



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

Supervisors present: Hass, Kuker, Kluge and Spencer.

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

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: Spencer/Kuker unanimous to approve the Regular Meeting Agenda as presented.

1.3 Elect Chair of the Town Board: Kuker nominated Supervisor Hass, Kluge seconded the nomination. No other nominations were made. Kuker/Kluge unanimous to elect Supervisor Hass to the position of Board Chair.

1.4 Elect Vice Chair of the Town Board: Hass nominated Supervisor Hiller, Kuker seconded the nomination. No other nominations were made. Hass/Kuker unanimous to elect Supervisor Hiller to the position of Board Vice-Chair.

1.5 Approve Consent Agenda: Hass/Kuker unanimous to approve Consent Agenda Item A) February 27, 2023 Regular Meeting Minutes.

1.6 Fire Report: Chief Maloney presented the February Calls for Service as follows: 5 medical assist; 2 gas leak; 5 motor vehicle personal injury accident; 1 carbon monoxide; 1 fire alarm; 1 vehicle fire; 1 outside rubbish fire; 1 residential garage fire – Stanford; 2 fire mutual aid (Elk River). Maloney also reported that the ladder truck stored in Station one had an issue and discharged a large amount of black soot inside the building. He stated that the clean-up is covered by insurance. The first estimate for clean-up came in at \$80,000 to \$100,000. More estimates will be sought, several recommendations were given.

1.5 Sheriff's Report: Chief Deputy Doran was in attendance to present the Annual Sheriff's Report. Doran presented an overview of the reports given monthly by Sergeant Wilson of the calls and activities performed by the Sheriff's Department each month. In 2022 the Sheriff's Department had 3,408 contacts which include services and arrests. This compares to 2,376 contacts made in 2021 and 2,098 made in 2020. Doran stated that these are contacts made within the township limits. He also stated that the previous year's numbers are lower, probably due to Covid. Hass asked if narcotics in the township are at a similar rate as the rest of Sherburne County. Doran replied that Livonia Township is typical though the larger cities have a higher rates of narcotic emergencies. He also said that they are seeing a lot of Fentanyl, and all police officers carry Narcan for emergency over-dose treatment. Doran then went over the serious criminal activity numbers and comparisons. Doran then described the new K-9 Deputy named Bronco, handled by Deputy Derek Sorensen. Bronco is trained in drug detection, searches, and apprehensions. Doran continued with other updates and events in the Sheriff's Department.

1.8 Engineering Updates: Engineer Davis unable to attend the meeting. Hass stated that Rum River Contracting was the low bidder for the 2023 West Hunter Lake project. Engineer Davis verified the bids and reported that Rum River Contracting's bid was the lowest and all quantities and calculations are accurate. Hass also explained that there is an option on the bid to replace or upgrade the center line culverts. It will be determined at a later date what will be the best action to take for the culverts. Kuker/Kluge unanimous to proceed with the engineer's recommendation to accept the lowest bid from Rum River Contracting, for \$419,666.01. The culvert additional project will be determined at a later date.



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

1.9 Planning Commission Report: Representative Hass submitted the following Planning Commission Report. Recommended for approval: James and Sharon Gullickson - Requesting Preliminary and Final Residential Simple Plat approval "Gullickson Addition" consisting of two (2) lots; Robert Rasmussen – Requesting Preliminary and Final Residential Simple and Plat approval "Aspen Meadows" consisting of three (3) lots. Tabled item: Leasing Express LLC – requesting to amend Interim Use Permit #68924 (Large Contractor's Yard).

1.10 Park Committee: Kuker – reported that the Town Board had previously decided that they would like to have an Open House to allow the residents to weigh in on what they would like to have in the parks.

1.11 Road Report: Kelly provided the road report for the period February 18, 2023 through March 17, 2023:

Illegal Dumping: 96th Street - loveseat dumped on side of road.

Vehicles:

- Truck 43 – replaced coolant pipe for transmission line. Repaired plow. Installed new front plow blades.
- Truck 44 - replaced coolant pipe for transmission line. Installed new belly blades and new wing blades.
- Three-point ditch mower - rebuilding three-point ditch mower.
- Silver Chevy Truck – Picked up electric plow plug.

Road Maintenance

Throughout township: Plowed snow. Hauled approximately 28 loads of sand from County. Sanded and salted roads during ice storm. Benched snowbanks throughout the Township and pushed back cul-de-sacs. Scraped roads. Applied two rounds of cold patch.

Woodlands Sub-Division: Opened drains. Benched banks. Pushed back roadways. Scraped roads.

Gravel Roads: Pushed back snow to help drain water from roadways.

Shop Office

General Cleaning

Sand Shed

Sand in/sand out.

Town Hall

Repaired ladies' toilet. Installed new batteries in automatic flusher.

Kelly also gave an update on the cost of installing phones and internet service in the Maintenance/Fire building and the Town Hall. Hass/Spencer unanimous to proceed with changing the phone service for the Town Hall and installing in the Maintenance building as quoted by Midco.

1.12 Park and Cemetery Report: Aubart provided the following report: Reporting Period February 24th, 2023 to March 24th, 2023

Parks Maintenance:

Nothing to report this month.

North Point – no activity

Sugar Bush Preserve – no activity

Cemetery Maintenance:

Livonia Township Cemetery – cleared cemetery driveway

Other Duties:

- Plowed snow
- Hauled salt/sand
- Scraped roads
- Cold Patch on roads



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

Back up warning alarm replaced on truck #44
Installed new plow blades on #43 and #44
Helped out with voting and meeting on March 14.

Aubart also reported that he checked on brush cutter and blower attachments for the skid loader. Discussion about the approximated costs, lighter duty vs heavy duty, etc. Aubart will seek additional quotes and compile the information for next month's Board Meeting.

2.1 Hunter Lake Property Complaint: the township has received another complaint about a resident using Livonia Township property PID #30-402-0660 for storage of his boats, shed, etc. Discussion about the issue included locating the surveyed property line as identified by survey in 2022, posting No Trespassing signs along the line and at the property, and notifying the owner of the boats, etc. that the items must be removed.

3.0 Open Forum: Sherburne County Commissioner for District 3 Gregg Felber was present. Commissioner Felber introduced himself and explained that he represents a small portion of Livonia Township. His District includes the southwest section of Livonia Township that lies west of CR 1.

4.1 Clerk/Treasurer Report: Items of interest during the past month include: the Town Hall has been very busy this month with several events including the 169/CR 4 meeting, Absentee Voting Saturday March 11, the Election Public Accuracy Test, the Township Election, Annual Meeting, Board of Canvass and the Bid Opening. The election went very smoothly with no issues or problems.

4.2 Approve payment of claims: Kuker/Spencer unanimous to approve payment of claims and payroll totaling \$203,540.41 as submitted from Bremer Bank, and to transfer funds from Savings to Checking to cover check numbers 21213 through 21257, and Electronic Fund Transfers (EFT) #144-146 (March) Federal, State, and PERA withholding tax and debit card payments.

4.3 Supervisor Reports: **Spencer** – attended the MAT Short Course for New Officers today. She will write a summary for the next meeting. **Kluge** – also attended the MAT Short Course for New Officers today. He said it was very informative. **Kuker** – Sherburne County adopted the plan that does not include the 2nd Street extension for now, it will likely be done at a later date. There will be another meeting on Thursday. **Hass** – had meetings with Zoning and Waste Management. Waste Management is going to upgrade the gas produced in the Landfill and pipe it to the existing line. Discussion about Zoning changes in the Landfill expansion area.

5.1 Sherburne County Attorney Heaney Election Process Letter: Hammre explained that Heaney sent a letter (provided) concerning the rules and laws regarding hand counting of ballots after the close of the election. Hammre explained the process that the election judges and administrators must follow by law to ensure an accurate secure and fair election. Town Boards, City Councils and residents cannot legally demand changes to the process, and election judges and administrators may not change the process. Hammre explained that the elections conducted in Livonia Township have followed the correct procedures and have not been influenced to alter the procedure by anyone.

5.2 Township Reorganization: Hass suggested the following Committee assignments as follows: a) Committees & Boards: General Administration – Hass and Hiller; Road Maintenance – Hass and Kluge; Park Committee – Kuker and Kluge; Cemetery Board – Hiller and Spencer; Intergovernmental – Hiller and Spencer; Fire Board – Hass and Hiller, Kuker as alternate; Social Media - Hiller and Spencer. Hass/Kluge unanimous to approve all committee positions listed in Item 5.2a. 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. Hass/Spencer unanimous to approve Item 5.2b.



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWN HALL

MARCH 27, 2023

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 present 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. The Resolution for officer under M.S. 471.88 Subd 5 will be approved for Supervisor Hiller during the April meeting when he will be able to attend the meeting. Each Resolution was passed unanimously by roll call vote, with the Officer it referred to abstaining from the vote. **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 2023 – March 2024 are as follows: April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 27, December 18, January 22, February 26 and March 25. 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 added that on weekends with a Holiday on a Monday that the Office may be closed if staff has already worked their required hours. Hass also requested that staff step raises if applicable and COLA increases are retroactive to the beginning of the April pay period (March 19, 2023). Hass/Kuker unanimous to approve Item 5.2d **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 The Bank of Elk River – Zimmerman Branch. Authorization by the Town Board is required for transfer of funds and payment of claims. Hass/Kuker unanimous to approve Item 5.2e. **f) Purchase Policy:** Currently the limit for expenditures without Board approval \$3,000 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. Hass/Kuker unanimous to approve Item 5.2f. **g) Petty Cash Fund:** The petty cash fund is maintained at \$250.00. Hass/Kluge unanimous to approve Item 5.2g. **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. Spencer/Hass unanimous to approve Item 5.2h. **i) Delegate EFT Officers:** Hammre designated as EFT Officer. Hass/Spencer unanimous to approve Item 5.2i.

5.3 SCAT Meeting Reminder April 5: Board members reminded of the date and time of the SCAT Meeting.

5.4 Clean Up Day Reminder May 6

5.5 LBAE Reminder April 24. Hass is the only trained Supervisor, the other Supervisors were encouraged to do the online training for next year's LBAE as it is required to have at least one trained Supervisor at the LBAE. Training is closed for 2023.

Hass instructed Hammre to order plaques to thank Maloney and Pool for their service as Township Supervisors. Hass/Kuker adjourned the meeting at 8:45 pm.

Approved this 24th day of April 2023.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer