



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWN HALL
MARCH 22, 2021

Supervisors present: Hass, Hiller, Kuker and Pool.

Staff present: Clerk/Treasurer Hammre, Deputy Clerk/Treasurer Fiedler, Maintenance Coordinator Berghuis
Others Present: Township Engineer Wes Davis; Lisa Fobbe, Sherburne County Commissioner

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 requested the addition of item 1.14 Boy Scout Eagle Project.

Hiller/Pool unanimous to approve the Agenda as amended.

1.3 Supervisor Oath of Office: completed prior to the meeting.

1.4 Elect Chair of the Town Board: Pool nominated Supervisor Hass. No other nominations were made.

Pool/Hiller unanimous to elect Supervisor Hass as the Board Chair.

1.5 Elect Vice Chair of the Town Board: Kuker nominated Supervisor Pool. No other nominations were made.

Kuker/Hass unanimous to elect Supervisor Pool as the Board Vice-Chair.

1.6 Approve Consent Agenda: Hass explained that the Health Stipend Adjustment was to correct Township employee stipend amount to match the Event Center Coordinator stipend as intended. Kuker/Pool unanimous to approve Consent Agenda as follows: **Item A)** February 22, 2021 Regular Meeting Minutes; **Item B)** February 22, 2021 Workshop Meeting Minutes; **Item C)** Health Stipend Adjustment.

1.7 Fire Report: no report.

1.8 Sheriff's Report: Sgt. Wilson provided the Sheriff's report: there were 155 calls for service in February in Livonia Township including 36 security checks and 25 traffic stops. The rest of the calls were for miscellaneous service. There were no concerns for Livonia Township and no questions for Sgt. Wilson. Supervisor Hass asked for extra patrol on the Lake Fremont minimum maintenance road once the gate is opened for vehicles.

1.9 GNT Update – Gina Hugo: Hugo introduced herself and gave a history of the Great Northern Trail and explained the desire of Sherburne County Parks to find a way to extend the trail to Princeton/Milaca. The goal is to be able to complete the route and seek Regional Trail designation. With the aid of the presentation she provided, she pointed out where segments of the Great Northern Railroad ROW are owned by Sherburne County Parks and where they are privately owned. Included were several options to navigate around the privately owned properties. There was discussion about trail usage, connections to local trails, and impact of trails on nearby property values. Hugo confirmed that trail usage is non-motorized at this time, though the trail north of Princeton to Milaca is a motorized or multi-use trail. Connections to local trails can be explored and may be aided by grant funding, especially when the trail can achieve Regional Trail designation. Hugo also explained that studies have shown that trails near properties have no impact or somewhat positive impact on property value and often improved salability of the property. Commissioner Fobbe added that connectivity is very important including HWY 169 crossings when considering trail linkage.

1.10 Engineering Update: Engineer Davis discussed the progress on the plans for the 2021 Road Construction project. The plans should be ready to be advertised this week and bids can be opened at the next Board Meeting. He also explained that the commercial road has some complications due to the HWY 169 ROW and MNDOT requirements. The Businesses along the road also have extensive impervious surfaces which impacts road drainage. A road construction meeting with residents was discussed and scheduled for April 26, 2012 from 5:00 pm to 6:00 pm.



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1.11 Road Report: Maintenance Coordinator Berghuis reported that park trails have been cleaned up; road intersections are being swept now; they installed some 911 signs; cleaning ditches of garbage will begin soon. Hass asked Berghuis to grade the minimum maintenance road before opening.

1.12 Planning Commission Report: Spencer provided the March 18, 2021 PAC Meeting report: The PAC recommended approval for the following items to the Sherburne County Commissioner at their next County Commissioner Meeting: in Baldwin Township – 2 requests for final plats; in Clear Lake Township – request for IUP for 1 MW Solar Farm.

1.13 Park Committee Report: Kuker asked Engineer Davis how much a frisbee golf course would cost. Davis said approximately \$5,000. A survey of residents to ask what they would like to see in the parks was again discussed. Hugo will provide information on the firm that Sherburne County Public Works used to conduct their parks survey.

1.14 Boy Scout Troop 91: Scouts Ollie and Brody were present to ask the Board if they would allow them to do their projects within the township. Ollie presented his idea of installing a flagpole at the Livonia Cemetery. He has contacted Bob Lundgren at the Zimmerman Legion for information and help. Brody discussed Little Free Libraries that could be placed in the township, or a community garden. Both scouts asked for ideas of what the Board would want to see. It was recommended that the Cemetery Board meet with Ollie to discuss the possibility of a flag in the cemetery.

2.1 Escrow – Ron Maloney: Mr. Maloney was not present. No action taken.

2.2 IUP for Mining – Valerius: Merlin Valerius present to request approval for his IUP Mining Amendment, mining to take place on his property PID #30-028-1400. Mr. Valerius explained that he would be mining peat out of the area, creating three ponds. This request is an amendment of his existing IUP for mining. Pool/Hiller unanimous to approve with the following Board Comments: the requested amendment allows mining in the area adjacent to the original IUP area; the location preserves trees; the yardage removed is the same as the original IUP.

2.3 IUP for Medium Contractor Yard – Boogren: Ryan Boogren present to request approval for his request for IUP or a Medium Contractor's Yard on PID #30-028-4105. Mr. Boogren described his business and how he would like to use the property for his tree removal, erosion control and restoration business, Husky Construction, Inc. He would park equipment and trailers on the property and store erosion control materials. He explained that his employees take their vehicles home so traffic to and from the property will be minimal. The property would also be used as their home when the house, which was previously destroyed by fire, is replaced. Board questions included hours of operation. Boogren replied that employees will arrive at around 6:30 am and leave by 5:30 pm, weekdays only. Winter is an off time for the business. Also discussed was a tree line visual buffer along the road, building a berm between the wetland and where the trucks and equipment will be parked and graveling driving and parking surfaces. Discussion also included modifying the request to allow for some business growth. Hass/Pool unanimous to approve the request for IUP – Medium Contractors Yard with the following conditions listed in the Board comments: the Board would require Mr. Boogren to build a berm between the equipment parking area and the wetland to protect the wetland from potential fuel and oil contamination; the driveway and parking areas will be graveled for stabilization; trees/vegetation are to be planted along the road for visual screening;

2.4 Border Line Agreement: discussion about consulting Township Attorney Gilchrist for the drafting of a new agreement with the recent changes in border properties. No action taken.



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3.0 Open Forum: no one present for Open Forum.

4.1 Clerk/Treasurer Report: Items of interest during the past month include: working on the field audit information with the auditors; prepared for the Annual Meeting; held the Township Election; working on Clean Up Day details.

4.2 Approve payment of claims: Kuker/Pool unanimous to approve payment of claims and payroll totaling \$158,328.48 as submitted from Bremer Bank, to cover check number 20262 through 20297, and Electronic Fund Transfers (EFT) #32-34 (March) Federal, and State withholding tax.

4.3 Supervisor Reports: Hiller – the building project is going well. Hiller thanked Supervisor Hass for all of his time and hard work throughout the project. Hass attended all the meetings and was on-site overseeing the project for many hours; Hass – construction crews are working on the fire station floor now; Kuker – no report; Pool – no report.

5.1 Township Reorganization: a) Committees & Boards: General Administration – Hass and Hiller; Road Maintenance – Hass and Pool; Park Committee – Kuker and Maloney; Cemetery Board – Hiller and Maloney; Intergovernmental – Maloney and Hiller; Fire Board – Hass and Hiller, Kuker as alternate; Social Media- Hiller and Maloney. Hass/Hiller unanimous to approve all committee positions.

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. **c) Conflict of Interest Resolutions/Affidavits of Official Interest in Claim:** Resolutions authorizing contract with interested officer under M.S. 471.88 Subd 5 were approved for each Supervisor in the event they perform work for the Township during cleanup day. When filing their claim for work performed, they also sign an official interest in claim. Resolutions, as approved for each supervisor, are on file. **d) Town Hall Office Hours/Regular Town Board Meeting Dates:** Town Office hours are Monday 8 am to 6 pm, Tuesday through Thursday 8 am to 4 pm, Friday 8 am to 12 pm. The Board meets the 4th Monday of the month at 7 pm located at the Livonia Town Hall unless the 4th Monday is a holiday: the meeting is then moved to the 3rd Monday of the month, same time and place. The proposed Board Meeting dates for April 2021 – March 2022 are as follows: April 26, May 24, June 28, July 26, August 23, September 27, October 25, November 22, December 27, January 24, February 28 and March 28. Claims for payment are due to the Town Office no later than noon the Tuesday prior to the meeting. Payroll claims are due to the Town Office no later than 9:00 am the Monday prior to the meeting. **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 Bremer Bank – Princeton Branch. Authorization by the Town Board is required for transfer of funds and payment of claims. **f) Purchase Policy:** Currently the limit for expenditures without Board approval \$1,000 per item from the Road and Bridge Fund and \$250 from any of the other funds. The Township has use of 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. **g) Petty Cash Fund:** The petty cash fund is maintained at \$250. **h) Official Newspaper/Posting Location:** The Elk River Star News is the Townships 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 location for official posting. **5.1i) Delegate EFT Officers:** Hammre designated as EFT Officer. **5.1j) Website Advisor** Maloney/Hiller. Hass/Kuker unanimous to approve all items 5.1 b and 5.1d – 5.1 i.



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5.2 Precinct 1/3 Location Discussion: Hammre requested approval to request the usage of the Event Center for all Federal and State Elections for Livonia Township Precincts 1/3. The change in location would be more convenient for the majority of the residents living in those precincts, especially the residents of Precinct 3 which is in the southwest corner of the township. The Board directed Hammre to send a letter to request use of the Event Center for Precinct 1/3 for Federal and State elections.

5.3 Support Letter for Hwy 169/CR 4: Hammre presented the request from Andrew Witter, Sherburne County Public Works for a support letter for the 2021 INFRA Discretionary Grant. Fobbe verified the cost of the project as well as the HWY 169 project in Elk River, and where the funds would come from. There was also a question regarding the local road and resident accesses that would be affected. Fobbe will reach out to Witter for clarification.

5.4 Clean Up Day Pricing: Hammre presented the proposed pricing for Clean Up Day. The pricing will stay the same as the pricing for 2020, which was not held due to COVID-19, because vendor prices have stayed the same.

5.5 LBAE April 26 Reminder: the Board was reminded that the LBAE Meeting will be held on April 26, 2021 at the Livonia Town Hall.

Pool/Kuker unanimous to adjourn the meeting at 8:44 pm.

Approved this 26th day of April 2021.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer