



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
MARCH 25, 2013

Supervisor present: Doeblner, Hass, Hewitt, Manthei and Sherper
Staff present: Clerk/Treasurer Spencer, Deputy Clerk/Treasurer Olson, Maintenance Coordinator Spencer
Others present: Jon Bogart, P.E. Town Engineer with Bogart, Pederson & Assoc., Inc.
Chairman Sherper called the meeting to order at 7:00 p.m.

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

1.2 Approve Regular Meeting Agenda: Due to error in numbering of agenda items, Sherper asked the agenda be amended to reflect 1.5 Approve Consent Agenda be renumbered as 1.5a and delete Item 2.3 which was listed in error. Doeblner/Manthei unanimous to approve Regular Meeting Agenda as amended.

1.3 Supervisor A and Supervisor D Oath of Office: Sherper announced Doug Manthei, Supervisor A and Gary Doeblner, Supervisor D took the Oath of Office prior to the meeting.

1.4 Elect Chair of the Town Board: Supervisor Hass nominated Supervisor Hewitt to serve as Board Chair. There were no other nominations. Sherper moved to declare a white ballot to install Hewitt to serve as Board Chair; Manthei seconded; motion carried.

1.5 Elect vice Chair of the Town Board: Supervisor Hass nominated Supervisor Sherper to serve as Board Vice-Chair. There were no other nominations. Hass moved to declare a white ballot to install Sherper to serve as Board Vice-Chair; Hewitt seconded; motion carried.

Hewitt took the position as Chairman of the Board.

1.5a Approve Consent Agenda: Doeblner/Sherper unanimous to approve Consent Agenda with amendment to the February 25, 2013 Regular Board Minutes; Manthei moved to adjourn the February 25, 2013 meeting, not Doeblner. A) February 25, 2013 Regular Board Minutes as amended; B) February 25, 2013 Joint Meeting Minutes; C) Sherburne History Center Membership renewal at the Patron Level of \$150 annual fee.

1.6 Fire Report: Chief Maloney provided February calls for service which included 1 medical assist; 2 gas leaks; 10 motor vehicle personal injury accidents, 4 fire alarms, 2 carbon monoxide, 1 residential garage fire and 1 residential house fire-electric fireplace. The Department was awarded an EMS Grant in the amount of \$490 for purchase of medical supplies. The purchase of the Ford F550 from the DNR is near completion, will be housed at the Substation and the Chevy truck will be moved to the City Station.

1.7 Sheriff's Report: Sgt Wilson reported there were 150 calls for service in February which included 54 traffic stops, 19 weather related incidents, snowmobile complaints and other occurrences. As the weather is improving, Hass requested extra patrol of the North Fremont Lake Road in an effort to reduce illegal dumping.

2.1 Engineering – 277th Avenue second lift: Based on the engineering estimate, moved by Hass, seconded by Sherper to authorize obtaining quotes for the second lift of bituminous on 277th Ave/138 Street. **112th Street Project:** Bogart is working to obtain 2 temporary easements for work on the Baldwin side; he can re-engineer to work around the two areas if necessary.

2.2 Traffic counters: As soon as road conditions allow, traffic counters will be placed in several areas of the Township. Data provided by the counters include traffic volume, speed and classification (weight) of the vehicles accessing roads. The Township is working with the County on this project.

At 7:15 p.m. Hewitt recessed the regular meeting to open continuation of the public hearing meeting regarding the Girl Scout Road.

At 7:35 p.m. Hewitt reconvened the regular meeting.

3 Open Forum. There were no requests for Open Forum.

4.1 Road report – equipment update/approval: Maintenance Coordinator Spencer obtained quotes for purchase of a 1 ton cab/chassis truck to replace the 2005 Ford F550 and a light ½ ton utility truck. Quotes were obtained for Ford and Dodge vehicles utilizing state purchase prices. Elk River Ford Dodge Jeep provided low quote for both vehicles. A 2013 Dodge Ram 4500 1 ton cab/chassis quoted at \$39,366 with trade in allowance of \$20,000 for the 2005 Ford F550. A 2013 Dodge Ram 1500 quad cab was quoted at \$23,264. A quote of \$24,422.47 was received from Crysteel to equip the 1 ton truck with a tipper box, plow, lights, etc. Spencer requested the color of trucks be changed from the white color so it that can be seen more readily by the travelling public. Hass/Doeblner unanimous to approve quote from Elk River Ford Dodge Jeep for the Dodge Ram 1 ton cab/chassis and ½ ton quad cab as stated above and quote from Crysteel to equip the 1 ton truck with an addition of up to \$1,000 for paint contingencies. Spencer questioned whether the Board



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would be willing to trade in the Ford F550 at the time the order is placed which would allow for an additional \$1,000 trade in allowance. After considering the need for the remainder of this snow season, Sherper/Hewitt unanimous to allow for trade in of 2005 Ford F550 at time the Dodge Ram truck is ordered, for total trade in allowance of \$21,000 toward the Dodge Ram 1 ton cab/chassis.

4.2 Approve payment of claims and transfers: Hewitt/Manthei 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 \$38,000.00 from savings to checking to cover claim numbers 6184-6221 check numbers 15499-15550 and Electronic Fund Transfers (EFT) #000032-34 (March Fed, State withholding tax & PERA).

4.3 Authorize payment and transfer of funds for purchase of Mack Truck: Manthei/Sherper unanimous to authorize payment and transfer of funds from savings to checking for purchase of 2004 Mack truck from Cascade/Rochester Townships, \$55,000 including transfer fees.

4.4 Supervisor reports: Hass provided an estimated cost proposal of \$135,888 for the removal and the re-installation of the sports lighting system at three Zimmerman ball park areas; \$67,944 is half with another \$10,191.60 contingency if needed. Hass/Doebler unanimous to enter into a joint agreement with the City of Zimmerman for installation of the lighting with the agreement a placard or monument is placed acknowledging the joint effort between the City and Township. The Board clarified the joint effort does not include the school district; the City will schedule use of the play areas. The City attorney will draft the agreement for review by Troy Gilchrist Attorney on behalf of Livonia Township. Hass/Doebler unanimous to authorize \$78,000 as the Township's upper limit. Manthei talked about option for providing food for cleanup day; he will contact staff regarding arrangements. Sherper attended the L&R Conference on February 13th in St Paul where there were discussions relating to how the states road and bridge infrastructure will be funded, the DNR's management of school trust lands fund and the rating and prioritizing of MATS resolutions that are of particular interest to townships. Doebler offered an amusing quip that strikes the anti-boogie rule from the books in Riverhead Township on Long Island NY. Hewitt talked about the drainage issues created in part due to design and this season's weather. Clerk/Treasurer Spencer thanked Supervisor Manthei for his help to free up the flow of water from the maintenance building roof to the holding pond during the rain in March.

4.5 Park, trail and open space plan discussion: Doebler/Sherper unanimous to authorize going for request for proposals to update the Park and Trail plan with inclusion of a budget for park and trail development.

5.1 Township reorganization: 5.1a) General Administration-Hewitt and Hass; Road Maintenance-Hass and Manthei; Town Park Board-Doebler and Hewitt; Cemetery Board- Doebler, Manthei, Sherper, Olson & Jan Wallin; Intergovernmental-Sherper and Manthei; Fire Board-Hass and Doebler with Hewitt as alternate; Town Planning-Town Board of Supervisors. The school advisory and local Hwy 169 Advisory committees were discontinued. Hass/Doebler unanimous to approve 5.1a. **5.1b) Conflict of Interest Resolutions/Affidavits of Official Interest in Claim:** Resolutions authorizing contract with interested officer under M.S. 471.88 Sudb 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. **5.1c) 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. Sherper/Hass unanimous to approve 5.1c. **5.1d) 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 2013 Regular Board Meeting dates for April 2013-March 2014 as follows: April 22, May 20 (third Monday due to Memorial Day), June 24, July 22, August 26, September 23, October 28, November 25, December 23, January 27, February 24 and March 24. Claims for payment are due to the Town Office no later than noon the Monday prior to the meeting. Claims for payroll are due to the Town Office no later than 9:00 a.m. the Monday prior to the meeting. Hass/Manthei unanimous to approve 5.1d. **5.1e) 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 Bank of Elk River. Authorization by the Town Board is required for transfer of funds and payment claims. Doebler/Manthei unanimous to approve 5.1e. **5.1f) Purchase policy:** Currently 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



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Township has use of credit card; spending limits are the same for card use. Hass/Sherper unanimous to approve 5.1f.
5.1g Petty Cash Fund: Currently \$250 is maintained in the Petty Cash Fund. Doebler/Manthei unanimous to approve Petty Cash 5.1g at its current level. **5.1h) 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. Sherper/Doebler unanimous to approve 5.1h.

5.2 Updates: a) Local Board of Appeal & Equalization is set for April 8, 2013 at 6:30 p.m. b) Urban Short Course is on Thursday April 18 at the Rockwood Inn in Otsego. The Town office will be closed that day.

Hass/Doebler unanimous to adjourn meeting at 8:50 p.m.

Approved this 22nd day of April 2013

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer

