



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
DECEMBER 18, 2023

Supervisors present: Hass, Hiller, 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 Items 1.4 Elk River Landfill (Mike Miller) and 2.4 Smith Driveway to the Agenda. Spencer/Hiller unanimous to approve the Regular Meeting Agenda with the addition of Items 1.4 Elk River Landfill and 2.4 Smith Driveway.

1.3 Approve Consent Agenda: Hiller/Hass unanimous to approve Consent Agenda Item A) November 27, 2023 Regular Meeting Minutes.

1.4 Elk River Landfill: Mike Miller, Elk River Landfill Manager present to inform the Board that the Zoning change that was requested has been completed. The application for Heavy Industrial can not be done until after the Environmental Review is completed, anticipated to be approximately from one to two years. The Sherburne County Comprehensive Plan has been changed to reflect the Zoning changes and anticipated changes. There will be a submission to MPCA concerning the modification in March. The modification includes expansion and conversion for MSW and gravel mining.

1.4 Fire Report: submitted but not presented. The fire report for the month of November: 5 medical assists, 1 gas leak, 3 motor vehicle personal injury accidents, 2 carbon monoxide, 1 outside rubbish fire, and 1 residential house fire.

1.5 Sheriff's Report: Sgt. Wilson presented the October and November Calls for Service.

Incident	October	November
Total Calls	203	218
Motor Vehicle Accident	6	15
Medical	20	18
Traffic Stop	34	52
Security Check	16	20
Extra Patrol	9	13

The rest of the calls were miscellaneous calls for service. Wilson also reported the results of the speed sign on 269th Ave, the segment on the west side HWY 169. The average speed of vehicles was 31.66 mph (the legal speed limit is 50 mph).

1.6 Engineering Updates: William Tessmer, Bogart, Pederson & Associates, presented the updates to engineering. The 2024 Livonia Township Road Project, West Hunter Lake Roads, and the drone survey is complete. He and Kevin Kelly went on a road tour in the project area to identify drainage issues. 101st Street and 259th Ave appears to be the most challenging drainage issue area. Tessmer asked the Board how much tree removal they want done. There are areas where there are a lot of trees in the ROW that may impact the road work and the ability for sun to reach the road and melt off ice in the winter. Hass said he would like as many trees and vegetation to be removed as possible. The Hunter Lake Plat was displayed on the presentation TV



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
DECEMBER 18, 2023

during the meeting for clarity. Discussion about marking ROW lines, marking trees, avoiding upsetting property owners, and surveying. The office was directed to send a letter to all property owners and residents whose property adjoins the road project. Kukowski/Hass unanimous to have an Open House concerning the project on January 22nd, 2024 from 4:00 pm to 6:00 pm. Residents and property owners can ask questions of the Board and Tessner at that time. The location will be Livonia Town Hall. Tessner also reported that they are working on a presentation map of The Woodlands for a possible future road project. Specific locations with problems have been identified.

1.7 Planning Commission: no meeting, no report.

1.8 Road Report: Kelly asked Tessmer about the road grading map. Tessmer said that to make an effective up to date map there would need to be considerable on the ground observations of all the township roads. Tessmer did not have an estimate of the cost of doing that.

Spencer asked Kelly if he has enough plow drivers. Kelly replied that he would like one more.

Kelly provided the road report for the period November 18, 2023 through December 10, 2023:

Signage:

911 Signs – installed approximately 105 new 911 sign brackets to swing away mailboxes. Removed old 911 posts. Locations include: 140th St, 141st St, 143rd St, 249th Ave, 250th Ave and 256th Ave.

Street Signs --

Illegal Dumping:

No report

Vehicles:

Truck 36, plow: changed oil and air filter.

Truck 39, Dodge 4500 plow:

Truck 40, plow: changed air bag on right front suspension. Also changed air valve under cab. Fixed Hydraulic leak.

Truck 41, plow: Replaced wing light and sander light.

Truck 43, plow:

Truck 44, plow: Took truck to Nuss for pollution control work.

Truck 45, Ford 1-ton:

Truck 46 – Ford 550: ordered new truck through Midway Ford.

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

Payloader: Ziegler repaired power steering o-rings. Also working on replacing our forks.

John Deere tractor:

Ford Tractor:

Chevy 1-ton (“Old Blue”):

Road Maintenance

Throughout township: 112th St: cut limbs in ROW. Cleaned up fallen tree and trash in ditch.

Gravel Roads:

Fremont Minimum Maintenance Road:

Woodlands Sub-Division:

Other

Shop Office: had new overhead furnace installed in main shop. Cleaning lights and walls.

Sand Shed: Pending Board approval, next steps on proposal. No action from Board.

Public Works building: Cleaned metal siding; hauled hazardous waste stored in building to County of Stearns Environmental Services.



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
DECEMBER 18, 2023

Town Hall:

West Hunter Lake Road Project: met with William for next year's project to locate potential water issues.

Fire Department Future Location:

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

Other: completed OSHA training.

1.9 Park and Cemetery Report: Aubart provided the following report: Reporting Period November 27th, 2023 to December 15th, 2023.

Parks Maintenance:

North Point: Cleaned leaves off grass in park one last time until spring clean up.

Sugar Bush Preserve: checked trails, everything looked good.

Cemetery Maintenance:

Livonia Township Cemetery: nothing was done at the cemetery other than checking to make sure that everything looked good.

Other Duties:

Worked on truck #40. Light issue fixed and worked on air leaks. One hydraulic coupler replaced.

Serviced Dodge truck #39.

More cleaning done in shop.

Worked on 911 sign relocate in the Fox Hollow development.

2.1 IUP Hedtke: Mr. Hedtke not present. Hiller/Hass unanimous to table item 2.1 to the January 22nd, 2024 Board Meeting. Discussion included that the Board would like to talk to Mr. Hedtke about his IUP before commenting on it.

2.2 Simple Plat White Tail Run Second Addition: Seth Monroe Rum River Land Surveyors in attendance to present a simple plat in the development of White Tail Run Second Addition. Discussion included that the middle lot does not have 200 feet along 131st Ave. Mr. Monroe explained that the lot does have the required frontage based on the building set-back line, the criteria identified by Sherburne County. He explained that it is the same procedure they use when a property is on a cul-de-sac. Also discussed was the location of the driveway for the middle lot. There was concern about safety with the driveway being on the curve of the road. Hiller/Kukowski moved to approve the simple plat as presented. The motion passed with three in favor and one opposed. Comments include the following: If the County approves the driveway location to be on the corner on the road the Township will agree. The Board was reminded that the Livonia Board is the Road Authority for Livonia Township roads, Sherburne County does not approve driveway locations on Township Roads. Also, the Park Dedication Fee for two lots must be paid to Livonia Township before the mylars are signed.

2.3 Developer's Agreement Update Suggestions: Hammre provided suggestions to update the Developer's Agreement to avoid issues that we have had in the past with Developers. Suggestions included requiring parks and roads to be dedicated to the township in Fee Title. Discussion followed. Also suggested the requirement that Developers must install signs at the edge of Drainage and Utility Easements at regular intervals so property owners know where they are and do not alter them or build in them. Also suggested was to require swing-away mailboxes to be installed at each lot. This was brought up at a previous meeting, however the two residential developers on the Board at that time were not in favor. Kelly stated that swing-away posts would help with snow plowing and save the township with replacement of broken mailbox and post costs. Also discussed was increased checks on the development requirements being completed before the signing of the mylars. This would eliminate the possibility of the promised trail easement not being recorded as happened with a recent development. Hass/Hiller unanimous to approve changing the Developer's Agreement to include the addition of



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
DECEMBER 18, 2023

swing-away mailboxes for each lot. The other items to be revisited. Hass also brought up the issue of having road connections not be offset.

2.4 Zack Smith Driveway: Smith, 26230 109th Street, present to discuss the letter he received about his existing widened driveway. Hiller stated that there are a lot of large items on the back of his property and he would like to see that cleaned up. There is also a red truck parked at the end of the dead end road. Smith stated that is not his truck. Smith was directed to apply for a wider driveway permit. Then the driveway can be inspected and passed if it meets the Township's standards. Hass/Kukowski unanimous to allow the 30 foot wide driveway pending Smith applying with a Driveway Permit and contingent on the driveway passing the engineer's inspection.

3.0 Open Forum: Nate Smith present for Open Forum. Smith has 2 driveways, the second one is access to a part of his lot that used to be one of the four lots that he combined to make one lot. The Board agreed that Mr. Smith could keep the second driveway under the circumstances of it being grandfathered in.

4.1 Clerk/Treasurer Report: Items of interest during the past month include: we are wrapping up the fiscal year finances. Working on election preparation for the four elections in 2024. We renewed the copier lease and have a new updated copier. Our monthly lease fee will be less with this new copier. I am also requesting approval for payment of claims and transfer of funds for claims received through the end of December to allow us to pay all of the bills received in the fiscal year.

4.2 Approve payment of claims: Spencer/Kukowski unanimous to approve payment of claims and payroll totaling \$37,819.78 as submitted from Bremer Bank, and to transfer \$38,000.00 from Savings to Checking to cover check numbers 21556 through 21591, and Electronic Fund Transfers (EFT) #174-176 (December) Federal, State and PERA withholding taxes.

4.3 Supervisor Reports: **Spencer – no report; Kukowski – no report; Hiller –** reported on the Fire Board meetings concerning the Event Center Coordinator resignation and the reluctance of the City of Zimmerman Administration to pay her for her hours worked to bridge the gap between her last anticipated day and the hiring of a replacement. Also there was reluctance to pay her accrued and unused benefit time. Hiller stated that Livonia Township believes that we pay our employees for their work and unused benefits. Hiller also stated that there are two checks from the Fire Relief Association that were sent to the City of Zimmerman/Fire District that appear to be missing. It is unknown at this time if they were misplaced before they were sent or after they were received. Hiller also stated that the Waste Management Agreement is still in the works. Hiller asked the Board for approval to give each of the four regular township employees a bonus of \$100 for Christmas. Hiller/Kukowski unanimous to approve. **Hass –** brought up the possibility of an RFP for engineering. He also stated that he would ask Bogart Pederson to have a more experienced engineer work with Livonia Township. Hass also stated that he would like to talk to the Law Firm of Couri and Ruppe about governmental procedures. He mentioned that he would like to have a special meeting with them. He asked for Board approval to speak to Couri and Ruppe. More discussion ensued. No formal action taken. **Kluge –** not present.

5.1 ESST Law: Hammre explained that the new ESST law goes into effect on January 1st 2024. The new Payroll software has been downloaded. Resolution 23-11 Resolution Adopting a Township sick and Safe Time Policy was presented with a policy for Board approval. Hammre suggested that the township keeps track of hours and part time employees and use the accrual method for tracking if they work enough to accrue ESST time. Kukowski/Hiller unanimous to approve Resolution 23-11 with the Policy as presented and using the accrual method for awarding ESST hours. Hammre explained the hours worked for employees that meet the threshold for required ESST.



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
DECEMBER 18, 2023

5.2 Township Employee Manual Update: The office has been working on updating the Employee Manual to reflect recent changes. Still to be added is the new ESST law benefit.

5.3 Election Judge Pay Review: area townships periodically compare the rates they pay their election judges. A chart of all of the current pay rates in the area. Hass/Hiller unanimous to raise our election judge pay rates to \$21 for head judges and \$19 for regular judges to be similar to area township election judge pay scales.

5.4 OSHA Review, Safety Officer: Hammre presented an updated Hazard Communication Program to meet OSHA requirements. A Safety Officer is needed to oversee the Livonia Township program. Hass/Hiller unanimous to appoint Harold Kluge Jr. as the township Safety Officer. Kluge has had experience in the role.

5.5 Fire Building Lease Agreement Update: Hass reported that the new Lease Agreement has been signed by the Fire District.

5.6 Weed Inspector Report: Hass/Kukowski unanimous to accept the Weed Inspector Report as submitted by Weed Inspector Kelly.

5.7 Capital Land Group Rezone Approval FYI: No action needed or taken.

5.8 Grant Info from Gina: FYI Information from Gina Hugo, Sherburne County Parks Director, concerning the Local Trail Connections Grant Program. No action taken.

5.9 LBAE Date and Training: Suggested LBAE Meeting for Livonia Township is Monday, April 22nd, 2024 at 6:00 pm. The Board agreed to the date. We have one trained Supervisor, Supervisor Hass. We need at least one trained Supervisor at the meeting. Information about training was provided to the other Board members. A quorum of Supervisors is also required at the meeting. Training must be done by February 1st.

Hass/Hiller unanimous to adjourn the meeting at 9:35 pm.

Approved this 22nd day of January 2023.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer