



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES

HELD AT THE LIVONIA TOWNSHIP HALL

September 22, 2014

Supervisors present: Hass, Hewitt, Manthei and Sherper.

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 requested Items 4.2 and 4.3 to be in reverse order. Sherper requested addition of item 5.9 – Grant application. Hass/Sherper unanimous to approve the Regular Meeting Agenda with the requested changes.

1.3 Approve Consent Agenda: Manthei/Hass unanimous to approve Consent Agenda as follows: **Item A)** August 25, 2014 Regular Board Minutes **Item B)** Attendance at Training Sessions.

1.4 Sheriff's Report: Sergeant Wilson reported there were 153 calls for service in August; 57 of the calls were traffic stops, the remainder of the calls for various reasons. Hass requested increased patrol along County Road 4 for traffic and pedestrian safety during the Trail of Terror event this fall. Sergeant Wilson offered to contact Pool about event schedule and Police Reserves.

1.5 Fire Report: Chief Maloney provided August calls for service: 5 medical assists, 1 motor vehicle personal injury accident, 4 fire alarms, 1 carbon monoxide, 1 person in distress, 1 water/ice rescue, 1 vehicle fire, 2 residential house fires – Orrock and Livonia. Maloney stated October 6, 2014 is Fire Prevention week, 2500 students will attend, "Smoke Detectors" is this year's theme. The Open House was well attended with approximately 600 people attending. Maloney reported that their annual audit was completed, and the cost of the audit was donated. Hammre requested the Zimmerman/Livonia Fire Logo for the Dictionary project labels.

1.6 Rural Runoff Workshop – Altringer – Waite presented the Rural Runoff Workshop to be held Thursday, October 23, 2014. Altringer – Waite provided a map of the Elk River Watershed which includes the majority of Livonia Township. The watershed eventually drains into the Mississippi River and is affected by both agriculture and residential runoff. Township officials are able to attend the event at no cost through MATS (Minnesota Association of Townships), however, an RSVP is requested as a light supper will be provided.

1.7 Road report: Maintenance Coordinator Berghuis – mowing is going well, an exchange with Baldwin Township for grading to save on equipment purchase; the Ruether second access driveway on 112th St was removed as per re-plating conditions and address change; plow blades have been ordered in preparation for the up-coming snow season; more driveways have been observed with large rocks in the right-of-way and up to the road edge. Also several mailboxes with masonry structures built around them have been observed. Berghuis is concerned about equipment damage during snow removal. Discussion about State Statutes concerning right-of-way encroachment, safety, easement issues and damage to equipment and driveways and how to address the issue; Berghuis asked for permission to remove the pea rock from the edge of the parking lot as it washes onto the parking lot; internet in the Maintenance office discussed. Hammre reported RB's Computer estimated adding antennae to both buildings (Town Hall and Maintenance Building) to boost Wi-Fi is approximately \$5000.00. Berghuis offered to upgrade his phone to enable a "hot-spot" to be used. Manthei/Sherper unanimous to authorize Berghuis to upgrade his phone and activate the "hot-spot" for internet use with the Livonia Township reimbursing him for the cost; Hass stated that there have been several comments from Baldwin Supervisors and residents complimenting Berghuis on the grading; discussion on the tree removal on the north side of Lake Fremont to remove those trees that are leaning to such a degree that they would damage the road bed when they fell. Bogart indicated that no permit is needed, the trees will be cut leaving the stump and roots intact to re-sprout and stabilize the soil, and sinking the trunks into the water along the shoreline to provide habitat.

1.8 Planning Commission Report: there was no planning commission meeting this month.



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2.1. Engineering Updates on 2014 projects: a) **239th St** Pre-con meeting September 8th. Will wait to do project Spring 2015 due to the high water table, shorter days and the approaching winter season; b) **112th St** surveying done, will have a breakdown of estimated cost per mile.

2.2 CIP Update – Bogart distributed updated Road Conditions Map, commented that the Township roads are in very good condition overall and the plan to have them on a rotation is working well. Bogart suggested that we have a workshop to plan the road strategy for the next 5 years.

2.3 Driveway Relocate – Curtis – Jason Curtis present to request permission to move the field access/driveway to his property up to 50' to the north to offset from the road directly across. Bogart commented that engineering standards are to not have offset intersections for safety. Curtis provided documents and measurements and stated that the driveway move would not create a hazard. Curtis was reminded that 112th St is scheduled for reclamation/overlay in the next few years, at which time temporary easements may be required. Curtis agreed to grant temporary easements if needed at that time. Manthei/Hewitt unanimous to approve request on the condition that Curtis grant temporary easement if needed when the road is under construction.

2.4 Accept quote for Road Striping – 2 quotes were requested and received. AAA Striping Service Co. returned a quote of \$4730.40 and Traffic Marking Service, Inc. returned a quote of \$2,750.00. Hass/Manthei unanimous to accept the quote from Traffic Marking Service, Inc. of \$2750 for 1.71 miles of striping.

2.5 Compost Facility update – Bekius – Karl Bekius present to update the progress of the Elk River Composting IUP amendment and hand out letter of support from Ginny Black, Organic Recycling Specialist for the MPCA. Bekius is in the process of developing a new site plan to satisfy Sherburne County requirements and to increase the limit of material on site. Bogart brought up potential conflict of interest if he worked with Bekius on the site plan. The Board stated that the IUP has previously been approved, therefore Bogart's development of the site plan is not a conflict of interest. Bekius was asked about complaints, he stated that there have been no complaints about the operation from Township residents. Hass/Sherper unanimous to approve increase of material held on site based on the new site plan and Hewitt's final review and approval of the increase when the plan is completed.

Board comments on Elk River Compost UIP amendment:

- a) Site inspection and letter of support from Ginny Black, Organic Recycling Specialist for the MPCA very favorable for the operation
- b) No resident complaints about the operation
- c) Runoff managed and contained within the footprint of the operation
- d) Board favorable to allow amendment to IUP based on new site plan

3 Open forum – No one present for open forum

4.1 Clerk Treasurers Report: Hammre reported items of interest during September include the purchase of a new laptop computer for Town Hall use; weather stripping applied around the east Town Hall doors; Sherburne County Soil and Water using the Town Hall October 20th: SCAT meeting reminder and RSVP.

4.2 Supervisor Reports: Hass – Ball Fields Lighting Ceremony and Picnic very successful, at least 500 hot dogs, 700 cans of pop and chips given out. Football and baseball games played during the event, lighting went well. Favorable comments given from residents during the event. Discussion about making it an annual event with the city of Zimmerman. Discussion about the cost of food which was distributed free of charge. Hass asked if the Township would donate \$400.00 to help pay for the food. Hass/Sherper unanimous to donate \$400.00 from the Park and Recreation fund to help pay for the food provided at the event; **Hewitt** – no report; **Manthei** – no report; **Sherper** – no report.



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4.3 Approve payment of claims and transfer funds: Hewitt/Sherper unanimous to approve payment of claims, including payroll, as submitted and to transfer \$40,000.00 from savings to checking to cover claim numbers 6867-6898 check numbers 16387-16423 and Electronic Fund Transfers (EFT) #92-94 (August Fed & State withholding tax & PERA) and an additional claim and check for \$400.00 for a donation for food expenses for the Zimmerman/Livonia Lighting ceremony and picnic.

5.1 Woods @ Lake Fremont LOC update – Hammre reported that the LOC was presented by Hewitt and Hammre to First National Bank of Elk River on September 17th, 2014 to Scott Fritz, Senior Vice President/Chief Credit Officer. Mr. Fritz indicated that the LOC would be processed by the following day. On Monday, September 22, 2014 Hammre returned to First National Bank of Elk River to check on the progress of the LOC as the funds had not been received. Mr. Fritz stated that he had not yet processed the LOC, and was planning on doing it on Monday or Tuesday.

5.2 Orrock Town Roads Agreement – Orrock Town Clerk indicated by email that the Orrock Town Board would look at the corrected document on Wednesday, September 24th, 2014 at their regular Town Board Meeting and send it to Livonia Township when it is signed.

5.3 Second Driveway – Lesnar – Certified Letter has been sent; return receipt has not yet been received.

5.4 Driveway Ordinance Amendment – Discussion about updating the ordinance to include State Statutes website and item limiting one driveway access per lot. Hewitt/Hass unanimous to hold a Public Hearing on the amendment on October 27, 2014 at 7:15 and for the Notice of the Public Hearing to be published for 2 weeks in the Elk River Star News as per the Driveway Ordinance requirements.

5.5 Equipment Sharing with neighboring township update – grading/mowing trade of hours working well. Clerk/Treasurer to keep track of both Livonia and Baldwin hours monthly, and will settle hour differences at the end of the season.

5.6 Dictionary Project – Discussion on what the Township would like the label to look like. Waiting for the Zimmerman/Livonia Fire logo to proceed.

5.7 Final Approval of Burgoyne IUP Auto Sales – Tabled until October meeting.

5.8 Final Approval of Pool IUP Trail of Terror – Tabled until October meeting.

5.9 Grant Application – Sherper requesting permission to apply for Humphrey School of Public Affairs Local Government Innovation Award (LGIA). This Grant is awarded to a township based on past accomplishments and positive influence in the community. Hass/Hewitt unanimous to approve Sherper to apply for the grant on behalf of the Township.

Hass/Sherper unanimous to adjourn meeting at 9:32 pm.

Approved this 27nd day of October 2014.

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer