



LIVONIA TOWNSHIP REGULAR BOARD MEETING MINUTES  
HELD AT THE LIVONIA TOWNSHIP HALL  
DECEMBER 17, 2012

Supervisors Present: Doebler, Hass, Hewitt, Manthei and Sherper.

Staff Present: Clerk/Treasurer Spencer and Deputy Clerk/Treasurer Olson

Others Present: Jon Bogart, P.E. Bogart, Pederson & Assoc.inc, Town Engineer

Chairman Sherper called the Meeting to order at 7:00 p.m.

The assembly recited the Pledge of Allegiance.

**1.2 Approve Regular Meeting Agenda:** Hewitt/Doebler unanimous to approve Regular Meeting Agenda as submitted.

**1.3 Approve Consent Agenda:** Manthei/Hewitt unanimous to approve Consent Agenda as submitted.

Item A) November 26, 2012 Regular Board Minutes; Item B) November 26, 2012 Joint Special Meeting Minutes; Item C) IRS mileage rate of 56.5 cents per mile for business miles driven effective January 1, 2013.

**1.4 Sheriff's Report:** Sergeant Johnson reported there were 159 incidences during November in Livonia Township. Of those, 46 were traffic stops, 14 traffic complaints, 10 security alarms; the remaining were miscellaneous calls. He informed the Board he is being transferred to another part of the County; Officer Wilson is his replacement. Board thanked him for his service in the Township.

**1.5 Fire Report:** Chief Maloney provided October and November calls for service as follows: 2 medical assists, 2 gas leaks, 4 motor vehicle personal injury accidents w/extrication, 1 search for missing person, 2 cancelled en route, 2 fire alarms, 2 carbon monoxide, 6 grass fires and 1 vehicle fire. He provided information on the water main that runs under Highway 169, the meeting room at the City fire station s being remodeled, the 2013 fire budget was lowered by \$8,000. Burning permits are not required when there is three or more inches of snow around the burn area. He suggested under those circumstances people should contact the Sheriff's Office to let them know so emergency equipment is not dispatched unnecessarily.

**1.6 Road Report:** Maintenance Coordinator Spencer reported on plowing activity, guardrail delineators were installed on guardrails throughout the Township. Sherper expressed appreciation for snowplow efforts; Spencer commended all the drivers for their dedication during snow events.

**2.1 Final approval of 112<sup>th</sup> Street project:** Based on previous 112<sup>th</sup> Street discussions, a turn lane at 276<sup>th</sup> Avenue and 112<sup>th</sup> Street is being included on the Livonia side of the project.. Bogart does not see areas of the project in Livonia Township where there are suspicious soils or other unforeseen issues. There may be areas of the project in Baldwin Township involving tree stumps, which would be their responsibility. After further review and discussion moved by Hass, seconded by Manthei to approve the 112<sup>th</sup> Street project plan contingent upon Baldwin signing the agreement and approval of their share of the project; motion carried.

**2.2 Approve 112<sup>th</sup> Street project Joint Powers Agreement (JPA):** Board reviewed the JPA, a legal contract binding both Townships to pay their share of the project. Earlier Livonia Township was chosen as lead for the project. Scheduling for payment to the contractor was discussed; language in project documents will address requirement for contractor to submit pay requests on a 30-day basis. Board reviewed content of the JPA with the following amendments: Item 9 change orders are limited to \$2,400 before approval by Boards. Item 11 maintenance and warranty will be amended to specify a three year warranty over the entire project. Moved by Hewitt, seconded by Doebler to approve the JPA with amendments to Items 9 and 11; motion carried. There was discussion regarding contractor responsibility for incurring additional engineering fees resulting in errors/omissions on the part of the contractor; Bogart will include language in project documents.

**3. Open Forum:** There were no requests for open forum.

**4.1 Payment of claims and transfer of funds:** Hass/Hewitt 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 \$29,500 from savings to checking to cover claim numbers 6086 – 6107, check numbers 15365-15401 and EFT 25 for December 2012 941 withholding tax and to authorize payment of utility and interest bearing bills received between December 17 and December 31, 2012 not included in the claims for approval at this meeting and to transfer the same from savings to checking.



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**4.2 Resolution to transfer funds from Fund 304 to 305:** Moved by Hewitt, seconded by Doeblor to approve Resolution to Transfer Funds from Debt Service Fund 304 to Debt Service Fund 305 and extinguish Fund 304. Therefore The Town Board unanimously authorizes the transfer of \$47,598.50 from Debt Service Fund 304 to the new Debt Service Fund 305 and extinguish Debt Service Fund 304. Roll call: Doeblor, Hass, Hewitt, Manthei, Sherper yes; none opposed; Motion carried.

**4.3 Supervisor/Commission/Committee Reports:** Sherper attended a wetland meeting in Shoreview. There were no other Supervisor reports. Clerk/Treasurer Spencer reported the County Planning Commission will consider amendment to the County Zoning Ordinance with regard to feedlots and the keeping of animals on December 20<sup>th</sup>.

**5.1 Girl Scout Road discussion:** Doeblor reported on the telephone conference held December 6<sup>th</sup> between Girl Scout and Township representatives. Summarization of happenings to date, options and possible solutions were part of the conference call. Girl Scout representatives will talk about options and contact Township Attorney by January 11<sup>th</sup>. Decisions, if any, will be made at the continuation of the public hearing meeting on January 28<sup>th</sup> at 7:15 p.m.

**5.2 Appoint Town representative to the Zimmerman/Livonia Fire District Joint Powers Board:** Moved by Hass seconded by Manthei to nominate Supervisor Doeblor to represent Livonia Township on the Zimmerman/Livonia Fire District Joint Powers Board; motion carried.

**5.3 Set date/time for Budget Workshop Meeting and Board of Audit:** February 4, 2013 7 p.m. was selected for Budget Workshop with Board of Audit following close of Budget Workshop.

**5.4 Set date/time for Cleanup Day:** Hass/Doeblor unanimous to set April 20, 2013 from 8:00 a.m. to 12 Noon for 2013 Cleanup Day.

**5.5 Authorize purchase of lateral file:** Hewitt/Manthei unanimous to authorize purchase a HON 4 drawer lateral file from S&T Office Supply, a designated State purchasing agent, in the amount of \$797.01. A second quote was obtained from Office Max at a cost of \$859.99.

**5.6 Authorize electrical work in hall kitchen:** Hewitt/Manthei unanimous to authorize Rike Lee Electric to install a three way switch in the kitchen at a cost of \$310.00 as quoted.

**5.7 Updates:** a) Filing for Office opens January 1, 2013 and closes on January 15, 2013 at 5:00 p.m. Filing fee is \$2.00, candidates must file in person. Supervisors A and D are up for election which will be held March 12, 2013 with polls opening at 10 a.m. and closing at 8 p.m. The Annual meeting will start at 8:01 p.m. following close of polls.

**5.8 Final approval of amendment to the Sherburne County Zoning ORD 198 – recorded for the official record:** Hewitt/Doeblor unanimous to approve Amendment to The Sherburne County Zoning Ordinance ORD 198 as approved November 13, 2012 by the Sherburne County Board of Commissioners. The Ordinance is on file at the Sherburne County Zoning Office and recorded as Document No. 761009 in the Sherburne County Recorder's Office.

Doeblor/Hewitt unanimous to adjourn meeting at 8:45 p.m.

Approved this 28th day of January 2013

  
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Chairman or Vice Chairman

  
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Clerk/Treasurer or Deputy Clerk/Treasurer