



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 28, 2011

Supervisor Present: Doebler, Hass, Hewitt, Manthei and Sherper

Supervisors Absent: None

Staff Present: Clerk/Treasurer Spencer, Deputy Clerk/Treasurer Olson, Maintenance Coordinator Spencer

The Meeting was called to order at 7:00 p.m. by Chairman Sherper

The assembly recited the Pledge of Allegiance.

1.2 Oath of Office – Supervisor A and Supervisor B: Both Supervisors took their Oaths of Office prior to the meeting.

1.3 Approve Regular Meeting Agenda: Manthei requested that Eric Aune be allowed to address the Board regarding water conditioner information after Item 1.9 vs. waiting until discussion of Item 6.4; Item 3.1 Banking services was removed from the agenda per request from presenter earlier in the day. Hewitt/Manthei unanimous to approve Regular Meeting Agenda as amended.

1.4 Elect Chair of the Town Board: Sherper asked for nominations for Board Chair. Moved by Hass, seconded by Hewitt to nominate Don Sherper to serve as Board Chair. There were no other nominations; Sherper declared nominations closed. Hass moved to declare a white ballot, Manthei seconded; motion carried. Sherper expressed his appreciation for the Board's confidence in him and stated the upcoming year should be an exciting one.

1.5 Elect Vice Chair of the Town Board: Sherper asked for nominations for Board Vice Chair. Moved by Hass, seconded by Doebler to nominate Dave Hewitt to serve as Board Vice Chair. There were no other nominations; Sherper declared nominations closed. Hass moved to declare a white ballot, Manthei seconded; motion carried. Hewitt thanked the Board for their support.

1.6 Approve Consent Agenda: Hewitt/Doebler unanimous to approve Consent Agenda as submitted: A) February 28, 2011 Regular Board Minutes; B) Cleanup Day workers/wages-Saturday April 30 from 8:00 a.m. to 12:00 noon, \$12.00 per hour for workers, provide donuts and coffee/water; Hass asked for amendment to original motion that would provide for use of in house facility vs. rental of portable toilet-Hewitt accepted amendment. C) Town Hall use agreement with Sherburne County Zoning for Monday May 16, 2011 from 3:00 p.m. to 8:00 p.m. regarding draft Sherburne County Land Use Plan.

1.7 Sheriff's Report: Sgt Novotny reported there were 110 calls for service in February which included 26 traffic stops. He offered information regarding traffic on County Road 4 east of Hwy 169.

1.8 Fire Report: Chief Maloney provided February calls for service which included 1 medical assist, 3 motor vehicle personal injury, 1 fire alarm, 1 carbon monoxide, 1 outside rubbish fire and 2 residential house fires. The Department is receiving a grant for an AED. Repairs are being made to the rescue truck.

1.9 Road Maintenance Report: Coordinator Spencer reported on the repairs to truck 34; branches were trimmed from trees at 117th and 269th and pothole patching has been started.

Eric Aune with Aune Plumbing provided information regarding water conditioning in the maintenance building along with quote for replacement.

2.1 Clerk/Treasurer request for approval of payment of claims and transfer of funds: Hewitt/Doebler unanimous to approve payment of claims, including payroll as submitted, for payment of utility and interest bearing bills received after claim deadline and to transfer \$40,000 from savings to checking to cover claim numbers 5262-5299, check numbers 14273-14331 and electronic fund transfer number 3.

3.1 Banking Service: Was removed from agenda.

3.2 Supervisor reports: Doebler reported the Park Board is looking at trail routes for connection between the Sugarbush Park and the Great Northern Trail, stakeholders are involved. An information open house will be held on Wednesday April 20th from 6:00 to 8:00 p.m. at the Livonia Town Hall to present information regarding the trail connection. The public is invited; notice will be placed in the Elk River Star News as well as on the Township's web site. Stakeholders had questions regarding their liability when the trail goes through private property. Clerk/Treasurer will investigate. Manthei and Sherper attended the Spring Short Course sponsored by MAT on March 21st. Manthei also looked into Sherburne County Soil and Water District managing the prairie area east of



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the Hall. Sherper attended the Pine County Association of Townships meeting. He provided information regarding the bills that are being considered at the state level.

4.1 Road Standards: Board reviewed proposed road classification map. Manthei raised question about rustic road designation and whether that designation would exempt the Township from receiving its full share of state aid money (road allotment). Clerk/Treasurer will investigate. There was discussion and concern about 16 and 18 foot surface widths. Bogart provided plates for each road surface width being considered to illustrate turning radius on curves and at intersections using semi truck and school buses of various lengths along with information from the international fire code requirements and MnDot information. Board will hold a special meeting on Tuesday April 19, 2011 at 7:00 p.m. at the Town Hall to further discuss and come to a conclusion regarding road standards. Representatives from the Sheriff's Office, Fire Department, County Highway Department, Township Maintenance, Town Engineer and Chuck Marohn will be invited to attend. Hass/Hewitt unanimous to amend 245th project to allow for surface width of 22 feet plus shoulders and addition of a guardrail on south side of road near 100th Street.

4.2 245th/97th Street project/authorize bids: Hass/Hewitt unanimous to authorize Bogart to let bids for the 245th Avenue Project.

4.3 96th Street guardrail: Hewitt/Manthei unanimous to authorize repair of the guardrail on 96th Street.

4.4 Authorization to obtain quotes for 2011 crack repair and chip seal: Hewitt/Doebler unanimous to obtain quotes for 2011 crack repair. Hewitt/Manthei unanimous to obtain quotes for 2011 chip sealing.

5 Open Forum: There were no requests for open forum.

6.1 Town comments on the 4R trail plan: Town Park Board met prior to Regular meeting, comments were limited because the entire Park Board did not have an opportunity to review the plan prior to their meeting. Generally speaking those who did have an opportunity to review looked on it favorably. Doebler/Hewitt unanimous to table to April meeting.

6.2 Discussion/draft letter PILT for tax exempt properties: Hewitt drafted letter to the Girl Scout Council to solicit discussion regarding voluntary payment for services in lieu of taxes. Manthei/Doebler unanimous to approve of letter as written.

6.3 Hall furnishings: Clerk/Treasurer obtained quote from AmeriPride Services for rental of floor mats for the Hall entrance area at a cost of \$1,004.90 annually. Quote from Uline for purchase of mats came in at \$612.34. Doebler/Hewitt unanimous to approve purchase of floor mats from Uline at a cost of \$612.34. Obtained quote of \$1,062.38 from Hodge Quality Cabinets, Inc for an additional 6 foot table to match existing tables in the meeting Hall. Hewitt/Hass unanimous to approve obtaining table to match existing tables in the Hall from Hodge Quality Cabinets at a cost of \$1,062.38.

6.4 Maintenance building-water conditioner/logo/confirm open hours, date, time, agenda: Based on earlier information from Eric Aune regarding the water conditioner in the building, Hass/Manthei unanimous to approve replacement of the conditioner at a cost of \$3,285.00 with half down payment if necessary. Board acknowledged receipt of letter from Graeme Mahler regarding the water conditioner in the building. Board authorized Clerk/Treasurer to obtain quote for building sign and update for plow sign. Board confirmed Saturday May 21st 11:00 a.m. to 3:00 p.m. for open house; will advertise in Star News and Zimmerman Today.

6.5 Set time/date for Supervisor spring road tour: Board instructed Maintenance Coordinator to view the roads, bring information regarding conditions to the April meeting. Supervisors will determine next steps at the April meeting.

6.6 Review/approve RFP's for professional services: Proposals for legal and engineering services were obtained and reviewed. Hewitt/Doebler unanimous to table decision to April meeting.

6.7 TOWNSHIP REORGANIZATION Items 6.7a) General Administration-Hewitt and Hass; Road Maintenance-Hewitt and Manthei; Town Park Board-Doebler and Hewitt; Cemetery Board- Doebler, Manthei, Sherper, Olson & Jan Wallin; Intergovernmental-Sherper; Fire Board-Hass and Doebler, alternate Hewitt; Town Planning-Town Board of Supervisors; School Advisory Committee-Sherper and Hewitt; Local Advisory Committee(Highway 169)-Sherper and Spencer. Hewitt/Hass unanimous to approve 6.7a. **6.7b)** 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



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work performed they also sign an official interest in claim. Resolutions are on file. **6.7c)** Supervisor wages/meeting per diem: \$50.00 per meeting when a quorum is required and \$12.00 per hour when performing duties as a supervisor or when no quorum required-does not include cleanup day or service as election judge. \$50.00 per diem for attendance at the Board of Canvass which follows the Annual Meeting. Hass/Hewitt unanimous to approve 6.7c. **6.7d)** Town Hall Office Hours, Board Meeting Dates: Town Office hours are Monday through Thursday 8:00 a.m.– 3:30 p.m., closed on Fridays and major holidays. The Board meets the 4th Monday of the month at 7:00 p.m. located at the Livonia Town Hall unless the 4th Monday is a holiday; the meeting is moved to the 3rd Monday of the month, same time and place. The 2011 Regular Board Meeting dates for April 2011-March 2012 as follows: April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 28, December 19 (3rd Monday in Dec; will be closed on the 26th), January 23, February 27 and March 26. Claims for payment, including payroll are due to the Town Office no later than noon the Monday prior to the meeting. Hewitt/Doebler unanimous to approve 6.7d. **6.7e)** Official depository/account signers: The Bank of Elk River, Zimmerman Branch if 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 only one certificate of deposit which is held at The Woodlands National Bank, Zimmerman branch. Authorization by the Town Board is required for transfer of funds and payment claims. Approve Maintenance Coordinator, Maintenance Worker III, Clerk/Treasurer and Deputy Clerk/Treasurer as signers on Menards Account. Hass/Hewitt unanimous to approve 6.7e. **6.7f)** Purchase policy-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 are the same for card use. Hass/Hewitt unanimous to approve 6.7f. **6.7g)** Petty cash fund-\$250 is maintained in the petty cash fund. Hewitt/Doebler unanimous to approve 6.7g. **6.7h)** 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. Hewitt/Manthei unanimous to approve 6.7h.

6.8 Request from Sherburne County regarding disaster response procedures: Doebler/Hewitt unanimous to approve County Zoning to test communication signals at the Town Hall site for use in the event of a disaster.

6.9 Contracts: a) **sprinkler system maintenance;** b) **management of prairie area at hall site:** a) two quotes were received for sprinkler maintenance. Hewitt/Manthei unanimous to approve quote from Rocky Mountain Construction for startup and winterization of the sprinkler system around the Hall and Maintenance Building. b) Management of the prairie area at the hall site. Manthei researched having Soil and Water Conservation do the maintenance on the prairie area east of the hall. They will provide labor at no cost charging only for cost of product. Burns will be coordinated with the Fire Department. Hewitt/Doebler unanimous to work with SCSWD for maintenance of prairie east of the Hall.

6.10 Updates and other items: a) Fire lease- is ready for signing at this meeting; will go to Fire Board for signing in April; b) Urban Short Course is April 21st at the Rockwood's in Otsego-hall will be closed that day; c) Draft of April newsletter-Supervisors were asked for input; d) Saddlebrook Letter of Credit-the LOC was renewed for another year.

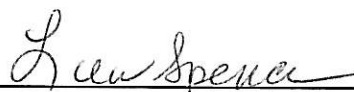
6.11 Final approval of Manthei Interim Use Permit (IUP): Was recorded for the official record. Manthei abstained from approval of this item: Motion by Hewitt second by Hass to approve Manthei's Interim Use Permit for an expansion of the existing yard waste-compost operation from 10,000 cubic yards to 30,000 cubic yards of compost which was approved by the Sherburne County Board of Commissioners on March 8, 2011. Motion carried. Copy of the approval and conditions of approval are on file in the Sherburne County Zoning Office.

Hass/Manthei unanimous to adjourn meeting at 10:45 p.m.

Approved this 23rd day of May 2011



Chairman or Vice Chairman



Clerk/Treasurer or Deputy Clerk/Treasurer