Calls for Service as follows as provided by Chief Maloney who was unable to attend the meeting: 8 medical assists, 1 motor vehicle personal injury accident, 4 carbon monoxide, 1 fire alarm, 1 grass fire, 1 vehicle fire, 5 residential house fire (Livonia, Zimmerman, Baldwin, 2 Elk River), 1 animal rescue. Spencer/Hiller unanimous to accept the Fire District calls for service report.

1.5 Sheriff's Report: no report

1.6 Engineering Updates: William Tessmer, Bogart, Pederson & Associates, presented the updates to engineering. The 2024 Livonia Township road project, West Hunter Lake roads, will have some drainage issues similar to the 2023 West Hunter Lake road project that focused on the southern portion of West Hunter Lake. Tessmer commented that drainage issues are very common in these types of old lake developments. Tessmer said that he needs Board approval for Bogart, Pederson to go forward with surveying and project plan development. The survey will also help to determine any needs for culvert replacement and ditch work. Hass/Hiller unanimous to approve the surveying and project plan development work for the 2024 West Hunter Lake Road project for Livonia Township. Hass asked when the plans would be completed, Tessmer responded that they would likely be completed by the February Board Meeting and could be approved at that meeting. Tessmer then reported that the drone survey has been completed in The Woodlands of Livonia development. He visited the area today before the meeting to identify low spots and drainage issues.

1.7 Planning Commission: Todd Maloney attended the Planning Commission meeting. Maloney was not present to report and did not provide a report to the Clerk/Treasurer.

1.8 Road Report: Kelly provided the road report for the period October 16, 2023 through November 17, 2023:

Signage:

911 Signs – completed installation of all new 911 signs.

Street Signs –completed installation.

Illegal Dumping:

No report

Vehicles:

Truck 36, plow: all trucks ready to go.

Truck 39, Dodge 4500 plow:

Truck 40, plow:

Truck 41, plow:

Truck 43, plow:

Truck 44, plow:



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
NOVEMBER 27, 2023

Truck 45, Ford 1-ton:

Truck 46 – Ford 550: has been canceled by Ford. We are in the process of reordering through Midway Ford.

Volvo Grader: waiting on Nuss, transmission to be completed.

John Deere tractor:

Ford Tractor:

Chevy 1-ton (“Old Blue”):

Road Maintenance

Throughout township: staked bad corners.

Gravel Roads: ongoing maintenance.

Fremont Minimum Maintenance Road:

Woodlands Sub-Division: all hot tar has been completed for the year. Staked Woodland drains.

Other

Shop Office: General Cleaning.

Sand Shed: Pending Board approval, next steps on proposal.

Public Works building: spray painted new yellow lines.

Town Hall:

West Hunter Lake Road Project: continuing to look for wash outs.

Fire Department Future Location: continuing to work on exit. Will complete in spring when able to grow grass.

North Point and Cemetery: helped Chris with fall clean up and tree removal.

Other: completed OSHA training.

Hiller added that that a resident in the East Hunter Lake area had cut trees from the road right of way on a slope that would likely destabilize the slope. Hiller and Tessmer visited the site in response to a concerned resident’s call alerting Hiller of the situation. Tessmer agreed that the tree removal could result in water runoff issues on the road and neighboring properties. Hammre directed to write a letter to the homeowner and ask for their plans to stabilize the soil.

1.9 Park and Cemetery Report: Aubart provided the following report: Reporting Period October 21st, 2023 to November 26th, 2023.

Parks Maintenance:

North Point: Cleaned leaves off grass in park. Cut trees that fell over trail.

Sugar Bush Preserve: removed three trees that fell over hiking trail. Placed “Dogs Must Be On Leash” signs at both parks in three entrances.

Cemetery Maintenance:

Livonia Township Cemetery: cleaned leaves and needles up. Removed flowers from plots. Artificial and potted. Marked a couple plots for headstones. One burial. Sold one plot.

Other Duties:

Class 5 applied to 104th Street (Cemetery Road).

New street signs and 911 signs to new house addresses installed.

Picked up new snowblower from Olsen’s for skid loader that was purchased earlier in the year. Just waiting for delivery from manufacturer.

Safely training was completed.

Shouldering done in some areas.

Hot tar application continued.

Hass asked about the cameras and discussion ensued about the possibility of WiFi cameras that can transmit live feed to the Township offices.



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
NOVEMBER 27, 2023

2.1 Second and Wider Driveway Request –Ritter: John and Madeline Ritter, 10816 262nd Ave NW Zimmerman present. The requirement to have permission to increase the width of a driveway beyond the 24 foot with that is the maximum width allowed was explained. The addition of a second driveway to require permission from the Board was also explained. Livonia Township standards limit one driveway for each lot. If there is a hardship to access another building from the original driveway, then the property owner must come to the Board and explain the hardship. The Board may then grant permission for a second driveway. The original driveway was widened to 32 feet, 8 feet wider than allowed. The second driveway is approximately 38 feet wide. No permit was obtained and neither alteration was inspected by the township engineer as required. It was explained to the Ritters that the second driveway also is impeding water runoff and can affect neighboring properties. Also discussed was the fact that during road improvement projects, the Township must rebuild driveways to the property line. Our Livonia residents then must pay more for each road project. The Ritters explained that they built a retaining wall along the original driveway to the house as there is a two to three foot elevation change. The Board suggested that the material used in the ditch (ROW) be removed and used to connect the original driveway to the very large parking pad that they have put in. The ditch would have to be restored to its original condition. The Ritters agreed to the requirement. The Board gave the Ritters until June 1, 2024, to remove the second driveway and to restore the ditch to the original condition. The Board also agreed that the Ritters could keep the original driveway at the width that it is now, approximately 32 feet wide. Bogart, Pederson to mark the edge of the ROW so the Ritters know how far back the driveway must be removed.

2.2 Prater Second Driveway: Michael Prater present to continue their request for a second driveway. At the October meeting they were directed to mark the ends of their septic system drain field lines. After that engineer Tessmer would measure the ends to the property line and determine if there is enough room to have a driveway to the building placed on the rear of the property without being too close to the property line and out of the D&U Easement between properties. Prater marked his field and Tessmer was able to evaluate the situation. Tessmer found that there is enough room between the ends of the drainage field lines and the required setback of 10 feet to place a driveway to the accessory building. Prater agreed to move the driveway and to keep it 10 feet off the property line. Prater was told that he will need to apply for a driveway permit for the second driveway and move the driveway from the ROW to the proper location. Prater has until June 1, 2024 to move the driveway.

2.3 Wider Driveway Request: Tyler Myhre present to request permission to have a wider driveway. Mr. Myhre explained that he was not aware that he needed permission from the Livonia Township Board for a wider driveway than standards allow. He said the driveway does have a culvert and the driveway is 28' across. He explained that he widened it because he needed more width to back up his trailer onto the driveway. Hass/Hiller unanimous to allow Myre to have the wider driveway.

2.4 IUP Request Hedtke: No one present for this item. Hass/Hiller unanimous to table the item until the December meeting.

2.5 Simple Plat white Tail Run Second Addition: No one present for this item. Hass/Kluge unanimous to table item until the December meeting.

3.0 Open Forum: No one present for Open Forum.

4.1 Clerk/Treasurer Report: Items of interest during the past month include: We have been invoiced another \$25,000 for Event Center Support. This will be a total of \$50,000 for 2023. Asking if this is correct as we budgeted for the expected \$25,000 Event Center Support for 2023. Hass and Hiller clarified that this is correct and the Event Center Support for 2024 will likely be \$60,000 due to rental demand being less than anticipated. We have been working with our insurance provider on a claim that a person driving by ditch mowing had



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
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NOVEMBER 27, 2023

damage to his vehicle from rocks. The work area was properly signed. Recommendation that the township (office staff) update the Developer's Agreement to correct and prevent issues that we have previously experienced. No comment or action from the Board. Recommendation that the township (office staff) update the Employee Manual to bring it up to date regarding recent changes in policy and law. No comment or action from the Board.

4.2 Approve payment of claims: Kukowski/Hiller unanimous to approve payment of claims and payroll totaling \$70,733.91 as submitted from Bremer Bank, and to transfer \$70,000.00 from Savings to Checking to cover check numbers 21521 through 21555, and Electronic Fund Transfers (EFT) #171-173 (November) Federal, State and PERA withholding taxes.

4.3 Supervisor Reports: Hiller –met with Township Attorney Gilchrist about renewed Planning and Zoning Agreement. It was sent to the Sherburne County Attorney several months ago, and there was no reply. Gilchrist would like to meet again. Hiller also discussed the Fire District budget formula. Currently the Township is paying considerably more per fire call than the City of Zimmerman is. He would like the formula to be altered to make it fair to Livonia Township residents and in line with the fact that the Fire District is owned by both Livonia Township and the City of Zimmerman in equal shares. Kluge – no report. Spencer –encouraged Board members to attend the 2023 MAT Annual Conference. Hass – no report. Kukowski – no report.

5.1 Resolution 23-09 Appointing 2024 Absentee Ballot Board Township Election: Hammre explained that this is the yearly required resolution to appoint the Ballot Board for the Township Election. Resolution 23-09 passed by unanimous roll call.

5.2 Resolution 23-10 Designating 2024 Annual Polling Place: Hammre explained that this is the yearly required resolution to designate polling places for each of the elections occurring in the year. Resolution 23-10 passed unanimously by roll call.

5.3 Election Funds Allocation: Hammre reviewed that last month she reported that we would be receiving funds to be used for 2024 elections from the Office of the Secretary of State. Our share would be \$362.95. We also have the option to turn over our funds to Sherburne County to offset in a small way the election support and services they provide for the Township for all elections. Spencer/Kukowski moved and seconded that the funds are turned over to Sherburne County for election support. Hass asked for a roll call vote: Spencer – yes, Kukowski – yes, Hiller – yes, Hass- yes, Kluge – no.

5.4 Water Sales: we are continuing to receive requests for water from contractors. Hammre asked for clarification on how the staff should respond to these requests. Kluge/Kukowski unanimous to charge 2.5¢ per gallon. Water to be sold exclusively to Livonia Township farmers or Livonia Township contractors for township projects.

5.5 2023 MAT Annual Conference: reminder that it is taking place December 7 – December 9.

5.6 Fire Building Lease Agreement Update: the updated Lease Agreement is included in the packet with the changes that the Board discussed previously. Hiller/Hass unanimous to approve the amended Fire Building Lease Agreement.

Hass/Hiller unanimous to adjourn the meeting at 9:08 pm.

Approved this 18th day of December 2023.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer