



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWNSHIP HALL

March 23, 2015

Supervisors present: Hass, Hewitt, Manthei and Pool. Doebler excused.

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: Hass/Manthei unanimous to approve meeting agenda.

1.3 Supervisor B, C & E Oath of Office: Taken prior to the meeting.

1.4 Elect Chairman to the Town Board: Hass nominated Supervisor Hewitt to serve as Town Board Chair. No other nominations. Hass/Manthei unanimous to approve.

1.5 Elect Vice-Chairman to the Town Board: Manthei nominated Supervisor Hass to serve as Town Board Vice-Chair. No other nominations. Manthei/Pool unanimous to approve.

1.3 Approve Consent Agenda: Manthei/Hewitt unanimous to approve Consent Agenda as follows: Item A) February 23, 2015 Regular Board Minutes; Item B) Sherburne History Center – Membership renewal at Patron Level

1.4 Sheriff's Report: Sergeant Wilson reported there were 128 calls for service in February; 49 of the calls were for traffic stops, the remainder of the calls were for various reasons. There were no current issues or concerns for Livonia Township. Manthei inquired about after hours road maintenance calls, requested that Maintenance Coordinator be the first person for Dispatch to call for road blockages. Hass inquired about garbage dumping on the Lake Fremont minimum maintenance road.

1.5 Fire Report: Chief Maloney provided February calls for service: 1 medical assist, 1 motor vehicle personal injury accident, 3 fire alarm, 2 carbon monoxide, 1 residential house fire – mutual aid, Big Lake, 1 trailer fire. Maloney also reported he attended the All Hazard Natural Disaster Team Training; burning restrictions will begin on Wednesday. Hass thanked Chief Maloney and the Fire Department for the nice service for former Fireman Mike Johnson.

1.6 Road report: Maintenance Coordinator Berghuis – 130 bags of trash and 20 bags of aluminum cans were cleaned out of Livonia Township ditches; Plow Truck # 32 and several extra plows were sold at auction; Rochester Township will meet April 7, approval for selling their plow truck to Livonia Township is on the agenda; 112th St between County Road 74 and County Rd 19 has been breaking up – Berghuis and Kelly have been repairing as needed to stabilize; road sweeping has begun; Berghuis has graded Baldwin roads 3 times so far this spring.

1.7 Planning Commission Report: Spencer reported the following actions were taken at the March 19, 2015 Planning Advisory Meeting: Request for an IUP for gravel mining and portable asphalt plant in Palmer Township which was tabled at the February PAC meeting was withdrawn by requestor prior to the March meeting; The PAC recommended the following items for approval by the County board of Commissioners: Request for approval of Residential Preliminary Standard Plat of Sandhill acres - Big Lake Township; Request for approval of IUP for Auto repair business in a commercial district – Orrock Township; Request for approval of existing IUP for home business in an accessory building – Livonia Township; Request for approval of Residential Final Standard Plat of Shasta Meadows – Orrock Township.

2.1 Lake Fremont Minimum Maintenance Road – PeggySue Kelly presented a request to close a portion of the Lake Fremont minimum maintenance road to motorized vehicle traffic. The presentation addressed the history of proposals to close the road, the portion that she and several neighbors would like to see closed, the benefits including safety, reduction in garbage dumping and illegal activities, trespassing, road damage from individuals



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“mudding” when the road is saturated, the impact on access to properties including the proposed closure not involving properties with no other access. Discussion followed about access for fishing, parking options, convenience for residents to drive through the road, safety, large lots, trespassing signage and law enforcement impact. Manthei suggested the Park Board should discuss the proposal.

2.2 Engineering: a) **239th Ave** – grubbing begun; b) **112th St** – the roadbed is deteriorating, easements continue to be obtained. Bids will be opened April 6th; c) **273rd Ave and Woods @ Lake Fremont Second Addition** – requested permission from Board to go forward with bidding process for the second lift for these two projects. Hass/Hewitt unanimous to approve; d) **CIP update** – needs some information from office, nearly complete; e) **Spring Road Tour** – Mark and Jon to tour roads and make note of the areas the Supervisors should view on an abbreviated tour. Manthei suggested that Pool go along as a learning experience. Lila Spencer reported that a resident complained to her about 96th St heaving. Discussion about the age of the road.

3.0 OPEN FORUM – No one was present for Open Forum

4.1 Clerk Treasurers Report: Hammre reported items of interest during February include: PERA option to join for Supervisors; Schlenner Wenner & Co. will present the Audit in April; Maintenance and Office Staff attended Damage Prevention Training; Election recount totals were the same as the election total.

4.2 Approve payment of claims and transfer funds: Hass/Hewitt unanimous to approve payment of claims, including payroll, as submitted and to transfer \$43,000.00 from savings to checking to cover claim numbers 7146 – 7174, check numbers 16674-16715 and Electronic Fund Transfers (EFT) #113-115 (March) Fed & State withholding tax & PERA.

4.3 Supervisor Reports: Manthei – discussed the possibility of having Bogart hold a training session on road blueprint/plan reading. Discussion about the difficulty in getting temporary easements from residents and possible solutions, Hewitt to discuss options with Bogart; Reminder – SCAT meeting April 15th 6:30; discussed inviting Jon Sevald, Sherburne County Zoning, to April meeting to discuss commercial properties. Hammre to contact Sevald. Hewitt – Park Board report: Great Northern Trail update, potential park property. Hass— no report. Pool – no report.

5.1 Township Reorganization – a) Committees & Boards: General Administration – Hewitt and Hass; Road Maintenance – Hass, Manthei and Pool; Town Park Board – Doeblner and Hewitt; Cemetery Board – Doeblner, Manthei and Pool; Intergovernmental – Manthei and Pool; Fire Board – Hass and Doeblner, Pool as alternate; Town Planning – Town Board of Supervisors. Hewitt/Hass unanimous to approve 5.1a. **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 required; does not include cleanup day or service as an election judge. Hass/Hewitt unanimous to approve. **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 dates for April 2015 – March 2016 are as follows: April 27, May 18 (3rd Monday due to Memorial Holiday), June 22, July 27, August 24, September 28, October 26, November 23, December 28, January 25, February 22 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. Hass/Hewitt unanimous to approve 5.1d. **e) Official Depository/Account Signers:** The Bank of Elk River, Zimmerman 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



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certificate of deposit: currently the Township has one certificate of deposit which is held at the Bank of Elk River, Zimmerman Branch. Authorization by the Town Board is required for transfer of funds and payment claims. Hass/Manthei unanimous to approve 5.1e. **f) Purchase Policy:** Currently the limit for expenditures without Board approval \$1000 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 III, Clerk/Treasurer and Deputy Clerk/Treasure are signers on Menard's account. Hass/Hewitt unanimous to approve 5.1f. **g) Petty Cash Fund:** Hass/Hewitt unanimous to approve \$250 to be maintained in the petty cash fund. **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. Hass/Hewitt unanimous to approve item 5.1h.

5.2 Board of Appeal and Equalization – April 27, 2015 6:00 pm – reminder of meeting date and time; discussed Minnesota Department of Revenue's new online training course for Local and County boards of Appeal and Equalization training.

5.3 Fire Building Lease – Hass/Hewitt unanimous to approve renewal of Fire Building Lease with the same conditions as the previous lease.

5.4 Right of Way Encroachment Process – Discussion of the Memorandum Livonia Township Attorney Gilchrist provided concerning town road right of ways addressing objects and obstructions within the right of ways. Board directed Maintenance Coordinator Berghuis to identify right of way issues concerning safety and maintenance obstruction with Livonia Township road Maintenance Supervisors.

5.5 Reminder – Bid opening April 6, 2015 – discussed possibility of future joint project with neighboring jurisdictions to save funds on road projects. Hammre directed to contact City of Elk River to convey our interest in doing so.

5.6 Reminder – Sherburne County Association of Townships meeting April 15 – Palmer Township – count for RSVP obtained.

5.7 MAT's Courses – Reminder of upcoming MATs courses

5.8 Final Approval of Permanent IUP for an Occasional Special Event (Haunted Trail/Corn Maze / Pumpkin Patch) Hass/Manthei unanimous, Pool abstained, to approve Permanent IUP for an Occasional Special Event (Haunted Trail / Corn Maze / Pumpkin Patch) – Sheldon Pool as approved by the County Board of Commissioners on February 3, 2015. The IUP and conditions of approval are on file in the Sherburne County Zoning Office and recorded as document # 799299.

Hass/Hewitt unanimous to adjourn meeting at 9:15 pm.

Approved this 27th day of April 2015.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer