



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
December 22, 2014

Supervisors present: Doebler, Hass, Hewitt, Manthei and Spencer.

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

Others Present: Jon Bogart, PE Town Engineer with Bogart Pederson & Associates, Inc.

Chairman Hewitt 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: Manthei requested item 5.1 be changed to item 2.0. Doebler requested the addition of item 2.01 – Purchase Adobe Software. Spencer/Manthei unanimous to approve the Regular Meeting Agenda with the requested changes.

1.3 Approve Consent Agenda: Doebler/Spencer unanimous to approve Consent Agenda as follows: **Item A)** November 24, 2014 Regular Board Minutes; **Item B)** 2015 IRS Mileage Rate Change at \$0.575 per mile.

1.4 Sheriff's Report: Sergeant Wilson was unable to attend.

1.5 Fire Report: Chief Maloney provided November calls for service: 3 Medical Assists, 4 Motor Vehicle Personal Injury Accidents, 1 Carbon Monoxide, 1 Good Intent (smoke in the area), 2 Grass Fire, 4 Residential Garage Fire.

Maloney reported the Neighbors Helping Neighbors Program is finishing for the year with 60 families receiving aid, down from 120 families requesting aid 5 years ago; Firefighters from Zimmerman/Livonia Fire District distributed the dictionaries from The Dictionary Project to all of the 3rd grade students at Westwood Elementary School; the new Tahoe has arrived, it was paid for entirely with charitable gambling funds. Supervisor Sherper thanked Chief Maloney and the Fire Fighters for their contribution and help with The Dictionary Project.

1.6 Road report: Maintenance Coordinator Berghuis reported the plow on Plow Truck #34 was rebuilt, purchasing salt/sand mix from Sherburne County is going well despite the state wide salt shortage, Rochester has ordered their new plow truck. Board directed Hammre to send a Letter of Intent to Purchase to Rochester for the plow truck they will be replacing.

1.7 Planning Commission Report: Spencer reported that all of the following items were recommended for approval: Request for an Amendment to the Sherburne County Comprehensive Land Use Map to rezone a parcel in Haven Township; Request for Preliminary and Final residential Simple Plat in Haven Township; Request for a Conditional Use Permit for Religious Purposes including ceremonies and festivals in Livonia Township, Request to Amend existing CUP Permit #47811 in Baldwin Township.

2.0 Robert Snavly: Mr. Snavly was present to discuss alternative methods of computer system security and back-up, the use of ipads or similar devices, and the ease in integrating the devices.

2.01 PDF Software: Discussion on Adobe Acrobat PDF Software for the office computers to aid in document transfer to Supervisor ipads. The Board directed Hammre to purchase the software for office use.

2.1. Engineering: a) 239th Ave – waiting for Spring; b) **112th St** – Resident meeting on November 25, several property owners were in attendance. The project was explained with engineering maps available for the residents to view. No temporary easements were signed, Supervisors and Bogart will obtain Temporary Easements in the next month; c) Lake Fremont Road tree removal update – wetland application has been submitted d) CIP – no update.

2.2 Community Center Project – Mayor Earenfight presented former Supervisor Sherper with a plaque of appreciation and gratitude for all of his service to the community; Earenfight asked for 2 Board members to serve on a committee with the City of Zimmerman and School District 728 to discuss a possible partnership in a Community Center. Hass agreed to serve, the other position will be filled when the meeting date is confirmed.



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2.3 IUP Trail of Terror – Pool: Sheldon Pool was present to make request. Discussion included proposed changes including a corn maze, pumpkin patch, extended operation adding the month of September for those activities, and a permanent IUP for the event. Pool also stated that the Trail of Terror proceeds, which go to fund local youth programs, doubled from last year to approximately \$8,000. The Board asked if participants were off of the property by 11:00 pm, the stated time of the IUP. Pool explained that participants are gone by 11:00 pm because they monitor the timing of ticket selling to facilitate the end of the event, and the only people who may be there after 11:00 pm would be workers cleaning up the site. The Board asked if there were any complaints about the event, Pool and Hammre stated that there were no complaints that they were aware of. Hass/Hewitt unanimous to recommend approval including: the addition of a corn maze and pumpkin patch; operation including the months of September and October; and a permanent IUP.

Board comments include: it is a not-for-profit event that is for the benefit of local youth; there were no complaints this past year that the Board is aware of; good signage and traffic control was used.

3.0 OPEN FORUM – No one was present for Open Forum.

4.1 Clerk Treasurers Report: Hammre reported items of interest during December include: The Dictionaries were handed out to all of the 3rd Grade Westwood Elementary Students on December 4 by Fire Fighters from Zimmerman/Livonia Fire District; Reminder that Filing for Town Office is from December 30, 2014 until January 13, 2015. Supervisor C and E Offices are up for Election for 3 year terms, Supervisor B office is up for Election for a 2 year Term; RB's Computer installed our computer backup and monitoring system.

4.2 Approve payment of claims and transfer funds: Hass/Spencer unanimous to approve payment of claims, including payroll, as submitted and to transfer \$62,000.00 from savings to checking to cover claim numbers 6973-7008, and check numbers 16537-16583 and Electronic Fund Transfers (EFT) #102-104 (December Fed & State withholding tax & PERA), and to approve payment of claims received between December 22nd and December 31st and to transfer the same amount from savings to checking to cover those claims.

4.3 Supervisor Reports: **Hass** – The Zimmerman Today Ad thanking the community was very nice, the community event should be a yearly event. **Manthei** – will be attending Sherburne County Association Township meeting in January, Couri will be present to discuss right-of-way issues; clean-up day vendor possibilities; ipad operation difficulties; 112th St meetings and Temporary Easements; Sevald from Sherburne County Zoning will attend our next meeting to discuss Commercial/Residential zoning. **Spencer** – LGIA Award Ceremony report, with the presentation of the plaque honoring Livonia Township for innovation in partnering with our neighboring Townships and Cities. Sherper commended the Board for their efforts to work together and with the community. **Doebler** – discussion on the Livonia Township Park Board, 3 Supervisors now serving on the Board, there is currently an opening. Don Sherper volunteered to serve, Hewitt/Doebler unanimous to appoint Sherper to the Livonia Township Park Board. We will solicit for another Park Board member, at which time one of the Supervisors now serving will voluntarily step down. Discussion about the Cemetery Board position that Sherper held, Hass/Manthei unanimous to re-appoint Sherper as Cemetery Board member. **Hewitt** – the Sugar Bush Park walk/ski/snowshoe Luminary Evening will be Saturday, February 7 from 6:00 pm to 9:00 pm. There will be a Bon Fire and hot beverages. An ad will be put in the Zimmerman Today paper and an article written for the Elk River Star News.

5.1 Item moved to 2.0

5.2 Elect Vice-Chair – Manthei nominated Spencer for the position of Vice-Chair. No other nominations were presented. Manthei/Hewitt unanimous by vote, Spencer abstained.

5.3 Appoint Township representative for Joint Powers Fire Board 2 year term – Hass nominated Doebler for the position of Township representative on the Joint Powers Fire Board. No other nominations were presented. Hass/Manthei unanimous by vote, Doebler abstained.



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5.4 Set Time and Date for Budget Workshop Meeting and Board of Audit – the Board set Monday, February 2nd, 2015 at 7:00 pm for the Budget Workshop Meeting and Board of Audit Meeting to follow immediately.

5.5 Set date/time for Clean-up Day – the Board set Saturday, April 25th, 2015, 8:00 am to noon, as our Annual Clean-up Day, looking at vendors for pricing and availability.

5.6 Set date for Local Board of Appeal & Equalization – Board requested that the tentative date set by the County Assessor to be changed to a Monday to avoid conflict with Board work schedules. Hammre to request change from the County Assessor.

5.7 Set employee review date – Doug and Butch to conduct review with Maintenance Coordinator Berghuis in January, Hewitt to conduct review with office staff in January. Hewitt to find a new evaluation form.

Hewitt/Doebler unanimous to adjourn meeting at 9:17 pm.

Approved this 26th day of January 2015.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer