



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES
HELD AT THE LIVONIA TOWNSHIP HALL
APRIL 22, 2013

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

Staff present: Clerk/Treasurer Spencer

Others present: Jon Bogart, P.E. Town Engineer with Bogart, Pederson & Assoc., Inc.

Chairman Hewitt 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: Hass/Manthei unanimous to approve Regular Meeting Agenda.

1.3 Approve Consent Agenda: Manthei/Doebler unanimous to approve Consent Agenda as follows: A) March 25, 2013 Regular Board Minutes B) Girl Scout Public Hearing Minutes of August 29, 2011, September 26, 2011, November 28, 2011, February 27, 2012, September 24, 2012, January 28, 2013 and March 25, 2013; C) April 8, 2013 Local Board of Appeal and Equalization Minutes

1.4 Fire Report: Chief Maloney provided March calls for service which included 2 motor vehicle personal injury accidents, 1 fire alarm, 2 carbon monoxide, 1 good intent (smoke in the area); 1 vehicle fire, 1 outside rubbish fire and 1 residential garage fire (Baldwin). On evening of May 7th the Department is bringing in a large burn trailer that will simulate many different fire types and will be parked at the City. The Honor Guard uniforms have arrived; 8 fire fighters are receiving training from Metro groups. The new grass truck is in service and is housed at the Substation. Hewitt thanked Maloney for use of the fire bay during cleanup day.

1.5 Sheriff's Annual Report: County Sheriff Joel Brott presented the 2012 Annual Report as it pertains to Livonia Township. Included in his report were statistics on serious criminal activity; i.e., 4 criminal sexual 6 assaults, 55 thefts, 41 criminal damage to property 19 burglaries, 1narcotic, 17 DUI and no homicides. The Department was presented with the 2012 Outstanding Law Enforcement Agency by Mothers Against Drunk Driving. The American Legion awarded Sergeant Aleshire with Outstanding Law Enforcement Officer of the Year. Currently there are 6 individuals within the County registered under the Project Lifesaver Program which provides response to save lives and reduce injury to those who have Alzheimer's, autism or other such conditions or disorders. The Sherburne County Substance Use Prevention Coalition is being formed through a grant. The County will work in partnership with law enforcement, school districts, churches and healthcare clinics to prevent substance use among youth by promoting safe and healthy choices. Theft from Auto Prevention is another new program to remind people to not leave valuables in the vehicles and to lock their cars. In conclusion Sheriff Brott commented on what a pleasure it is to work with the Fire Department and commented them for their cooperation and assistance. The Board thanked Sheriff Brott for his presentation.

1.6 Presentation of the 2012 Annual Audit/Approve 2012 Annual Audit: Jon Archer CPA with Schlenner Wenner Company presented the Audited Financial Statements for year ending December 31, 2012. The Audit is in accordance with Generally Accepted Auditing Standards. The following areas were tested: deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, contracting and bidding and miscellaneous provisions. The Township complied with the material terms and conditions of applicable legal provisions tested. Archer reported preferred accounting practices are being used, GASB 63 and GASB 65 were implemented, no significant or unusual transactions were noted, no audit adjustments posted or misstatements to report. During their audit they found no material weaknesses, no disputes based on internal controls, a rare finding at the Township level, and no difficulty in doing the audit. At conclusion of the report, the Board thanked Archer and offered favorable comment on the power point presentation which made it easier to follow. Sherper/Doebler unanimous to accept and approve the Audited Financial Statements for year ending December 2012.

1.7 Road report: Coordinator Spencer was not able to attend the meeting but asked the following be considered: Approval to amend the 1Ton snow plow package deleting 2 LED lights and adding an underbody aluminum tool box for a cost difference of \$92.95; from total cost of \$24,422.47 to \$24,515.42; Sherper moved, Hass seconded to approve the amendment; motion carried. There is damage to the guardrail on 245th Avenue; it may have been hit by a vehicle. Hass suggested contact with the Sheriff's Department to research whether there was an accident report associated with the damage. No action taken; will bring back to May meeting. A resident requested deer crossing signs be placed on 253rd Avenue; no action taken.



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2.1 Approve 277th Ave/138th Street quotes for 2nd lift of bituminous: Three quotes were received and read aloud as follows: Hardrives, Inc. - \$83,440.00; Knife River Corp-NC - \$71,482.30 and Rum River Contracting - \$92,617.43. As required all quotes were accompanied by a bid bond and all acknowledged receipt of Addendum #1. The apparent low

quote was provided by Knife River, Inc. NC. Hass/Sherper unanimous to accept the apparent low quote of \$71,482.30 contingent upon validation of quantities and amounts by Jon Bogart, Bogart, Pederson & Assoc. Inc.

2.2 Authorize quotes for crack repair: 9.05 miles of Township road in various areas have been identified for crack repair. Manthei/Doebler unanimous to authorize obtaining quotes for crack repair to 9.05 miles of Town roadway as identified.

2.3 Spring road tour: No date was set; will bring back to May meeting.

2.4 Engineering- Lake Fremont shoreline restoration: Bogart reported the project will start on the north side of the Hathaway parcel and continue north approximately 1800 feet to where 120th Street and 269th Avenues intersect. An estimate was provided and added under the terms of the grant, the Township will be reimbursed for 75% of the cost. The project will start in August when the lake level drops. Hewitt/Doebler unanimous to authorize bids for the restoration project. **112th Street Project:** The precon meeting will be held on Tuesday April 30th, 2013 at the Livonia Town Hall.

3 Open Forum. There was no one present for Open Forum.

4.1 Approve payment of claims and transfers: Hewitt/Sherper 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 \$140,000.00 from savings to checking to cover claim numbers 6223-6251 check numbers 15551-15588 and Electronic Fund Transfers (EFT) #000035-38 for 1st quarter unemployment tax, April Federal, State withholding tax and PERA

4.2 Supervisor reports: Sherper attended the Minnesota Association of Townships quarterly meeting on Wednesday April 17th. Hass reported on progress of installation of the lights at Lions Park. He also talked about time limitations for agenda items. Manthei noted a resident donated plaque to the snow plow drivers for their plowing efforts this year. Hewitt attended the Urban Short Course and the Quarterly Association meeting.

5.1 Review draft of Township/City joint agreement for lighting: Moved by Hass/seconded by Doebler to approve the agreement contingent upon attorney recommendation.

5.2 Review draft amendment to Subdivision Ordinance: Hass/Doebler unanimous to authorize Clerk/Treasurer to submit amended Ordinance to Sherburne County Zoning for their review.

5.3 Authorize upgrade to server and workstations: Hass/Doebler unanimous to authorize upgrade to the computer server and workstations as quoted by RB's Computer Service at a cost of \$3,330 plus set up fees.

5.4 Updates: a) Girl Scout Road: the plan for upgrading the road leading into the Girl Scout Camp from 237th Avenue has been finalized; the Township cost for the parking area is estimated at \$5,700; the County will cover cost of grading and paving the road. b) RFP updating Park and Trail Plan: Request for Proposals to update the Park and Trail Plan were sent out to three planners.

Doebler/Hass unanimous to adjourn meeting at 8:55 p.m.

Approved this 20th day of May 2013

Chairman or Vice Chairman

Clerk/Treasurer or Deputy Clerk/Treasurer