



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES  
HELD AT THE LIVONIA TOWNSHIP HALL  
APRIL 23, 2018

Supervisors present: Hass, Hiller, Maloney and Pool.

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

Others Present: Nick Anderson, PE Bogart, Pederson & Associates.

**Chairman Hass called the meeting to order at 7:07 pm.**

**1.1 Pledge of Allegiance:** The assembly recited the Pledge of Allegiance.

**1.2 Approve Regular Meeting Agenda:** Pool/Hiller unanimous to approve the Regular Meeting Agenda with the following additions: add Consent Agenda Item C) March 26, 2018 Meeting Minutes.

**1.3 Approve Consent Agenda:** Hass/Pool unanimous to approve Consent Agenda as follows: **Item A)** March 26, 2018 Regular Board Meeting Minutes; **Item B)** April 9, 2018 Meeting Minutes; **Item C)** March 26, 2018 Meeting Minutes.

**1.4 Sheriff's Report:** Sgt. Wilson reported there were 258 calls for service in March; the calls included 85 traffic stops, the remainder of the calls were for various reasons. There were no issues or concerns for Livonia Township.

**1.5 Fire Report:** Chief Maloney provided March calls for service: 5 medical assist, 3 gas leak, 5 motor vehicle personal injury accident, 1 carbon monoxide, 1 good intent (new construction heater), 1 grass fire, 1 residential house fire (oven) – Livonia, 1 fire mutual aid (house fire) – Elk River. Chief Maloney also reported that the 4 new firefighters have graduated. They not only completed 160 hours of classroom time, but also put in multiple hours of study time to prepare for tests; the closing for the land purchase for a new fire station location in the City of Zimmerman is scheduled for May 2, 2018.

**1.6 Engineering Updates:** 112<sup>th</sup> Street – Anderson reported that the second lift of bituminous will be applied in May, exact date yet to be determined. 239<sup>th</sup> Ave –waiting for details for finalizing trail requirements.

**1.7 Road Report:** Maintenance Coordinator Berghuis reported: last weekend's winter storm kept the snow plow drivers busy; there were no breakdowns with the last snow; a cracked wheel was replaced on the Sterling, recapped tires will be put on the grader; intersection sweeping has begun with the snow melt; cold patch has begun; the salt shed is empty of salt/sand – Berghuis would like to store the grader in the building. Hass directed Berghuis to move the snow piles in the Town Hall parking lot before Clean-up Day to facilitate traffic flow. Photos of a residence were shown where the homeowner is driving off of the road and through the ditch to access the rear of the property. Hammre directed to send a letter to the homeowner to prevent damage to the road.

**1.8 Planning Commission Report:** Spencer reported that the Planning Advisory Commission Meeting was held on April 19, 2018. The PAC recommended the following items for approval by the County Board of Commissioners at their next scheduled meeting. Request for approval of 2 final residential standard plats – Orrock Township. Request for final residential standard plat approval – Livonia Township. Request for a CUP for a personal storage structure in an agricultural district within the Recreational Shoreland District of Briggs and Rush Lakes – Palmer Township. Request for an IUP by amending an existing IUP for a used auto sales by allowing more vehicles on sale for the public – Livonia Township.

**2.1 Sherburne County CR 19 Project:** Township Engineer Anderson reported that Sherburne County will be reconstructing CR 19 between HWY 169 and 104<sup>th</sup> St in 2019, and there may have been an opportunity to add turn lanes to several Township roads that intersect that segment of CR 19. The possibility is no longer available due to Federal funding restrictions.

**2.2 Crack Seal Quotes:** Quotes for the Livonia Township 2018 Crack Seal Project were reviewed. The quotes received were as follows: SealTech, Inc \$20,900.00; Fahrner Asphalt Sealers \$19,712.00; Allied Blacktop Company \$49,802.49. All quotes met the specifications set forth by Livonia Township. The apparent low quote was from Fahrner Asphalt. Hass/Hiller unanimous to approve the apparent low quote from Fahrner Asphalt.



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**At 7:30 pm Board Chair Hass called for a recess of the Regular Board Meeting for Public Hearing.**

**At 7:36 pm Board Chair Hass re-opened the Regular Board Meeting.**

**2.3 Development Grading Permit:** Engineer Anderson briefed the Town Board on a lot in Whispering Ridge where a contractor requested permission to do extensive grading to allow for a walkout style house rather than the originally identified lookout style house on the approved Development Plan. Anderson had determined that this particular request did not change the drainage or adversely affect any neighboring properties, however he asked the Board if they would want a Grading Agreement with a fee schedule so that any future grading requests over a certain yardage of material being moved/removed could be monitored for drainage changes and potential harm to neighboring properties. The Board agreed that a Grading Permit should be developed. Anderson will have some examples for a grading permit at the next meeting.

**2.4 The Woodlands of Livonia Entrance Quotes:** The quotes received for the repair of The Woodlands development were reviewed. It was noted that the scope of the work quoted was not consistent. The inconsistency made it difficult to evaluate the quotes fairly. Engineer Anderson will submit detailed specifications for a quote request to each of the companies that already responded so that each quote received is for the same procedure to repair the road section and can be evaluated fairly.

**2.5 Second Driveway Request:** Tim Shultz, unable to attend meeting, requesting a temporary second driveway. The second driveway was requested originally at the August 28<sup>th</sup>, 2017 Board Meeting. At that time Livonia staff pointed out that there is a strip of land (outlot) between Schultz's land and the road ROW that is still owned by the developer. Schultz would need to own the land before an access permit could be granted. As of this meeting the outlot has been purchased by Schultz and the property transfer has been recorded. Schultz is proposing that when the second driveway has been constructed and passes inspection, he would remove the original driveway. This request is to make the driveway shorter and more convenient by accessing a closer Township road. Schulz also said they may split their property in the future and asked if it would be possible that they keep the original driveway to serve a future property split. The Board agreed that a second driveway permit may be granted to Schultz. He would need to remove the original driveway by October 1<sup>st</sup> and the required \$500 construction deposit will be refunded when the new driveway passes inspection and the original driveway is removed and the removal is verified. If the property is split in the future, a driveway access permit can be obtained at that time for the new lot.

**2.6 Septic Variance Request:** Milam & Dagle present to request a 67' variance from the OHWL of West Hunter Lake for a septic system upgrade. Milam & Dagle explained that the original septic system did not pass inspection and an upgrade is required to meet code. Photos and a plan were provided by Sherburne County Zoning for Board review and comments. The homeowners also explained that they previously purchased the 2 neighboring empty lots to enable them to install a septic upgrade as far from the lake as possible within the constraints of their property. Pool/Hiller unanimous to recommend approval for a variance from the OHWL of West Hunter Lake for a septic system upgrade as proposed. Board comments include: the homeowners have done everything they can to comply with the septic system upgrade within the limits of their property. The lake, road and small lot size typical of this area impose constraints that they have no control over. The septic system plan presented is well thought out and places the system as far from the lake as possible.

**2.7 112<sup>th</sup> Street Guard Rail Damage:** the estimate to repair the guard rail damage has been submitted to the Sherburne County Sheriff's Department for a restitution claim against the driver of the vehicle who damaged the guard rail in the incident that led to her arrest.

**3. Open Forum:** No one present for Open Forum

**4.1 Clerk Treasurers Report:** Hammre reported items of interest during the past month include: Fiedler and Hammre attended the MAT Spring Short Course.



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**4.2 Approve payment of claims and transfer funds:** Hass/Hiller unanimous to approve payment of claims, including payroll, as submitted and to transfer \$223,000.00 from savings to checking to cover claim numbers 8399–8426, check numbers 18249-18290 and Electronic Fund Transfers (EFT) #234-237 (April) Federal, State, PERA & SUTA withholding tax.

**4.3 Supervisor Reports: Hiller** – Discussed sign size limits for businesses; brought up a request from a resident with property on the Lake Fremont minimum maintenance road to have access to his land for tree cutting next winter if requested. The Board agreed to accommodate him. **Maloney** – no report; **Pool** - question to Berghuis about how a resident handles damage to a yard by a snowplow. Berghuis explained that Livonia maintenance will repair in the spring, and a resident can contact the office if they have any questions or concerns or to alert him to the damage. **Hass** – reminder that on Wednesday at 8:30 am the Board will be meeting at a parcel of land for sale on the minimum maintenance road to determine if it would be a useful park purchase for Township residents.

**5.1 Sherburne County Disaster Response Location Request:** Sherburne County Zoning is updating its disaster response procedure and is asking if Livonia Township would be willing to allow them to use the Town Hall as a temporary permit application center in the case of a disaster. The Town Board agreed that the Township would allow the Zoning Department to use our location in the case of a disaster.

**5.2 Sale of Forfeited Land Approval** – The Board reviewed the list of tax forfeited parcels approved for sale by the Sherburne County Commissioners. The Town Board determined that they are not interested in acquiring any parcel and they are unaware of any issues with any parcel. The signature page was signed by each Supervisor for return to the Sherburne County Auditor/Treasurer.

**5.3 PO Acceptance for 2009 Mack** – the Purchase Order was accepted by the seller and the transfer for the 2009 Mack plow truck will be after May 1, 2018.

**5.4 Driveway Limit Options** – Hiller would like the Township to explore options for recording the Township driveway limit of one driveway per lot. Hammre to contact the Township Attorney for his opinion.

**5.5 Reminder for Couri & Ruppe Legal Seminar:** Thursday, June 8<sup>th</sup>, 2017 at the Albertville City Hall, MAT Spring Short Course and LBAE April 24<sup>th</sup>.

**5.6 Clean-up Day Attendance** – reminder and attendance request

Pool/Hiller unanimous to adjourn the meeting at 8:22pm

Approved this 21<sup>st</sup> day of May 2018.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer