

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes January 12, 2016**

**1. Call to Order:** The Pledge of Allegiance was recited and the regular-monthly meeting of the New Haven Town Board was called to order at about 6:34 PM by Chair Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist present. Supervisor Brian Hervey arrived shortly thereafter. Also in attendance were Planning and Zoning Administrator Ann Fahy-Gust, Treasurer Bob Figy, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.

**2. Set Meeting Agenda and Order:** Andrist moved to set the agenda as printed, seconded by Beyer. The motion carried 2-0.

**3. Comments from the Chair:** Chair Denny Beyer commented that we are in a new year and it is cold.

### **4. Public Comment Time:**

Tammy Berg-Beniak, Pine Island Public Schools Superintendent, said she wanted to continue to have conversations with the Township about the maintenance of 125th Street NW.

Thomforde thanked Denny Beyer for the work he did cleaning up the inside of the Township shed. Now there is room to walk around inside of the shed.

**5. Review for Approval – December 8th Regular Town Board meeting minutes:** Andrist moved to approve the minutes as printed, seconded by Hervey. The motion carried 3-0.

### ***Old Business***

### **6. Road rocking 125th Street and New Haven Road north:**

Beyer said that road maintenance contractor, Mike Wood, told the Town Board at the last meeting that we need to add rock again this year to 125th Street (2 miles) and New Haven Road north of 125th Street (1.5 miles), due to the school construction and school traffic. The timeline for applying the road rock is sometime soon after road restrictions come off this spring. Tammy Berg-Beniak said that this is something she can bring to the entire School Board for consideration. Their budget is set in July so they are midstream at this point. The estimate is about \$30,500 for the road rock and spreading on both roads. David Todd, Pine Island City Administrator, said that like the school, their budget has been set for the year. He said he will present it to the City Council. He added that the City has inherited some Elk Run roads from MNDOT that are outside of the city limits that they are obligated to maintain. Beyer said the Township is interested in any cost sharing the City and the School can come up with to help maintain these roads.

## **7. Election Calendar:**

Thomforde presented the latest election calendar, with updated information on times and dates for picking up and dropping off materials with the County Election Auditor.

Two candidates filed for office for the Township election on March 8th, 2016. Denny Beyer filed for the supervisor position and Dale Thomforde filed for the clerk position.

Thomforde emailed the Minnesota Secretary of State (SOS) presenting a case why their interpretation of state law is incorrect that candidacy filing notices must be published twice. With over 1700 townships in the state, this is a large unneeded expense for many townships. Within 2 hours of sending the email, the SOS office changed their election calendar to only require one publication of the notice. Townships are free to publish the notice more than once, but it is at their own discretion.

### *New Business*

## **8. Election Judges for March 8 election:**

Thomforde presented a list of potential election judges for the Township election on March 8th, 2016. Andrist moved to appoint Ann Fahy-Gust, Bob Figy, Brian Hervey, and Mary Andrist as election judges for the Township election, seconded by Hervey. The motion carried.

Hervey moved to adopt a conflict of interest resolution (#2016-01) to allow Mary Andrist to serve as an election judge during 2016, seconded by Beyer. The motion carried 2-0, with Andrist abstaining.

Beyer moved to adopt a conflict of interest resolution (#2016-02) to allow Brian Hervey to serve as an election judge during 2016, seconded by Andrist. The motion carried 2-0, with Hervey abstaining.

Andrist moved to adopt Resolution (#2016-03) to appoint Ann Fahy-Gust, Bob Figy, Brian Hervey, and Mary Andrist as members of the absentee ballot board, seconded by Hervey. The motion carried.

## **9. Preliminary 2015 Financial Summary:**

Thomforde presented a preliminary 2015 financial summary in preparation for the upcoming Board of Audit. The cash reserves at the end of 2015 were \$711,472.93, which is down \$74,333.34 from the previous year. Although the reserves are down, this was intentional to reduce property taxes by reducing excess reserves. The Township came in under budget (less than budgeted) by \$2,665.66 for the year.

The property tax levy for 2015 was set at the 2014 Annual meeting. We received about \$5,488 less than expected in property taxes in 2015 from the County, due to delinquent taxes. Even though some items came in above budget, and some items came in below budget, we were pretty close overall on the budget for 2015.

The summary reports for receipts and disbursements were reviewed with comparisons to the previous two years. This preliminary report will be reviewed at the Board of Audit meeting in February.

Thomforde also presented annotated pages of revenues and expenditures from the Cash Basis Reporting Form which is the form that is filed with the Minnesota State Auditor. This form is in a standard format used by all townships for the State Auditor’s review.

**10. Tractor Club hall rental fee waiver:**

The Tractor Club requested a fee waiver for use of the town hall on December 11th. Hervey moved to approve the fee waiver, seconded by Andrist. The motion carried 2-0, with Beyer abstaining.

**11. 8430 Main Street Genoa house-number fire sign:**

There was a request for a fire sign installation for a new house construction in Genoa. Andrist moved to set the price at \$50 for a fire sign including installation, seconded by Beyer. The motion carried 3-0. Thomforde will put together an application for residents, which Ann Fahy-Gust can also offer to those getting a new house building permit.

**12. Treasurer’s Report:** Bob Figy presented a written treasurer’s report detailing all receipts and debits for December 2015. The December month-ending account balances were:

General Fund / Road and Bridge Account	\$9,672.33
Money Market Deposit Account (MMDA)	\$92,458.87
Cash Reserves in 1/2/3-year Laddered CDs	\$609,341.73
<b>Total</b>	<b>\$711,472.93</b>

The Board asked the Treasurer to check into what other investments could be used as an alternative to buying another CD, currently at a rate of about 1% interest for a 3-year CD. Andrist moved to approve the Treasurer’s Report, seconded by Hervey. The motion carried 3-0.

**13. Review and Pay Bills:** All claims received by January 11th were presented for consideration to the Board of Supervisors by the Clerk. Claims for a total of \$10,591.64, plus payroll, were submitted for approval. Thomforde has migrated our accounting program over to CTAS version 8 as of the beginning of the year, since the State Auditor no longer supports version 7. Andrist made a motion to pay all bills and for the Clerk and Treasurer to transfer funds from the Money Market Fund to the General Fund and Road and Bridge Fund as necessary to pay the bills, seconded by Hervey. The motion carried 3-0.

**14. Road Maintenance Report – Mike Wood:**

Mr. Wood reported he has heard there were some driving issues on 125th Street on Friday January 8th. Travel was a problem that day since it was an unusual day and was snowing most of the day. The Board said they thought he was doing a good job on maintaining the roads.

Mr. Wood reported there were some cars parked on the road in Genoa which he had to plow around. Thomforde asked to whom road complaints should be directed. They should be directed to Denny, as the designated road supervisor, and he will contact Mr. Wood as necessary.

**15. Planning & Zoning Report – Ann Fahy-Gust:**

Fahy-Gust reported 2 ag-building permits this month. One town hall rental was received.

Fahy-Gust reported she will be attending future Community Planning Team (CPT) meetings as part of her other job with the Rochester Area Foundation. Her other job has an interest in housing plan development. The Town Board asked that she make it clear that she is not attending the meetings representing the Township.

**16. Miscellaneous Mail Etc. – Clerk:**

- Thomforde submitted the 1099 tax form information to Hemann Grover.
- He is submitting a MATIT worker's compensation audit, due January 31st.
- He is submitting a Local Board of Appeal and Equalization Certification, due February 1.
- He is submitting an outstanding indebtedness report, due February 1. The Township has no debt.
- The mileage reimbursement rate for 2016 is \$0.54 per mile, down from \$0.575 per mile.
- We received a notice from Xcel of a rate increase. These rates affect some residents in the Township.
- The Community Planning Team (CPT) received an Outstanding Innovation award for \$5,000 in the township category. We don't know yet how the money will be split.
- The first issue of the Minnesota Association of Townships "Insider" magazine is out. It includes the calendar for 2016 and is sent to all township officers.

**17. Adjournment:** With no further business before the Board, Chair Beyer adjourned the meeting at about 8:03 PM.

Approved by the Board,

Attest,

Denny Beyer – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

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## **Board of Audit Meeting February 9, 2016**

The Town Board met as the Board of Audit to review the financial records for the year 2015 kept by Treasurer Bob Figy and Clerk Dale Thomforde. The Pledge of Allegiance was recited and the Board of Audit meeting of the New Haven Town Board was called to order at about 5:30 PM by Chair Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy and Clerk Dale Thomforde.

The Board agreed that random disbursements selections of two from each month, would adequately represent the attention to detail and accounting practice for the township. The combined account of the General Fund/Road and Bridge Fund and the Planning and Zoning fund were audited in this manner. Each disbursement was matched to the claim receipt, check number, amount, payee, and month.

<b>MONTH</b>	<b>DISBURSEMENT 1</b>	<b>DISBURSEMENT 2</b>
JANUARY	20217 ✓	3523 ✓
FEBRUARY	20219 ✓	3530 ✓
MARCH	3537 ✓	3542 ✓
APRIL	676 ✓	3549 ✓
MAY	20229 ✓	3560 ✓
JUNE	3577 ✓	3579 ✓
JULY	3587 ✓	3595 ✓
AUGUST	3599 ✓	3604 ✓
SEPTEMBER	3613 ✓	3614 ✓
OCTOBER	3621 ✓	3623 ✓
NOVEMBER	3628 ✓	3631 ✓
DECEMBER	20256 ✓	3640 ✓

No anomalies were noted and the records appeared to be in order. Thomforde stated that the CTAS balances matched every month with the bank statements. Thomforde also stated we are now doing numbered receipts for every check received by the township to follow the State Auditor's guidelines. In the past, some checks didn't have numbered receipts written for them (e.g., fire signs) since we had other methods to track them. We will continue to issue receipts for

all cash receipts, which has always been done. Andrist made a motion to approve the audit, seconded by Hervey. The motion carried 3-0.

Thomforde presented an 8-page New Haven Township Financial Summary for the fiscal year 2015, which was the same as the copy distributed at the last Town Board meeting. Andrist made a motion to approve the financial summary, seconded by Hervey. The motion carried 3-0. All present signed the cover sheet stating that they had reviewed the New Haven Township Financial Summary. This summary will be posted on the website by the Clerk and distributed at the March Annual Town meeting.

Chair Beyer adjourned the meeting at about 5:52 PM.

Approved by the Board,

Attest,

Brian Hervey – Vice Chair  
For the New Haven Town Board

Dale J. Thomforde – Clerk  
New Haven Township

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## **Regular Monthly Town Board Meeting Minutes February 9, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at about 6:30 PM by Chair Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Hervey moved to set the agenda as printed, seconded by Andrist. The motion carried 3-0.
- 3. Comments from the Chair:** Chair Denny Beyer commented that we are almost at the annual township day again.
- 4. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.
- 5. Review for Approval – January 12th Regular Town Board meeting minutes:** Andrist moved to approve the minutes as printed, seconded by Hervey. The motion carried.

### *Old Business*

#### **6. Road rocking 125th Street and New Haven Road north:**

Thomforde presented updated estimates for the rocking costs for the new-school roads, 125th Street (2 miles) and New Haven Road north of 125th Street (1.5 miles). These roads have been getting a lot of additional use due to the new elementary school. The previous cost estimates did not include the correct road mileage. Two options were presented:

- 1) 800 yards of rock per mile costing an estimated \$39,144; and
- 2) 500 yards of rock per mile costing an estimated \$25,442.

The Pine Island City Council met after the last town board meeting and declined to contribute anything to the road maintenance, according to the article in the Post Bulletin. There is a School Board meeting scheduled February 11th, where our request for maintenance assistance will be considered. Thomforde said he is hoping there are some new-school construction funds still available that could be used to help fund the road maintenance. Hervey pointed out that our road contractor has had to spend a lot more time maintaining these roads since the new school has gone in. Andrist received a call from a township resident in the Byron School District that thinks the city and school should take care of the extra maintenance expense. Beyer asked Mike Wood if we could get by spotting 125th Street since the County has plans to put in the new road in 2017. Mike Wood said he thought we could, although it is hard to keep

the potholes out without a decent crown on the road. Beyer wants to wait until after the 125th St/Co 5 extension open house to see what the County plans are for the road before deciding anything. Mr. Wood said he would like to change the crown at the intersection of 125th St and New Haven road so that 125th St is the through road, which might take a little rock to fix. He said New Haven Road is also in need of some rock. Mr. Wood said he would not like to see all of 125th St chlorided again this year since it turns the road into slime. After some discussion, the Board decided to wait to see how the School Board meeting comes out, and if maintenance cost help isn't forthcoming, try to keep the maintenance costs to a minimum for the township.

### **7. Election Calendar:**

Thomforde pointed out that absentee balloting is now open as of February 5th for the township election. Any eligible voter can now vote absentee. State law was changed so that no excuse is needed to vote absentee. Interested residents should contact the clerk, and the town hall office will be open Saturday March 5th from 10 AM until noon for absentee balloting. Andrist will be accepting absentee applications and handing out ballots at that time.

### **8. CD Investments:**

Due to the Clerk printing the agenda for the wrong month, this item was taken up out of the original order.

Thomforde presented a cash-flow analysis for 2016. Most of the township expenses come in the first half of the year and most of the income comes in the second half of the year. Based on this analysis, when the 2-year Certificate of Deposit (CD) comes due on February 13th, Thomforde recommended holding the funds from the CD in the Money Markey Deposit Account (MMDA) until it is determined where and how much of the funds to invest. Andrist moved to adopt Resolution 2016-04 instructing the Town Treasurer to transfer the funds from the maturing 24-month CD into the MMDA fund, seconded by Hervey. The motion carried 3-0.

Peter K. Helland, from Ameriprise Financial Services, spoke to the Town Board. Mr. Helland said he is a resident of New Haven Township so he has a personal interest in making sure the township does good with our money. He proposed a flexible savings certificate from Ameriprise Financial as an alternative to a CD. The current rate for a certificate of \$100,000 and above for 3 years is 1.55%, effective yield. It is a flexible savings certificate in that you can add money during the term. There is no penalty for early withdrawal, just loss of future interest. It is backed up by Ameriprise, dollar for dollar plus 5%. This flexible savings certificate is not FDIC insured, but is regulated by the Security and Exchange Commission. He said he can also offer bank CDs, but the interest rates are less.

Kevin T. Wadley, from Edward Jones, spoke to the Town Board. He said he is offering FDIC insured CDs. These CDs do fit within the guidelines for township investments. He does work with other townships in the area. Rates do fluctuate daily, with the current 3-year CD rate at 1.35%. The early withdrawal penalty is the same as a bank.

The Town Board wanted to wait and make further consideration before going ahead with any investments.



*New Business*

**9. Fire Association Report:**

Hervey reported that the Pine Island Fire District had a meeting last week. The numbers were not ready for this year, but Carol at the City Hall is putting them together. The numbers should be similar to last year. They are considering getting a new tanker to replace an old one, but that is not in the budget. There will be more information after the next Fire District meeting.

**10. Consider resolution designating use for CPT award money:**

The Town Board considered a resolution for using the anticipated CPT award money for maintenance of the school roads since students from all 5 member townships in the CPT and Pine Island use the roads. Andrist made a motion to adopt Resolution 2016-05 designating that the New Haven Township share of the CPT community innovation award money shall be designated to help defray the maintenance costs of the new school roads in 2016, seconded by Hervey. The motion carried 3-0.

**11. Review proposed 2016 Budget:**

Thomforde presented a proposed budget for 2016. There was discussion on how much should be budgeted for school-road maintenance and the effect of adding that to the levy. Further discussion on the budget was deferred until there is a better handle on any assistance the township will receive for maintaining the school roads from the school.

**12. January 28th OCTOA meeting recap:**

Beyer reported that MAT is trying to get the legislature to raise the number of registered voters in a township when Automark voting machines are required from 500 to 1000. Very little use of the machines was reported. The County Attorney and Sheriff discussed the current laws regarding who should handle dangerous dogs; the townships, county, or sheriff? They probably will need to change the statutes to clarify the laws. Beyer talked to Mike Sheehan, Olmsted County Public Works Director, and Mr. Sheehan told him that closing the 125th Street/85th Avenue intersection was the best thing the township ever did. Thomforde said Beyer covered the meeting well and he didn't have anything to add.

**13. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all receipts and debits for January 2016. The January month-ending account balances were:

General Fund / Road and Bridge Account	\$5,544.77
Money Market Deposit Account (MMDA)	\$86,816.54
Cash Reserves in 1/2/3-year Laddered CDs	\$609,341.73
<b>Total</b>	<b>\$701,703.04</b>

Hervey moved to approve the Treasurer's Report, seconded by Andrist. The motion carried 3-0.

**14. Review and Pay Bills:** All claims received by February 9th were presented for consideration to the Board of Supervisors by the Clerk. Claims for a total of \$9,035.90, plus payroll, were submitted for approval. Andrist made a motion to pay all bills and for the Clerk and Treasurer to transfer funds from the Money Market Fund to the General Fund and Road and Bridge Fund as necessary to pay the bills, seconded by Beyer. The motion carried 3-0.

**15. Road Maintenance Report – Mike Wood:**

Mr. Wood reported he been doing some snow plowing. He spent some of his own money and bought some new type of edges for blading and cutting ice.

Mr. Wood reported he had a call from the school Superintendent about a concern on the snow plowing. Andrist clarified that they should be calling the road supervisor, Denny Beyer, when they have concerns. Beyer checked with a bus driver and he had no concerns with the township snow plowing.

**16. Planning & Zoning Report – Ann Fahy-Gust:**

Fahy-Gust reported having some discussions on possible future building permits. She just completed a split and is working on another one. Also, she has received the paperwork to maintain a Conditional Use Permit (CUP) for reloading.

**17. Miscellaneous Mail Etc. – Clerk:**

- The County is holding an open house regarding the 125th St / Co Rd 5 road extension at the new elementary school on February 11th at 5:00 PM. Thomforde will be attending.
- There is a PI School Board meeting at the new elementary school on February 11th at 7:00 PM. Thomforde will be attending to discuss the road maintenance funding request.
- The Township Cooperative Planning Association is having their regular monthly meeting on February 10th. Thomforde is not planning to attend this meeting.

**18. Adjournment:** With no further business before the Board, Chair Beyer adjourned the meeting at about 7:37 PM.

Approved by the Board,

Attest,

Brian Hervey – Vice Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

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## **Regular Monthly Town Board Meeting Minutes March 4, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at about 6:30 PM by Vice Chair Brian Hervey. Quorum requirements were met with Supervisor Mary Andrist also present. Chair Denny Beyer was absent with notice. Also in attendance were Treasurer Bob Figy, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Planning and Zoning Administrator Ann Fahy-Gust was absent with notice.
- 2. Set Meeting Agenda and Order:** Andrist moved to approve the agenda as written, seconded by Hervey. The motion carried 2-0.
- 3. Comments from the Chair:** No comments.
- 4. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.
- 5. Review for Approval – February 9th Board of Audit minutes:** Andrist moved to approve the minutes as printed, seconded by Hervey. The motion carried 2-0.
- 6. Review for Approval – February 9th Regular Town Board meeting minutes:** Andrist moved to approve the minutes as printed, seconded by Hervey. The motion carried 2-0.

### *Old Business*

#### **7 CD Investments:**

Figy reported that the 24-month CD matured and the principle and interest of \$203,222.50 was transferred into the Money Markey Deposit Account (MMDA), as he was instructed by resolution. This money can remain in the MMDA until an investment decision is made by the Board. Thomforde presented an updated cash-flow analysis for 2016. With most of the bills coming in before July and most of the income coming in after July, he recommended only investing \$100,000 of the matured CD proceeds in order to handle the cash-flow needs of the township. Hervey commented that the investment decision would be made after the Annual Town meeting to allow for input from the residents.

#### **8. Road rocking 125<sup>th</sup> Street and New Haven Road north:**

Andrist reported that she and Thomforde attended the Pine Island School Board meeting and we won't be getting any assistance for maintaining the township roads to the new school. Thomforde reported he gave his pitch to the School Board, but they politely turned down the request since the school construction funds are gone and there is no money in the school budget for road maintenance. Andrist also reported that she told the School Board that we have three

school districts in our township for which we have to keep the roads plowed for the busses to pick up students. When there are any road issues, they should contact Denny Beyer, the designated road supervisor, or another one of the town supervisors, to get the issue resolved. They should not be contacting the township road contractor directly.

#### **9. Fire Association Report:**

Hervey reported that the New Haven Township dues for the Fire District will be \$36,356 for 2016. Spending was over budget last year, but it appears it was used to buy appropriate equipment. This year the township representatives will be watching spending a little closer. The Fire Department would like to buy a new smaller tanker truck costing about \$250,000, but that is not in the capital budget for this year.

#### **10. 2016 Budget:**

Thomforde presented an updated proposed budget for 2016, including the Fire District dues and limited maintenance of the school roads. The resulting budget uses \$96,128 from current reserve funds. This is at the high end of the amount of reserves that we would like to see used in one year. Thomforde said he didn't think the levy needs to be raised yet until the total reserves are down around \$500,000. Last year, the township came in about \$2,500 under budget. Andrist moved to approve the proposed 2016 New Haven Township budget, seconded by Hervey. The motion carried 2-0.

#### **11. Election Calendar:**

Thomforde reported the absentee ballot board has met twice, with 7 absentee ballots returned. The town hall office will be open Saturday March 5<sup>th</sup> from 10 AM until noon for absentee balloting. Since the clerk is on the ballot, Andrist will be accepting absentee applications and handing out ballots at that time. The absentee ballot board will meet, if needed, sometime after noon on Saturday. The clerk will pick up the roster and election supplies from the County on Monday March 7<sup>th</sup>.

#### ***New Business***

#### **12. Annual Meeting / Election Preparations:**

Thomforde presented a draft Tentative Agenda for the Annual Town meeting. Using the same levy as this year for the General Fund and Road & Bridge Fund, along with the 2016 Fire District dues, the total 2017 levy comes to \$116,356, which is a 2.3% increase over the 2016 levy. The Board reviewed the tentative agenda and approved as proposed. Hervey moved to authorize spending up to \$100 for treats for the Annual Town meeting, seconded by Andrist. The motion carried 2-0. Andrist moved to set the Annual Town meeting non-officer moderator wages at \$65, seconded by Hervey. The motion carried 2-0.

**13. Set date for Town Board reorganization meeting:**

The Board agreed to set March 29<sup>th</sup> at 6.30 PM as the date and time for the annual town board reorganization meeting, with April 5<sup>th</sup> the backup date if Beyer cannot make March 29<sup>th</sup>.

**14. Co Rd 5 / 125<sup>th</sup> Street Open House recap:**

Andrist and Thomforde attended the Co Rd 5 / 125<sup>th</sup> Street Open House. Andrist reported a problem was identified with the 85<sup>th</sup> Avenue intersection going through Morris Andrist's residence, and Dale Morey was concerned with the dust on 125<sup>th</sup> Street with all the new school traffic. Thomforde reported the first part of the Co Rd 5 extension from Co Rd 3 to the new school is planned for 2017. It will be gravel the first year with paving coming in 2018. Thomforde got a draft layout map of the new road from the engineering firm which is posted on a wall in the town hall meeting room. The engineering firm would be interested in any feedback comments we get on the new road at the Annual Town meeting. The new road and bridge are planned for 2 lanes, with 2 additional lanes to be added later when needed. Thomforde has made a proposal to the engineering firm and county to move the intersection of 85<sup>th</sup> Avenue 150 feet to the west to avoid conflicting with the Morris Andrist residence.

**15. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all receipts and debits for February 2016. The February month-ending account balances were:

General Fund / Road and Bridge Account	\$12,185.49
Money Market Deposit Account (MMDA)	\$281,080.21
Cash Reserves in 1/2/3-year Laddered CDs	\$407,583.82
<b>Total</b>	<b>\$700,849.52</b>

Andrist moved to approve the Treasurer's Report, seconded by Hervey. The motion carried 2-0.

**14. Review and Pay Bills:** All claims received by March 4<sup>th</sup> were presented for consideration to the Board of Supervisors by the Clerk. Claims for a total of \$5,939.67, plus payroll, were submitted for approval. Andrist made a motion to pay all bills and for the Clerk and Treasurer to transfer funds from the Money Market Fund to the General Fund and Road and Bridge Fund as necessary to pay the bills, seconded by Hervey. The motion carried 2-0.

**15. Road Maintenance Report – Mike Wood:**

Mr. Wood put together a summary road report for the Annual Town meeting.

Leque's is being logged. Mr. Wood is working with the logger to have them remove some trees that are in the New Haven Road right-of-way (ROW) on Leque's side.

Mr. Wood reported that Oronoco Township has removed the cottonwood trees in the township ROW on the east side of 60<sup>th</sup> Ave NW.

**16. Planning & Zoning Report:** Ann Fahy-Gust submitted the following written report:

Building permits – we have had 2 – one refinishing basement and one new home in Trophy Lakes.

CUP – I have had 2 inquiries for home businesses, not action yet.

Splits – one split completed and recorded over off of 75<sup>th</sup>.

Of interest – Land O Lakes did not obtain a permit for spreading on Kermit Christenson's land. I am working to resolve the issue. I've been in contact by phone, email and letter with the hauler, the transport company and the managers to get the situation corrected. Kermit and I have also been in contact because he states he did not give permission for this to occur on his land. We have an old permit from 2013-2014 which did give permission but it's an annual permit, not one that runs continuously. I will have resolution by the April meeting.

I have the 2015 P&Z report completed for the Annual meeting.

**17. Miscellaneous Mail Etc. – Clerk:**

- Thomforde will send requests for quotes for road rock for 2016. Mr. Wood thinks road restrictions might be coming off early in April. The plan is to use 5000-5500 yards of road rock this year.
- Thomforde will publish and post a notice for the Local Board of Appeal and Equalization meeting on April 20<sup>th</sup> from 9:30 – 10:00 AM.
- Thomforde presented a comparison of the property tax mill rates of the townships in Olmsted County. Once again, New Haven Township has the lowest tax mill rates in the County. The New Haven Township mill rate would be about 65% higher if the township wasn't spending down some of the cash reserves. The chart will be posted on the website and distributed at the Annual Town meeting.
- The rotating bimonthly Olmsted County Township Officers Association (OCTOA) meeting will be at the New Haven Town Hall on March 31 at 7:30 PM. New Haven is providing refreshments and Farmington Township is providing sandwiches. Andrist moved to authorize spending up to \$100 for refreshments for the OCTOA meeting, seconded by Hervey. The motion carried 2-0.
- We received notice from the Minnesota Office of Management and Budget that we passed the pay-equity audit.
- We received notice from our payroll accountant, Hemann Grover, that we passed our Minnesota PERA audit.

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- We received an offer from Freeborn Oil for chloride application, and we should contact them if we are interested in prices. Mr. Wood said Kalmar Township used them last year and they were happy with the results.
  - The Minnesota Association of Townships (MAT) is holding a Spring Short Course for township officer training on March 15<sup>th</sup> in Rochester. Andrist moved to authorize paying for any elected officers wishing to attend the training, seconded by Hervey. The motion carried 2-0.

**18. Adjournment:** With no further business before the Board, Vice Chair Hervey adjourned the meeting at about 7:35 PM.

Approved by the Board,

Attest,

Denny Beyer – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA – ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Canvassing Board March 8, 2016 – Election Results**

The New Haven Canvassing Board was held at about 8:22 PM on March 8, 2016. Quorum requirements were met with Supervisor/ Head Election Judge Mary Andrist and Vice Chair/ Election Judge Brian Hervey present. Also in attendance were Election Judge Bob Figy, Election Judge Ann Fahy-Gust, and Clerk Dale Thomforde.

Vice Chair Hervey called the Canvassing Board to order. Andrist made a motion to certify the following election results:

### **Office of Town Supervisor**

Dennis Beyer	63 votes
Write-in – Jan McNallan	2 votes

### **Office of Town Clerk**

Dale J. Thomforde	64 votes
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The motion was seconded by Hervey. The motion passed 2-0.

### **Additional Notes:**

A total of 860 registered voters were on the roster when polls opened at 5:00 PM.

A total of 58 registered voters signed the roster and cast ballots.

There was 1 new-voter registration signing the roster and casting a ballot.

There were 7 absentee ballots requested with 7 ballots returned and accepted.

There were a total of 65 ballots cast (7.6% of registered voters).

There were 2 spoiled ballots (Automark test ballots).

Hervey adjourned the meeting at about 8:30 PM.

Minutes approved by the Board,

Attest,

Denny Beyer – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk



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## **Town Board Special / Reorganization Meeting Minutes March 29, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and a special / reorganization meeting of the New Haven Town Board was called to order at about 6:30 PM by Chair Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Road Maintenance Contractor Mike Wood, Planning and Zoning Administrator Ann Fahy-Gust, and Clerk Dale Thomforde.
- 2. Set Order of Agenda:** Hervey moved to approve the agenda as printed, seconded by Andrist. The motion carried 3-0.
- 3. Comments from the current Chair:** Beyer said he is feeling better.
- 4. Consent Agenda:** Andrist moved to approve the consent agenda:
  - March 4th 2016 Regular Town Board Meeting minutes as written;
  - March 8th 2016 Annual Town Meeting minutes as written;
  - March 8th 2016 Canvassing Board minutes as written.

The motion was seconded by Hervey. The motion carried 2-0, with Beyer abstaining since he was absent from the meetings.

- 5. Set date for Spring Road Inspection:** Andrist moved to hold the road inspection on April 9th beginning at 8:00 AM, seconded by Hervey. The motion carried 3-0.
- 6. Consider any urgent spring road concerns:** Mike Wood reported that all roads are a concern right now, especially after the last snowfall. The forecasted rain won't help, so he didn't want to do any road grading now since it would only make things worse. He is hoping to be able to start getting to them after this week, weather cooperating. There are some bad spots on 69th Ave, New Haven Road between Vandewalker's and Berg's, New Haven road by Butch Owen's, and 75th Ave where is wasn't tiled. Reports from other townships are that they are also having a lot of gravel road problems this spring. The Board agreed that Mr. Wood should do whatever he needs to do to keep the roads passable until the roads firm up. The Board will be checking the roads during the spring road inspection.
- 7. Planning for 3/31 OCTOA meeting:** New Haven Township and Farmington Township are hosting the Olmsted County Township Officers Association (OCTOA) meeting on March 31. New Haven is providing the hall and refreshments and Farmington is supplying sandwiches. Andrist offered to pick up some pop and water. We have coffee at the town hall.

## 8. Reorganization:

*Select new Town Board Chair* – Denny Beyer nominated Mary Andrist for Town Board Chair. Brian Hervey seconded. The motion carried 3-0. Andrist at this point took over as chair of the meeting.

*Select new Town Board Vice Chair* – Beyer nominated Hervey. Andrist seconded. The motion carried 3-0.

*Select Rural Fire Board representative* – Andrist nominated Hervey. Beyer seconded. The motion carried 3-0.

*Designate supervisor to fill duties/positions created by the Town Board* – Andrist was designated the road authority and Beyer the building maintenance authority to handle issues coming up between meetings.

*Adopt regular meeting schedule and alternate dates* – Thomforde presented a proposed meeting calendar for the next year, continuing regular monthly meetings the second Tuesday of the month at 6:30 PM, with the backup date being the third Tuesday. Bad-weather reschedule dates were discussed and it was agreed to delay one week, if needed. Beyer moved to approve the meeting calendar, with the removal of the designating bad-weather dates. Hervey seconded. The motion carried 3-0.

*Consider recommendations from Annual Town Meeting* – The electors made the following recommendations at the Annual Town Meeting on March 8, 2016:

- Cemetery contributions for 2016 – keep at \$2,500 each (\$7500 total).
- 4-H project and contribution for 2016 – allocate \$500 for the 4-H project (Right-of-way cleanup).
- Gopher bounties – keep gopher bounties at \$2.50 pocket gophers and \$1 streakies.
- Designate an official newspaper – continue Post Bulletin and Zumbrota News Record the for legal publications.
- Designate notice posting locations – continue posting on town hall door and township website.
- Designate official bank as the town depository – keep using Pine Island Bank.
- Chloride cost sharing for 2016 – 50/50% cost sharing between township and patrons for first 300 ft – 600 ft for corner properties, and no private driveways. Check into a second application with cost sharing between township and patrons on the high-traffic new elementary school roads (125th Street and New Haven Rd north of 125th Street).
- Burning permit fee for 2016 – keep at \$5 for annual permit and free at meetings.

Beyer moved to adopt recommendations from the Annual Town Meeting, seconded by Hervey. The motion carried 3-0.

*Set Township Officers compensation for the next year* – Beyer made a motion keep the Township Officer compensation at the same rates (set forth in Resolution 2012-15, with the current rates for mileage at \$0.54 per mile, \$65 per meeting, \$20 per hour, \$1000 annual stipend for supervisors, \$2000 annual stipend for treasurer, and \$3000 annual stipend for clerk). Hervey seconded. The motion carried 3-0. (The township officer compensation rates have not changed since 2007.)

*Set Planning and Zoning Administrator compensation for the next year* – Ann Fahy-Gust commented that she is happy with the current hourly rate. Hervey made a motion to keep the P&Z Administrator wages at \$22.50 per hour. Beyer seconded. The motion carried 3-0.

*Set Election Judge compensation for the next year* – Hervey made a motion to keep the Election Judge compensation at \$15 per hour. Beyer seconded. The motion carried 3-0.

*Set Board of Adjustment Compensation for the next year* – Beyer made a motion to leave the Board of Adjustment compensation at \$40 per meeting. Hervey seconded. The motion carried 3-0.

*Set Planning Advisory Commission Compensation for the next year* – Beyer made a motion to leave the Board of Adjustment compensation at \$40 per meeting. Hervey seconded. The motion carried 3-0.

*Adopt fee schedule policy (copies etc., non-planning and zoning fees)* – Thomforde presented a proposed fee schedule policy for copies of public records, NSF returned checks, burning permits, and town hall rentals. It was decided to leave repeating/multiple hall rentals at the discretion of the Board. Beyer moved to approve the fee schedule policy, minus the hall rental information. Hervey seconded. The motion carried 3-0.

*Other miscellaneous reorganization items* – None.

**9. Adjournment:** With no further business on the agenda, Chair Andrist adjourned the meeting at about 7:02 PM.

Approved by the Board,

Attest,

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

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## **Road Inspection Town Board Meeting Minutes April 9, 2016**

**Call to Order:** The Pledge of Allegiance was recited and a special meeting of the New Haven Town Board was called to order at about 8:02 AM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Beyer drove the van provided by Hervey for this road inspection.

### **The following items were observed (in order of inspection):**

1. 91<sup>st</sup> Street – no issues.
2. 69<sup>th</sup> Avenue – new road rock has been spread on some frost boils. A question was raised about where the township portion of 69<sup>th</sup> Avenue ends. This will need to be investigated further at a later time.
3. East 85<sup>th</sup> Street – new road rock has been spread on some frost boils.
4. 60<sup>th</sup> Avenue – the following were noted:
  - a. Trees overhanging road on east side on the New Haven half of the road are the responsibility of New Haven Township to trim;
  - b. Large cottonwood trees in ROW at the top of the hill have been removed by Oronoco Township;
  - c. Stumps in ROW from cottonwoods and nearby old stump on east side needs to be sawed off near ground level or flagged with markers;
  - d. Rebuilt portion of road looks good and is holding up well.
5. Riverheights Court – no issues.
6. 120<sup>th</sup> Street – no issues.
7. West Center Street – no issues.
8. 65<sup>th</sup> Avenue – there is once again a pothole at the inside corner with 117<sup>th</sup> Street. The ditch needs to be cleaned out to sharpen up the corner at the end of the culvert.
9. 117<sup>th</sup> Street – no issues.
10. 85<sup>th</sup> Avenue – no issues.

11. 125<sup>th</sup> Street – the following were noted:

- a. Gate is working as planned, drive-around paths have been blocked with flagged posts;
- b. For the most part, this road is holding up well to the traffic with only a few frost boils;
- c. Current plan is that construction on the County Rd 5 extension will begin in 2017 and much of 125<sup>th</sup> Street will be torn up.

12. New Haven Road – the following were noted:

- a. Road rock has been spread on a major frost boil between Vandewalker's and Berg's;
- b. Ditch on south side of this major frost boil needs to be cleaned out for better drainage and aprons added to culvert;
- c. Ditches on corner and west side of New Haven Road across from Berg's may be considered for cleaning.
- d. Road rock has been spread on frost boil east of Owen's.

13. 115<sup>th</sup> Street – no issues.

14. 105<sup>th</sup> Street – the following were noted:

- a. Need to talk to Books about trimming trees overhanging road;
- b. Some small trees in ditch across from Books may be removed before they get larger;
- c. Road rock has been spread on frost boil on hill;
- d. Consider narrowing road and cleaning ditches east of Hawkins'.

15. 110<sup>th</sup> Avenue – the following were noted:

- a. Culvert under road near Scrabek's driveway may be considered for replacement someday;
- b. Water standing in south ditch east of Scrabek's;
- c. No frost problems in Devil's Kitchen area, but road may not have thawed out yet.

16. West 85<sup>th</sup> Street –the following were noted:

- a. Inspected proposed new Welch driveway location and checked sightlines;

- b. No trash noted in ditches;
- c. Trees under turn signs on Denny's corner need to be trimmed or removed.

17. Genoa – the following were noted:

- a. Bushes have been trimmed back that were blocking the *Stop* sign visibility on Pearl Street;
- b. Car parked on roadway.

18. 75<sup>th</sup> Avenue –the following were noted:

- a. Road rock has been spread on some frost boils;
- b. May need to clean some ditches.

**Adjournment:** After returning to the town hall, Andrist adjourned the meeting at about 9:58 AM. A total of about 40 miles were covered during this road inspection.

Approved by the Board,

Attest,

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

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## **Regular Monthly Town Board Meeting Minutes April 12, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Beyer moved to approve the agenda as written, seconded by Hervey. The motion carried 3-0.
- 3. Comments from the Chair:** Andrist commented that we had a very successful Olmsted County Township Officers Association (OCTOA) meeting at the New Haven Town Hall on March 31. They used every chair and table and the hall was packed. We received a lot of nice compliments about the town hall. We also had a very successful road inspection thanks to Hervey for supplying the bus and to Beyer for driving.
- 4. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.
- 5. Review road rock quotes:** We received 2 quotes for road rock. Beyer made a motion to accept the Braaten Sand and Gravel quote, as the lowest quote. The motion was seconded by Andrist. The motion carried 3-0. Beyer made a motion to accept the Paulson Rock Products quote as a backup, seconded by Andrist. The motion carried 3-0. Bob Braaten was present and Beyer asked if we could have the road rock spread as soon as possible so we are ready for chloride. Mr. Braaten thought it might be the next week and that there should be more than enough rock crushed for the New Haven Township roads this year. Thomforde brought up that the quarry lease comes up for renewal this July 15th so everyone can start thinking about that. Mr. Braaten said he didn't anticipate any change.
- 6. March 29th Special / Reorganization Town Board meeting minutes approval:** Hervey moved to approve the minutes as printed, seconded by Beyer. The motion carried 3-0.
- 7. April 9th Spring road inspection minutes approval:** Beyer moved to approve the minutes as printed, seconded by Hervey. The motion carried 3-0.

### *Old Business*

#### **8. CD / MMDA Investments:**

Thomforde presented an updated cash-flow estimate for 2016. With most of the bills coming in before July and most of the receipts from property taxes coming in after July, he

recommended investing between \$100,000 and \$125,000 of the matured CD proceeds in a new 3-year CD in order to handle the cash-flow needs of the township. Beyer moved to approve Resolution #2016-06 to invest \$100,000 in a 3-year CD with the Pine Island Bank, seconded by Hervey. The motion carried 3-0.

### *New Business*

#### **9. April 9th Spring road inspection discussion:**

Andrist reported that she had further checked out Spring Road Inspection item 15a, the culvert on 110th Ave near Scrabeck's driveway, and took some pictures. She found some holes on the inlet and outlet. Mike Wood also found the bottom is rotted out. It was agreed that the culvert needs to be replaced. Fahy-Gust will check with Scrabeck to see if Mr. Wood can clear out some of the brush upstream from the culvert.

Spring Road Inspection item 15b, water standing in the south ditch east of Scrabeck's driveway, was discussed. Work was approved for Mr. Wood to slope it off either to the east or west to prevent standing water in the ditch.

Spring Road Inspection items 12b and 12c, cleaning out the ditches near Berg's corner on New Haven Road, were discussed and approved.

#### **10. March 15th MAT Spring Short Course training:**

Beyer reported he learned once again about right-of-ways and ditches. Not much new.

Thomforde reported he thought the Couri and Ruppe legal seminar is much more useful. Thomforde and Andrist reported the MAT Insurance Trust will be refunding some money to the townships for workers comp insurance since claims have been down. Thomforde also reported that they recommended not buying additional liability insurance outside of MATIT, since the state liability cap is \$1.5 million for townships.

#### **11. March 21st Olmsted Co Townships dangerous dog meeting:**

Andrist and Thomforde attended the dangerous dog meeting at the Rochester Township hall. Fourteen of the 18 townships in Olmsted County were represented. The County and some townships talked about forming a joint powers board. Every township would then have to pay into this for handling dangerous dogs. Marion had a problem that ended up costing them \$6,000. Andrist said she didn't want to get New Haven Township into a joint powers board that we would have to pay into.

#### **12. March 31st Olmsted County Townships Officers Association (OCTOA) meeting recap:**

Dangerous dogs were talked about once again. Nothing is settled yet.

We heard about possible high-speed trains to Rochester. Beyer expressed reservations about OCTOA endorsing resolutions without town board approvals.



We received an updated map from the County of bridges up for consideration for replacement.

### 13. Olmsted County Historical Center:

The Olmsted County Historical Center asked Beyer for some old township pictures and materials for a display for each of the townships. Beyer and Thomforde put together some old minute books and the old ballot box. We have a receipt for the items and they are currently on loan to the Historical Center. If the township wants to permanently donate any of the items to the Center, a vote will need to be taken at a future town board meeting.

**14. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all receipts and debits for March 2016. The March month-ending account balances were:

General Fund / Road and Bridge Account	\$7,126.37
Money Market Deposit Account (MMDA)	\$299,528.04
Cash Reserves in 2 Laddered CDs	\$407,583.82
<b>Total</b>	<b>\$714,238.23</b>

Hervey moved to approve the Treasurer's Report, seconded by Beyer. The motion carried 3-0.

### 15. Review and Pay Bills:

Minnesota Statute 366.04 requires a unanimous vote of the town board to transfer money between different township funds. Thomforde updated the fund balances on January 1, 2016, to get the CTAS program Schedule 1 balances to correctly reflect the different fund balances. The year-beginning fund balances were adjusted as follows:

General Fund	\$615,959.52
Road and Bridge Fund	\$50,000.00
Fire Fund	\$36,356.00
Cemetery Fund	\$7,500.00
Planning and Zoning Fund	\$1,657.41
<b>Total</b>	<b>\$711,472.93</b>

Hervey moved to approve the above 2016 year-beginning fund balances, seconded by Beyer. The motion carried 3-0.

All claims received by April 11<sup>th</sup> were presented for consideration to the Board of Supervisors by the Clerk. Claims for a total of \$13,522.45, plus payroll, were submitted for approval. Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

Thomforde noted that an invoice for the 2016 Fire Association payment has not been received or paid. Hervey will check into this.

**16. Road Maintenance Report – Mike Wood:**

Mr. Wood reported he delivered the culvert for the Dekok driveway. Other items were previously covered under the Spring Road Inspection discussion.

**17. Planning & Zoning Report – Ann Fahy-Gust**

Permits were issued for a driveway, house, and shed. Talking to a party about a split. Also talking to a party about a highway-commercial property and the required permits.

Fahy-Gust has sent a letter to Land O Lakes, the company doing the spreading, and Kermit Christenson, returning the permit check since they were missing the required paperwork. They were told not to do any more spreading on land in New Haven Township, unless they contact the Planning and Zoning Administrator or Town Board. Kermit Christenson did not give them permission to spread the dairy byproducts on his land.

Fahy-Gust will be meeting with the land owner on a 69th Street parcel to get the easement settled.

Fahy-Gust recently received a report of apartments in a pole shed on Co Road 13. She will be checking into this violation.

Fahy-Gust will be looking into migrating the township website to the new format, which has to be done by June.

**18. Miscellaneous Mail Etc. – Clerk:**

- Thomforde requested authorization to buy two sets of flags for the town hall. The total will be about \$250. Andrist made a motion to make the purchase the flags, seconded by Beyer. The motion carried 3-0.
- We received the property tax bill for \$3,312 for the township rental property, which is up slightly from last year.
- The city portion of the tax for the property across from Willow Circle, that was annexed into Pine Island last year, is \$1,132. The township should be receiving this money since the agreement is to pay 100% of the taxes to the township for 2 years.
- We have received a couple of vendor solicitations for road chloride. We will have to compare with the County price at the next town board meeting to see who we want to use this year. Freeborn Oil has the Olmsted County contract this year. Andrist made a motion to authorize Beyer to pickup a couple more bundles of stakes for marking for chloride spreading, seconded by Hervey. The motion carried 3-0.
- We received a letter from the Wood Turners Club thanking the township for the use of the town hall.

- Figy reported the Mechanic Street sign is gone in Douglas. Mr. Wood will check into replacing it.

**19. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:54 PM.

Approved by the Board,

Attest,

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

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## **Local Board of Appeal and Equalization for New Haven Township Meeting Minutes – April 20, 2016**

**1. Call to Order:** The Local Board of Appeal and Equalization for New Haven Township was called to order at about 9:30 AM by Chair Mary Andrist. Quorum requirements were met with Supervisors Denny Beyer and Brian Hervey also present. Certification requirements were met with Andrist and Hervey training certified. In attendance from Olmsted County Assessor's Office were Julie Hackman – Assistant Director, and Ryan Kraft – County Assessor. Clerk Dale Thomforde took a record of the minutes. The purpose of this meeting was to address appeals of 2016 assessment valuations and classification for taxes payable in 2017.

### **2. Appeals:**

- A. Elmer Stock (1863 Riverview Rd SE) was present and appealed the estimated market value of PID 85.11.11.077495. This 58.85 acre parcel has a land-only estimated market value of \$446,800. Part of the property is pending finalization of a taking by MNDOT for right-of-way (ROW) for the existing Wazuweeta Rd SE and the Elk Run interchange. Beyer moved to lower the assessed value to \$387,000 as suggested by Mr. Kraft, seconded by Hervey. The motion carried 3-0.
- B. Carl Krause (220 1 Ave NE, Oronoco) was present and appealed the estimated market value of PID 85.08.21.054201. This 12.50 acre parcel has a land-only estimated market value of \$43,800. The parcel is pasture land and is non-buildable since it is landlocked. Andrist moved to lower the assessed value to \$2,200 per acre (\$27,500 total), seconded by Hervey. The motion carried 3-0.
- C. Kim Ruppert (7222 100 St NW) was present and appealed the estimated market value of PID 85.23.41.038801. This 10.00 acre parcel has a land and improvements estimated market value of \$411,900. The estimated market value increase was questioned. Mr. Kraft explained that increases based on sales caused the value increase. Andrist moved to make no change on the assessment, seconded by Beyer. The motion carried 3-0.
- D. Victoria Mancilman (12408 Co Rd 31 NW) was present and appealed the estimated market value of PID 85.11.12.080522. This 10.52 acre parcel has a land and improvements estimated market value of \$284,200. The increased estimated market value of about \$30,000 was questioned. The parcel is near the round-about on Co Rd 31.

Hervey moved to lower the assessed value to \$270,000, seconded by Beyer. The motion carried 3-0.

- E. The Assessor recommended changing the estimated market value of PIDs 85.06.21.068450, 85.06.21.068460, 85.06.21.068462, 85.06.21.068465, and 85.06.21.068467, on Trophy Lake. These parcels each have a land-only estimated market value of \$125,000. The Assessor recommended lowering the estimated market value on these parcels to \$110,000 based on recent sales. The Assessor also recommended changing the estimated market value of PID 85.06.21.068468 near Trophy Lake. This parcel has a land-only estimated market value of \$70,000. The Assessor recommended lowering the estimated market value to \$60,000 based on recent sales. Andrist moved to lower the assessed values as recommended by the Assessor, seconded by Beyer. The motion carried 3-0.
- F. The Assessor recommended changing the estimated market value of PID 85.26.34.046252, owned by Ray Salvo property (8745 75 Ave NW). This 25.13 acre parcel has a land and improvements estimated market value of \$328,800. The Assessor recommended lowering the estimated market value by \$25,000 due to the impact of the new CapX2020 power lines near the home. Andrist moved to lower the assessed value by \$25,000 as recommended by the Assessor, seconded by Beyer. The motion carried 3-0.

**3. Adjournment:** With no further business before the Local Board of Appeal and Equalization, Chair Andrist adjourned the meeting at about 10:05 AM.

Approved by the Board,

Attest,

Mary Andrist – Chair  
For the New Haven Township Board

Dale J. Thomforde – Clerk  
New Haven Township

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## **Emergency New Haven Town Board Meeting Minutes – April 20, 2016**

**1. Call to Order:** An emergency meeting of the New Haven Town Board was called to order at about 10:20 AM on April 20, 2016, by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Clerk Dale Thomforde took a record of the minutes.

**2. Purpose:** The purpose of this emergency town board meeting, acting as the Local Animal Control Authority, was to consider a possible dangerous dog incident reported by Wendell Zwart (8383 75th Avenue NW) near his home.

This emergency town board meeting was called because of circumstances that, in the judgment of Chair Andrist and Clerk Thomforde, required immediate consideration for public safety. Prior to the meeting, Chair Andrist attempted to contact Stephen A. Riess (8529 75th Avenue NW), the dog owner of “Carmello”, and left a phone message. Chair Andrist also notified Judith Zwart (8383 75th Avenue NW) of the emergency town board meeting via a phone call.

### **3. Minutes:**

On the morning of April 20th, 2016, Town Clerk Thomforde received an email from Wendell Zwart reporting a possible dangerous dog incident the day before. The email was forwarded to the Town Board Chair, Mary Andrist. The email contained the following text:

4-19-16 I am taking my dumpster to the end of my drive with my dog when we were accosted by a pack of dogs from riesses. they were led by carmello, a vicious pit bull cross. I put the dumpster between us for protection. All the dogs were barking and snarling. Steve Riess was trying to call his dogs off with no results. He had no control over them and he was ignored by his dogs. Carmello went after my dog into the woods. Steve ran up and said he was sorry. This is an ongoing problem. Steve is not in control or in compliance with any reasonable behavior of his animals. They need to be kenneled or on a leash or put down. My dog escaped to our home and I escaped. I was unarmed and not prepared for assault.. I am reminded of the recent report in the post bulletin of an attack on a child in Rochester. I believe we have a dangerous situation in the neighborhood and all who know of this pack of dogs are intimidated by their actions. Bikers, walkers and people in general are in jeopardy. Being sorry is not enough!!!! This guy and his dogs are hazardous to all who encounter them. I am forced to arm myself when I walk on my own property. This is not right!!!! Wendell Zwart

All Town Board members at the emergency town board meeting were given a copy of the email from Wendell Zwart for review.

Previously, at a special town board meeting on April 22, 2015, the New Haven Town Board passed a motion finding that the dog described as a light-brown, mixed-breed pit-bull, owned by Stephen A. Riess, 8529 75th Avenue NW, Oronoco, MN 55960, is a “potentially dangerous dog” for the reasons documented in the meeting minutes. A letter was sent to Mr. Riess notifying him of the finding, and summarizing the owner requirements based on this finding. Mr. Riess signed a receipt for this letter on April 23, 2015. Mr. Riess did not appeal the “potentially dangerous dog” finding within 14 days, as was allowed. Mr. Riess did deliver papers to the Town Clerk, within 30 days from receipt of the letter, showing that all shots were up to date and the microchip implant information.

The April 22, 2015, letter to Mr. Riess included the following notification:

The Local Animal Control Authority did not find *the dog* merited the designation of a “dangerous dog” at this time. However, having being found to be potentially dangerous dog, if *the dog* aggressively bites, attacks, or endangers the safety of humans or domestic animals, a designation of a “dangerous dog” would be warranted.

Based on the previous finding that the subject dog (“Carmello”) is a “potentially dangerous dog” and the report from Wendell Zwart showing that the owner is “not in control or in compliance with any reasonable behavior of his animals” a finding was made that that the subject dog clearly endangers the safety of humans or domestic animals. Andrist made a motion declaring that the subject dog (“Carmello”) is a “dangerous dog”, seconded by Hervey. The motion carried unanimously, 3-0. The Town Clerk was instructed to send a letter to Mr. Riess notifying him of the “dangerous dog” finding and the associated requirements.

**4. Adjournment:** Chair Andrist adjourned the meeting at about 10:31 AM.

Approved by the Board,

Attest,

Mary Andrist – Chair  
For the New Haven Township Board

Dale J. Thomforde – Clerk  
New Haven Township

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes May 10, 2016**

**1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.

**2. Set Meeting Agenda and Order:** Beyer moved to approve the agenda as written, seconded by Hervey. The motion carried 3-0.

**3. Comments from the Chair:** Andrist commented that it is a busy time of year with meetings and rocking roads.

### **4. Public Comment Time:**

Leon Plantz (7615 60th Ave NW) was present representing the Byron Snow Bears. The 22nd Grass Drags will be held this year in September at the same location on the Levi Kaiser property. Hervey commented that we have never had any issues with them. Beyer moved to approve a resolution for a 3.2% malt beverage license and approve the raffle permit, seconded by Hervey. The motion carried 3-0. Mr. Plantz submitted a check for \$100 payment for the Conditional Use Permit.

### **5. Consent Agenda:**

- A. April 12th Regular Town Board meeting minutes
- B. April 20th Board of Appeal and Equalization minutes
- C. April 20th Emergency Town Board meeting minutes

Hervey moved to approve items A-C as written, seconded by Beyer. The motion carried 3-0.

### ***Old Business***

### **6. Dangerous dog update:**

After an emergency meeting of the Town Board on April 20th, Clerk Thomforde sent a letter notifying the owner of the dog that the Animal Control Board for the township had designated his dog as dangerous. Attempts by the USPS to get a delivery signature failed, so the notification letter was delivered without a signature. A separate letter with a return postcard was sent requesting acknowledgement of receipt of the notification letter. Copies of the dangerous dog notification letter were delivered to the Olmsted County Sheriff's Office and County Attorney's Office. A copy of the letter was also emailed to the neighbor reporting the incident. Beyer moved to use a process server to deliver the dangerous dog notice if acknowledgement is



not received by May 20th, and to set the annual dangerous dog registration fee at \$500, seconded by Hervey. The motion carried 3-0.

### ***New Business***

#### **7. Summary of road-rock application:**

Mike Wood said the road rock has been laid down and it went well. Andrist had authorized him to use additional rock as needed to finish. The total was less than 6,000 yards.

#### **8. Chloride pricing and plans:**

Mike Wood reported the County price is \$1.07 for calcium chloride and \$0.97 for magnesium chloride. The County would like to get calcium, but the vendor has magnesium, so we are not sure which one we will receive. Hervey moved to set the patron shared-price at \$85 for the first 300 feet, seconded by Beyer. The motion carried 3-0. This is about half of the township cost with administration costs. The township can not do private driveways due to liability and sales tax issues.

Andrist moved to offer cost-sharing chloride with the DNR to cover the 7 trail crossing at 150 feet each, seconded by Beyer. The motion carried 3-0.

Andrist moved to adopt resolution 2016-07 authorizing Beyer to work on chloride application, seconded by Hervey. The motion carried 2-0 with Beyer abstaining. Andrist moved to adopt resolution 2016-08 authorizing Hervey to work on chloride application, seconded by Beyer. The motion carried 2-0 with Hervey abstaining.

**9. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all bank accounts receipts and debits for April 2016. The April month-ending account balances were:

General Fund / Road and Bridge Account	\$5,854.22
Money Market Deposit Account (MMDA)	\$187,582.97
Cash Reserves in 1/2/3 year Laddered CDs	\$507,583.82
<b>Total</b>	<b>\$701,021.01</b>

Hervey moved to approve the Treasurer's Report, seconded by Beyer. The motion carried 3-0.

#### **10. Review and Pay Bills:**

All claims received by May 10<sup>th</sup> were presented for consideration to the Board of Supervisors by the Clerk. Claims totaling \$90,972.31, plus payroll, were submitted for approval. The claim total includes a claim of \$77,708.88 for road rock spread on township roads during April. Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

Minnesota Statute 366.04 requires a unanimous vote of the town board to transfer money between different township funds. Thomforde requested authorization of a transfer of \$60,000

from General Funds to Road and Bridge funds to cover current claims and anticipated Road and Bridge Fund claims for the next couple of months. Hervey moved to approve the requested fund transfer, seconded by Beyer. The motion carried 3-0.

### **11. Road Maintenance Report – Mike Wood:**

Mr. Wood reported the road rock has been applied, but the roads are still soft in a few places. He has received no complaints. Hervey received a complaint about New Haven Road, and suggested they use 125th St for access to the new school. Figy received a complaint about potholes on 105th St just off Co Rd 3. These roads will be bladed.

### **12. Planning & Zoning Report – Ann Fahy-Gust**

Issued two demolition permits, started a conditional use permit, and started a temporary conditional use permit. Started discussions on a possible variance, and two building permits. Things have been busy in Planning and Zoning.

It looks like the road easement has been resolved for the driveway on 69th Avenue.

Checked into the residence in a shed issue on Co Rd 13. Fahy-Gust contacted the assessor, building inspector, and County. She is sending a letter notifying the owners of reports of possible violations of the zoning ordinances and building codes. The letter was sent requesting an inspection of the shed be allowed. The letter will be sent by certified mail if nothing is heard back by regular mail.

She sent the paperwork to a cable company (Century Link) to apply for a temporary construction permit to do work in the right-of-way along 60th Avenue.

If the township wants to do permitting for septic permits, the township needs to adopt a Subsurface Sewage Treatment Systems (SSTS) Ordinance. Otherwise, permitting would revert to the County, at a higher cost to the homeowner. Beyer moved that the township adopt its own SSTS ordinance, seconded by Hervey. The motion carried 3-0.

### **13. Miscellaneous Mail Etc. – Clerk:**

- On May 26th there is a Olmsted County Townships Officers Association meeting at the Byron Fire Hall.
- On October 8th Couri and Ruppe will hold another legal seminar at the New Haven Town Hall.
- Census Department 2016 Government Units Survey was submitted.
- On May 17th at 3:00 PM there is an Olmsted County public bridge meeting at the Government Center regarding prioritizing bridge replacements.
- Received a request from the school for landowner information to contact regarding spraying. Since the township doesn't keep landowner information, I directed them to the

County GIS maps and ownership information. The request also complemented the township on the maintenance of 125th Street.

- Peoples Coop \$10 rebate was received for Beyer attending the annual meeting.
- Next TCPA meeting May 11th; there was no quorum at the April meeting.
- Received an unsolicited price quote from B&B Sand. Beyer made a motion to accept the quote to use as needed, seconded by Hervey. The motion carried 3-0.
- Received a thank you card from St Michaels Cemetery for the 2016 cemetery maintenance contribution.

**14. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:42 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes June 14, 2016**

**1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.

**2. Set Meeting Agenda and Order:** Beyer moved to approve the agenda as written with the addition of Dave O'Brien after approval of the minutes, seconded by Hervey. The motion carried 3-0.

**3. Comments from the Chair:** Andrist commented that we are in for some weather and the meeting will be short.

### **4. Public Comment Time:**

J. Burke (4201 Manorview Dr NW Rochester) was present to describe the Conditional Use Permit (CUP) he requesting on his property on 75th Avenue NW, about ¼ mile north of 75th Street NW. They plan to set up a 20-station one-day shooting event with about 100 attendees. Ann Fahy-Gust proposed that this be a temporary CUP, so she doesn't feel there is a need for a public hearing. If it goes well and they want to do it annually, it would be handled like the Byron Snow Bears, where there would be one public hearing and they would come back annually to renew the temporary permit. The attendees will be from the Rochester Area Builders Association, which is a nonprofit association. About 20 postcards will be going out to notify neighbors within ¼ mile of the event. Mr. Burke said that he has contacted all of the immediate neighbors. Shooting will begin at about 1:30 PM and expect to be done by about 4:00 PM on Thursday September 15th. Fahy-Gust is recommending approval of a temporary CUP. Beyer said he would like to see the postcards sent out by August 1st so there is time for any comments to come back before the August Town Board meeting. Beyer moved to approve the temporary CUP for one time only on September 15, 2016, seconded by Hervey. The motion carried 3-0.

Olmsted County Sheriff Kevin Torgerson spoke to the Town Board. He is going around meeting with as many townships as he can. They have assigned patrol sergeants to each township and they also intend to visit town board meetings. He said they haven't seen too many burglary's recently.

### **5. Consent Agenda:**

Hervey moved to approve the May 10th Regular Town Board meeting minutes as written, seconded by Beyer. The motion carried 3-0.

**6. New Haven Board Of Adjustment:**

New Haven Board of Adjustment Chair Dave O'Brien requested the reappointment of himself and Roy Hawley to the Board. Andrist moved to reappoint Dave O'Brien and Roy Hawley for 3-year terms to the Board of Adjustment, seconded by Beyer. The motion carried 3-0. Chair Andrist thanked Mr. O'Brien and the remainder of the Board of Adjustment for their service.

***Old Business*****7. Dangerous dog update:**

After an emergency meeting of the Town Board on April 20th, Clerk Thomforde sent a letter notifying the owner of the dog that the Animal Control Board for the township had designated his dog as dangerous. Attempts by USPS to get a delivery signature failed, so the notification letter was delivered without a signature. A separate letter with a return postcard was sent requesting acknowledgement of receipt of the notification letter. The postcard was signed and returned on May 13th. We received another report from a neighbor that on May 22nd the dog was still running around loose and had charged him. On May 27th we received a disposition letter from the dog owner that the dog had been returned to the Cedar Rapids Animal Control Center in Iowa. Thomforde contacted the Animal Control Center and confirmed they were aware that this dog had been found to be a dangerous dog. A copy of our dangerous-dog finding was emailed to the Animal Control Center in Iowa. Neighbors have expressed their appreciation to Andrist that the dog is gone.

***New Business*****8. Chloride application review:**

Mike Wood said he got a call from Olmsted County that they didn't know when they would be spreading chloride on our roads, but it would not be until next Monday at the earliest. Thomforde reported we received an unsolicited offer for \$0.91 a gallon for calcium chloride from Northern Salt Incorporated. Beyer requested that we contact other vendors or see if they could spread chloride next week. Hervey made a motion to let the current road supervisor, Mary Andrist, make a decision on which vendor to use, seconded by Hervey. The motion carried 3-0.

Thomforde informed the Board that the Pine Island School wants to pay for chloriding 125th Street again this year from County Road 3 to the new elementary school. We will invoice the school for the cost of the actual gallons used. We are refunding payment for chloride from the one patron on 125th Street.

**9. Review Olmsted County maintenance contract:**

Beyer moved to approve the annual road maintenance contract with Olmsted County, as a backup, seconded by Hervey. The motion carried 3-0. The signed contract will be returned to the County by the Clerk.

**10. May 17th Olmsted Co bridge public meeting recap:**

Thomforde attended the County Board of Commissioners meeting which including a public hearing on the bridge plans for county and townships. The County Engineer Kaye Bieniek from the Public Works Department presented the current bridge plans at the public hearing. Previously they had handed out prioritized lists of bridges for replacement and construction. This year they plan to only work on the first six bridges on the county list and the first bridge on the township list, assuming funding. There were no public comments made at the public hearing.

**11. May 26th Olmsted County Townships Officers Association meeting recap:**

Beyer reported we learned about what happened at the last state legislative session.

Thomforde reported that County Engineer Kaye Bieniek handed out a county road map and reported on all the road construction going on this year.

Andrist reported that they told township that we could request a free gravel roads construction guide from MAT. One was requested and received, and will be kept at the town hall for review.

**12. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all bank accounts receipts and debits for May 2016. The May month-ending bank account balances were:

General Fund / Road and Bridge Account	\$12,004.67
Money Market Deposit Account (MMDA)	\$92,614.44
Cash Reserves in 1/2/3-year Laddered CDs	\$508,619.20
<b>Total</b>	<b>\$613,238.31</b>

Beyer moved to approve the Treasurer's Report, seconded by Hervey. The motion carried 3-0.

**13. Review and Pay Bills:**

Thomforde presented some financial reports from CTAS which match the bank statement balances. The Cash Control Statement shows the fund balances in the checking account. The Schedule 1 shows all the fund balances in checking and savings deposits. Funds remain in the Fire Fund to pay the Fire Association invoice when it is received. Hervey said the Fire Association is working to resolve the over-spending issue from last year. The Schedule 8 shows all current investments, including the money market fund and the 1/2/3-year laddered CDs.

All claims received by June 14<sup>th</sup> were presented for consideration to the Board of Supervisors by the Clerk. Claims totaling \$9,554.21, plus payroll, were submitted for approval. Hervey made a motion to pay all bills, seconded by Beyer. The motion carried 3-0.

**14. Road Maintenance Report – Mike Wood:**

Mr. Wood reported he has been putting off mowing ditches until the chloride is completed since the marker stakes are in the way. He will be mowing the first 8 feet, but will mow further where there are noxious weeds. He hopes to have the new culvert installed on 110th Street (near the Scrabek driveway) before the next meeting.

Andrist received a report that they are hauling material in and out of the Riverside Sand and Gravel pit. Fahy-Gust will contact them to review the CUP conditions.

Hervey received a report about drainage problems on New Haven Road near the Berg farm. Mr. Wood will be cleaning out the ditch in that area.

**15. Planning & Zoning Report – Ann Fahy-Gust**

Issued two permits this last month.

Working on two variances. One is a split for Howard Glamm. This parcel was to be rezoned before splitting. These types of splits have occurred in the past. She may need to convene a meeting of the Planning Advisory Commission to redo the land use plan. May be able to adjust some parcel boundaries without running into a density issue.

Tom Lee would like to put in an ultralight landing strip. His current CUP expired after one year since it was not exercised. The FAA currently doesn't regulate ultralight airplanes. The Board agreed there is nothing in our ordinances that would regulate this type of use for recreational aircraft.

A temporary construction permit is being issued to Bevcomm to replace some copper cable with fiber optic cable.

A certified letter was sent and received regarding the Steven Hinck zoning and building ordinance violations. The next step is to get the sheriff involved and do an inspection.

We received an unsigned request for land spreading on Kermit Christenson's property. In discussions with Mr. Christenson, he stated he would not allow land spreading on his property. The issue will need to be resolved between the parties involved before any permits can be issued.

The township adopted the Subsurface Sewage Treatment Systems (SSTS) Ordinance at the last regular Town Board meeting on May 10, 2016, and it will be effective June 14, 2016.

Andrist expressed appreciation for the work done collecting payments and laying out the chloride spreading.

**16. Miscellaneous Mail Etc. – Clerk:**

- Andrist and Thomforde will be attending the MAT Summer Short Course in Rochester on June 23rd from 2-8 PM.

- The monthly TCPA meeting will be on June 15th. The agenda includes discussing putting their ordinances on line. No one is planning to attend from New Haven Township.
- We received a price list from Braaten Sand and Gravel. It does not include the Keller quarry.
- Election Judge training is coming up. Thomforde has contacted potential judges with the signup information, including the party affiliated potential judges. Regular judges can now take the training online. Andrist, Thomforde, and Fahy-Gust plan to take the head judge training.
- Received a letter from the Minnesota State Demographer showing that the April 1, 2015 population for New Haven Township was estimated at 1,221, with 477 households.

**17. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 8:20 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk



# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes July 12, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Beyer moved to approve the agenda as written, seconded by Hervey. The motion carried 3-0.
- 3. Quarry lease renewal:** This two-year Keller Quarry lease has the same terms as the previous lease and extends out to July 15, 2018. Beyer made a motion to approve the lease, seconded by Hervey. The motion carried 3-0. Bob Braaten was present and signed the lease on behalf of Braaten Sand and Gravel, Inc.
- 4. Steven Hinck zoning and building ordinance violations:** Planning and Zoning Administrator Ann Fahy-Gust had reported that she had received some complaints about people living in the garage on the Steven Hinck property. Fahy-Gust sent an inquiry letter and followed up with a conversation with Steven Hinck. He confirmed that there was an apartment in the accessory building. A conditional use permit (CUP) is required to allow a second dwelling on an A2-zoned property for an owner over 60 years of age. Also, the garage will need to be permitted and reinspected as dwelling. Steven Hinck (502 County Rd 13 SW) was present and said the garage was originally built in 2007. In 2008 it was upgraded from farm building to an accessory building. Currently his kids and grandchildren are living in his house and would like to move into the upgraded garage. Mr. Hinck said will proceed with applying for a CUP and have the plans drawn up and inspected to meet building codes. The septic system will also need to be inspected to ensure it can meet the additional living space. Mr. Hinck will work with Fahy-Gust to proceed with a CUP application and building/septic inspections.
- 5. Comments from the Chair:** Andrist commented we have gotten the chloride applied to the roads and thanked those that donated time to pick up the stakes and thanked Fahy-Gust for riding in the chloride-spreading truck to direct the driver where to apply chloride.
- 6. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.
- 7. Consent Agenda:** Hervey moved to approve the June 14th Regular Town Board meeting minutes as written, seconded by Beyer. The motion carried 3-0.

*Old Business*

**8. Chloride application review:**

Due to the delay in getting the vendor for Olmsted County to apply the chloride, a new vendor was found and calcium chloride was applied at a price cheaper than the price we got from the County. Calcium chloride is preferred, but is usually more expensive. Fifty-seven township residents on New Haven Township roads purchased chloride this year. Also, the PI schools purchased chloride for 125th Street and the MN DNR shared the cost for chloride for the Douglas State Trail crossings. We will investigate how many people on 125th Street and New Haven Road would like a second application of chloride this year.

*New Business*

**9. Appoint election judges for primary and general elections:**

Minnesota Statute 204B.21 requires the appointment of election judges at least 25 days prior to an election. Clerk Thomforde submitted proposed Resolution 2016-09 appointing 10 names to be used for assigning of election judges the primary and general elections in 2016. Beyer made a motion to adopt Resolution 2016-09 appointing election judges, seconded by Hervey. The motion carried 3-0.

Andrist made a motion to adopt Resolution 2016-10 authorizing Denny Beyer to serve as an election judge for year 2016 at the regular election judge pay rate, seconded by Hervey. The motion carried 2-0, with Beyer abstaining.

**10. June 23rd MAT Short Course recap:** Andrist said the MAT Short Course changed times this year to 2-8 PM. She said it was interesting covering things like conflict of interest. She also took the Board of Appeal and Equalization training so she is certified for another 4 years. Thomforde recalled they held a mock town board meeting pointing out how things should and should not be done at town board meetings. We are in pretty good shape on our township meetings. Andrist won a MAT Township Handbook for answering one of the town board meeting questions correctly, which she has donated to the township. Also, Thomforde attended the election judge training session.

**11. Treasurer’s Report:** Bob Figy presented a written treasurer’s report detailing all bank accounts receipts and debits for June 2016. The June month-ending bank account balances were:

General Fund / Road and Bridge Account	\$5,938.10
Money Market Deposit Account (MMDA)	\$92,634.23
Cash Reserves in 1/2/3-year Laddered CDs	\$508,619.20
<b>Total</b>	<b>\$607,191.53</b>

Hervey moved to approve the Treasurer’s Report, seconded by Beyer. The motion carried 3-0.

**12. Review and Pay Bills:**

Thomforde presented a CTAS Schedule 1 report showing all the fund balances in checking and savings deposits as year-to-date, which included the first half-year property taxes received from the County in early July. Funds remain in the Fire Fund to pay the Fire Association invoice when it is received. The Schedule 8 shows all current investments broken out by fund.

All claims received through July 11<sup>th</sup> were presented for payment consideration to the Board of Supervisors by the Clerk. The claims included an invoice for \$13,195 from Northern Salt Inc. for the chloride application. Claims totaling \$24,092.52, plus payroll, were submitted for approval. Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

**13. Road Maintenance Report – Mike Wood:**

Rob Wood was present filling in for Mike Wood this month. He reported the new culvert has been installed on 110th Avenue near Scrabek's, with some additional rip-rap to be applied shortly. The Board commented that a nice job was done on installing the new culvert.

They will be doing some blading work pulling gravel back in from the shoulders. They try not to blade the parts of the road that have been chlorided unless the potholes and wash boarding gets too bad, in which case they try to just do spot blading.

Thomforde also reported Mike Wood has reinstalled the trail crossing sign on 117th Street that was knocked down.

The first pass mowing was completed with the wild parsnip mowed where it was found in township road ditches. The County road ditches have a lot of wild parsnip, which is a noxious weed. Fahy-Gust will contact the County to find out what their plans are for wild parsnip.

**14. Planning & Zoning Report – Ann Fahy-Gust [58:55]**

There was a Planning Advisory Commission meeting in early July. They confirmed all members wanted to stay on the commission and reappointed Jim Tewalt as the Chair. Bill Befort presented a plan to the Planning Advisory Commission to develop land near Genoa north of 75th Street. The land is primarily hilly pasture land. The Planning Advisory Commission wanted to know the Town Board of Supervisors preferences before going forward with rezoning. Bill Befort (10541 105th Street NW) presented to the Town Board his plans for the development of 5 lots of about 2 acres each. Beyer pointed out that the County has final say on any zoning change. Access to 75th Street would also be under control of the County. Chris Hawkins, Planning Advisory Commission member, asked for a clarification of when the township picks up responsibility for stub roads. The existing stub roads were left over from other roads that were vacated, and the town board showed no interest to acquiring new roads. Trophy Lakes is an example of a recently developed private road.

Planning and Zoning issued two shed permits this last month. There are two potential CUPs that Fahy-Gust will be working on this month. There may be a couple of public hearings needed for the CUPs.

**15. Miscellaneous Mail Etc. – Clerk:**

- The monthly TCPA meeting will be on July 13th. The agenda includes discussing the building permit reinspection fee policy. No one from New Haven Township plans to attend.
- The Township received a notice from Couri and Ruppe on their new hourly rates for next year.
- The Township helped put in a field entrance culvert on 85th Street NW, and the Clerk will be sending out an invoice for the culvert to the new landowner.

**16. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:52 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Special Town Board Meeting Minutes August 10, 2016**

**1. Call to Order:** A special meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Planning and Zoning Administrator Ann Fahy-Gust and Clerk Dale Thomforde.

**2. Meeting Agenda:** The purpose of this meeting is to hold a public hearing for the Conditional Use Permit (CUP) for Victor Mak as applied for by Ron Titus. The purpose of the Conditional Use Permit will be to allow a home business use per Section 10.0213 of the New Haven Township Ordinances for the purpose of gun sales primarily at gun shows, but requiring a license to receive guns at the property.

**3. Announcements from the Chair:** Andrist announced that originally this public hearing was scheduled for August 9th, 2016, which was the same day as the primary election. Because public meetings cannot be held on an election day, the public hearing was rescheduled to August 10th, 2016. We heard at 5 PM today that notices of the new date for the public hearing were not mailed by the County to all parties that should have been notified. Therefore, the public hearing will begin tonight and take comments from anyone wishing to speak, and then the public hearing will be recessed, to be continued later once all parties that should have been notified are notified of the new date for continuing the public hearing.

### **4. Public Hearing:**

Ann Fahy-Gust distributed copies of information on the CUP application (copy attached) and read the notice that was published in the newspaper.

Chair Andrist opened the public hearing and asked the applicants if they would like to speak.

Victor Mak (7228 Riverheights Ct NW, Oronoco) introduced himself and stated he is currently living in the Ron Titus residence after living in Pine Island. He is a licensed gun dealer and primarily sells guns at gun shows. Occasionally he will have someone pick up a gun at his residence.

Andrist asked if there was anyone else that would like to speak in favor of approval of the CUP. Ron Titus (7228 Riverheights Ct NW, Oronoco) said he was good with it. Andrist asked 3 more times if there was anyone else in favor that would like to speak, with no takers.

Andrist asked if there was anyone that would like to speak against approval of the CUP. Wally Kloop (6931 100th St NW) said he was attending to hear more about these gun sales. His

question was if there was going to be a gun range at this location. Victor Mak responded that there will be no gun range. ATF requires that he have an address where guns can be delivered. Ron Titus said it was a good question and he will not allow shooting to occur on his property. Supervisor Beyer asked what kind of guns would be sold. Victor Mak said there would be hand guns, rifles, and shotguns. Andrist asked three times if there was anyone else against that would like to speak, with no takers.

Fahy-Gust said she can get the required notices out to continue the meeting on August 16.

**5. Recess:** Hervey made a motion to recess and continue the public hearing on Tuesday August 16, 2016, beginning sometime after 6:30 PM at the New Haven Town Hall, seconded by Beyer. The motion carried 3-0.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

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## **Regular Monthly Town Board Meeting Minutes August 16, 2016**

**1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.

**2. Set Meeting Agenda and Order:** Andrist asked for the addition of a second chloride application to be added under old business. Hervey motioned to approve the agenda with the addition, seconded by Beyer. The motion carried 3-0.

### **3. Reconvene Public Hearing for Ron Titus – Victor Mak Conditional Use Permit:**

Chair Andrist explained that there were some errors in the mailing so we did a second mailing. The public hearing was started and recessed last week and it is being continued tonight. Ann Fahy-Gust distributed copies of the information packet on the CUP (copy attached) and read the notice to continue the public hearing that was mailed to the neighboring property owners within ¼ mile.

Andrist reconvened the public hearing. Victor Mak (7228 Riverheights Ct NW) stated that he needed a mailing address for the BATF (Bureau of Alcohol Tobacco and Firearms) so they could deliver guns to him as a licensed gun dealer. Most of his sales will be at gun shows with an occasional sale at the residence. Andrist recalled that last week Mr. Ron Titus (the home owner) spoke in favor of the Conditional Use Permit (CUP). Andrist asked three times if there was anyone else in favor that would like to speak, with no takers. Andrist asked three times if there was anyone opposed that would like to speak, with no takers. Fahy-Gust gave her recommendation as summarized in the attached copy of the CUP information packet. She would recommend the approval of an Interim Use Permit (IUP) with conditions specified. Mr. Mak added that he has to renew his license with the BATF every 3 years so the conditions are not a problem. Beyer moved to close the public hearing, seconded by Hervey. Motion carried 3-0.

Fahy-Gust explained that Town Board can determine at the expiration date if they conditions have been met and they want to continue the IUP for another period of time without a new application. The IUP will be reviewed annually to ensure compliance of the CUP conditions. Hervey moved to approve the IUP for Ron Titus – Victor Mak, expiring in ten years, and the application met the requirements for an IUP with the conditions specified. Beyer seconded. The motion carried 3-0.

**4. Public Hearing for Steven Hinck Conditional Use Permit:**

Ann Fahy-Gust distributed copies of information on the CUP application (copy attached) and read the notice that was published in the newspaper regarding the IUP application for a second dwelling on a property in an R2 zone.

Chair Andrist opened the public hearing and asked the applicant if he would like to speak. Steven Hinck (502 County Rd 13 SW) stated he was trying to get additional living space for his family. Andrist asked three times if there was anyone else in favor that would like to speak, with no takers. Andrist asked three times if there was anyone opposed that would like to speak, with no takers. Andrist asked how many people would be living in the second residence? He said his daughter, son-in-law, and 2 kids. Andrist asked if both he and his wife are over age 60. He said he was but his wife was not.

Planning and Zoning Administrator Ann Fahy-Gust summarized the IUP application. She stated that a permanent apartment like this has not previously been approved. Proper permits should have been in place before construction of the apartment in the garage and it is at the discretion of the Board on any fines to impose. She is concerned about the precedence it would set. Mr. Hinck said he would never consider renting the apartment if his children weren't using it. Hervey moved to close the public hearing, seconded by Beyer. Motion carried 3-0.

Andrist expressed concerns that this application does not meet the requirements since Mrs. Hinck is not at least age 60 and this is not a mobile unit. Beyer said there are too many things wrong to pass it. Hervey said he was not really concerned whether it was a mobile home or a garage for those that have served their country. Fahy-Gust said it could alternatively be connected to the house as an extension on a single dwelling.

Beyer moved to deny approval, seconded by Andrist. The motion carried 2-1, with Hervey opposing the motion.

**5. Comments from the Chair:** Andrist commented that we held the primary election with 51 voters, and now have experience for the upcoming election.

**6. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.

**7. Consent Agenda:** Beyer moved to approve the July 12th Regular Town Board meeting minutes as printed, seconded by Hervey. The motion carried 3-0.

***Old Business*****8. 2nd Chloride application:**

Thomforde reviewed that at the annual meeting, residents requested the opportunity for a second chloride application on 125th St and New Haven Road due to the increased traffic from the new elementary public school. Thomforde contacted the school Superintendent to see if they would be interested in purchasing a second application for 125th Street. She didn't think they would be interested but will review at their facilities meeting tomorrow. Fahy-Gust will contact all patrons that previously purchase chloride to determine the interest. The patron cost would be



the same as the spring application, \$85 for the first 300 feet, with the township picking the rest of the cost. Hervey motioned to give Andrist the authority to determine if there is enough interest to go ahead with the second chloride application, seconded by Beyer. Motion carried 3-0.

*New Business*

**9. Fire District meeting recap:**

Hervey reported that due to the changes in personnel and lack of controls, they spent about \$30 thousand over budget last year. As a result, the New Haven share of the Rural Fire District for this year went up about another \$4,000. Beyer stated it is still a good value for the township. Hervey motioned to pay the new amount for New Haven Township of \$40,097, seconded by Beyer. The motion carried 3-0.

**10. July 28th OCTOA meeting recap:**

Andrist said they talked about dangerous dogs again with the County trying to put together a common ordinance for the townships. There are some reports of burglars out in the rural areas knocking on doors and asking directions to see if people are home. If no one is home, they break in. The sheriff’s office would like it reported if anyone sees any suspicious activities. The Deputy said that in this case, they know who it is and he drives a BMW. They are just trying to catch him. Thomforde reported several politicians took up a lot of time at the meeting giving 5-minute speeches telling their life stories.

**11. Primary election recap:** Thomforde reported that we had 51 local voters at the town hall during the 13 hours of voting from 7 AM until 8 PM. There were also 5 absentee voters, which the County handled. We had 7 election judges, with all but the head judge on split shifts. This resulted in 4 judges present on each shift. Due to the anticipated turnout at the general election, Thomforde plans to have 6 election judges present on each shift.

**12. Treasurer’s Report:** Bob Figy presented a written treasurer’s report detailing all bank accounts receipts and debits for July 2016. The July month-ending bank account balances were:

General Fund / Road and Bridge Account	\$8,942.69
Money Market Deposit Account (MMDA)	\$134,335.60
Cash Reserves in 1/2/3-year Laddered CDs	\$508,878.49
<b>Total</b>	<b>\$652,156.78</b>

Beyer moved to approve the Treasurer’s Report, seconded by Hervey. The motion carried 3-0.

**13. Review and Pay Bills:**

All claims received through August 15<sup>th</sup> were presented for payment consideration to the Board of Supervisors by the Clerk. The claims included \$40,097 for the 2016 Fire District dues.

Claims totaling \$49,347.74, plus payroll, were submitted for approval. Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

Thomforde presented a CTAS Schedule 1 report showing all fund balances after the current bills are paid, except for this month's payroll.

#### **14. Road Maintenance Report – Mike Wood:**

Mike Wood said they have started mowing ditches.

We have had two cases of concrete trucks cleaning out in our ditches. Fahy-Gust will handle and if not cleaned up, the township will clean up and bill the owner. It is a PCA violation, is a safety issue, and also causes problems with mowing.

With all the rain, the new culvert on 110th Avenue needs additional rip-rap. On 85th Street, near Gunderson's, it needs to be cleaned out, which was approved by the Board.

The ditch on New Haven Road near Vandewalker's was cleaned out. He said he still needs to clean out the ditch by Berg's down to Priestersbach's.

#### **15. Planning & Zoning Report – Ann Fahy-Gust**

Fahy-Gust spoke to the County about the expansion of Genoa on the north side of 75th Street. The County said the access road must be directly across from 80th Avenue, and no turn lanes would be required. Beforts are reconsidering if they want to proceed.

Four new permits have been issued.

Fahy-Gust talked to the County about noxious weed control along county roads. Their intent next year is to mow twice. They recognize that there was a problem this year.

She also talked to the County about the County Rd 5 extension to the new school. They have funding for the part up to the school but haven't obtained all the easements yet. The plan is to grade the road in 2017 up to 85th Ave., paving this section in 2018. They have no funding beyond this section. She asked the County how they plan to have access to the school during the construction. They didn't realize that there were activities at the school during the summer. The County will contact the school to work it out. If the new road isn't ready for the school year in 2017, we will have to think about how New Haven Road can be used to access the school. They discussed the planned access routes to the remaining township roads along 125th Street. Fahy-Gust also discussed with the county the plans for the abandoned section of County Rd 5 near her residence by turning it into a private drive.

The state is creating a mandate to disallow tiny house to prevent permanent apartments. There is an opt-out option to allow temporary second dwellings under our CUP process. If this is what the Board wants, she will prepare an opt-out statement for the next town board meeting. The Board asked her to prepare the statement and they will review.

We have a resident doing some in-fill near the Zumbro River. The DNR requires 75 foot setback from normal high water level, but our ordinance requires 300 feet. John Zemke (7703 100th St NW) presented a map of where the fill is occurring on the neighboring property near

him. Mr. Zemke is concerned and said he has seen water over 3 feet deep in that area. Fahy-Gust will do some research to see what the setbacks should be set at. She said changing ordinances to correct an error does not require public hearings.

**16. Miscellaneous Mail Etc. – Clerk:**

- Our contractor picked up the culvert from the County and delivered it for a field entrance on 85 St NW. Jessup Decook installed the culvert and did a nice job. Normally we have our contractor install culverts so they are installed properly. An invoice will be sent to Mr. Decook for the cost of the culvert from the County per our standard policy.
- The Clerk received information from the Fire District Treasurer to collect unpaid emergency fire services. Fahy-Gust said we have previously unsuccessfully tried to collect for these services. Thomforde will work with Fahy-Gust to see what we need to do to get these unpaid bills attached to the owner’s property taxes.
- Two fire signs were ordered from a new company since the previous company changed the design of their signs. The new signs have been received and will be installed by our contractor.
- Notification was receive that our township aid for 2017 from the state will be \$3,135, which is down about \$400 from year 2016.
- We received a workers compensation dividend from the MAT Insurance Trust for \$606 due to claims being lower than anticipated over the previous years.
- One of the windows in the town hall has a broken seal which causes it to fog up. Thomforde will bring in to get the glass replaced like we did on the ones in the office last year.

**17. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 8:28 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes September 13, 2016**

**1. Call to Order:** The Pledge of Allegiance was recited and a regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.

**2. Set Meeting Agenda and Order:** Beyer requested the additions of setting the date for the fall road inspection to be added along with Rollie Postier. Beyer motioned to approve the agenda as amended, seconded by Hervey. The motion carried 3-0.

**3. Comments from the Chair:** Andrist thanked Thomforde for replacing the fogged window in the town hall, fixing the town hall shed roof, and including the town board meeting minutes back through to 2004 on the township website.

### **4. Public Comment Time:**

John Wayne Austinson (926 Nancy Ct SW, Eyota) spoke to the board. He is running for the State Legislature in district 26B. New Haven Township voters cannot vote for him, but he would represent 14 townships in Olmsted County, and he is trying to visit with every township in the county. Mr. Austinson said he was present at this meeting to listen and learn.

Rollie Postier (6434 85th St NW) is renting the town hall for October 22nd to hold an Old Douglas Area Family Reunion. He requested a rental fee waiver. Beyer said in cases like this we usually ask that they ask for donations. The Board agreed and hopes that donations will make up most of the normal \$75 rental fee.

### **5. Consent Agenda:**

Beyer moved to approve the August 10th Public Hearing minutes as printed, seconded by Hervey. The motion carried 3-0.

Hervey moved to approve the August 16th Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

### ***Old Business***

**6. 2nd Chloride application:** Ann Fahy-Gust called around to determine the interest in a second chloride application on 125th St and New Haven Road. She found only 4 patrons that were definitely interested. Since it is not economically practical to spread chloride for only 4 residents, Andrist determined the second chloride spreading would be cancelled. Fahy-Gust contacted the 4 interested residents to let them know the chloride application had been cancelled, and there didn't seem to be any big disappointment. She said many thought the first chloride spreading worked well and a second application wasn't really needed.

**7. Gathje outstanding fire-call bills and assessment:**

Thomforde reported that the Treasurer for the Pine Island Area Fire District had forwarded some unpaid invoices for emergency response services going back to 2001 for collection. The township can collect for the services by adding an assessment to the owner's property taxes. Thomforde sent a letter to Doug Gathje on September 7, 2016, with copies of the invoices and informing him that at this meeting the town board would be considering certifying these charges to be added to his 2017 property tax assessment. A draft resolution was presented to the town board for consideration.

Doug Gathje (6806 117th St NW) was present. Mr. Gathje said that the last invoice for \$250 (Incident #14-290 on 12/21/2014) was supposed to be paid by his renters but he could prove that they had or had not paid it. On the other ones, he said he never called the fire department on any of them. He said the 10/19/2006 incident was smoldering hay and he wasn't there. Beyer asked if he had turned these bills into his insurance company since they will usually pay for fire calls. Mr. Gathje said the barn incident was turned in but he has no proof if the insurance company paid it or not. He said the car fire would be under the owners insurance since it was not his car. Andrist stated that none of these six invoices have been paid. Andrist asked his position on paying these bills. Mr. Gathje didn't think he should have to pay them since it is a volunteer fire department and asked why the bills are not being sent to a bill collector. He said if they feel it is right, to go ahead and put it on his taxes.

Beyer moved to place the bills of \$3,048 for emergency service on Mr. Gathje's property taxes, seconded by Hervey. The motion carried 3-0.

Hervey made a motion to adopt Resolution #2016-11, "Resolution Certifying Emergency Service Charges for Douglas L. Gathje", seconded by Beyer. The vote was 3-0 to adopt the resolution. As signed copy of the resolution was given to Mr. Gathje at the meeting by the Town Clerk.

***New Business*****8. August 5th CPT / 5-12 school tour recap:**

Thomforde attended the CPT tour of the new 5-12 school. The new auditorium will seat about 650. The old library is now the weight room. There is now a fab lab with several CNC machines. There are many open areas for the students to spend time outside classrooms. They will be opening the school on time for the new school year. Many positive comments were expressed.

Beyer received a call requesting the township pave the road to the preK-4 school. He informed the individual that the County will start building a new road to the school next year. Thomforde said they plan to have another informational meeting on the new road later this year or early next year.

**9. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all bank accounts receipts and debits for August 2016. The August month-ending bank account balances were:

General Fund / Road and Bridge Account	\$6,278.83
Money Market Deposit Account (MMDA)	\$90,486.01
Cash Reserves in 1/2/3-year Laddered CDs	\$509,939.58
<b>Total</b>	<b>\$606,704.42</b>

Hervey moved to approve the Treasurer's Report, seconded by Beyer. The motion carried 3-0.

**10. Review and Pay Bills:**

All claims received through September 12<sup>th</sup> were presented for payment consideration to the Board of Supervisors by the Clerk. Claims totaling \$10,993.00, plus payroll, were submitted for approval. There was an error found in payroll last month where too much was taken out for FICA taxes on election judge wages. Hemann Grover will make the corrections on the next payroll.

Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

**11. Set Fall Road Inspection Date:** Saturday September 17<sup>th</sup> at 8:00 AM was selected for the fall road inspection.

**12. Olmsted Count Sheriff's Department:** Sergeant Steve Kazeck introduced himself to the town board. When it works out, he will try to attend the town board meetings. Beyer expressed his safety concerns about the parking for events at the corner of 60<sup>th</sup> Ave and 75<sup>th</sup> St. Andrist thanked Sergeant Kazeck for attending the meeting.

**13. Road Maintenance Report – Mike Wood:**

Mike Wood said they have finished mowing ditches.

He reported they still need to clean out the ditch by Berg's down to Spriestersbach's.

Beyer received a call from Kundert (6916 91<sup>st</sup> St). Mr. Wood will try to do something to help keep the road rock from washing onto the driveway.

The Douglas trail reconstruction left some blacktop debris on 90<sup>th</sup> Street. Thomforde talked to them and it has been cleaned up.

**14. Planning & Zoning Report – Ann Fahy-Gust**

Seven new permits have been issued, including one new house.

A complicated split is underway off County Road 105 for Gail Butler. Where they want to put the driveway access will not be approved by the County since it is too close to LaMoyne Bruce's driveway. The buyers were wondering what the holdup is, but Fahy-Gust told them she can only deal with the property owners. Further splits of this property may be complicated by the nearby registered feedlot, which requires a ¼ mile separation.

Fahy-Gust will be talking to the orchard on County 5 about getting a conditional use permit (CUP). She also plans to do the CUP review on the fall road inspection.

No work has been done on the high-water setbacks due to other work. She will be doing some more digging into this with the County and DNR.

Mr. Hinck is working on getting he septic system inspected before going ahead with plans to expand the house into the garage. He has told Fahy-Gust that his children have moved out of the garage. She has requested updates from him so she can report back to the town board.

Fahy-Gust had the paperwork for the previously approved Gary Titus / Victor Mak interim use permit (IUP) that was signed by the Town Board.

Fahy-Gust had the paperwork to be signed for dealing with tiny houses under Section 10.02 -Conditional Use Permits. The County and CMS will be notified that we are doing the same thing as the County.

**15. Miscellaneous Mail Etc. – Clerk:**

- We received an annual consolidated insurance premium notice from MATIT, which will be paid next month.
- The Couri and Ruppe Legal Seminar will be held at the town hall on October 8th. This is a free legal seminar for township officials. Andrist made a motion to waive the rental fee for this seminar, seconded by Hervey. The motion carried 3-0.
- We received a notice for the TCPA meeting on September 14th. On the agenda is “Granny Pods”. They said if townships opt out, the resolutions have to be published.
- The two fire signs ordered this year by residents have been installed by Mike Wood.
- Historical mill-rate charts have been posted on the township website for New Haven Township and some surrounding communities.
- The township website has been updated with town board meeting minutes back to 2004, along with annual meeting minutes and financial summaries back to 2003.
- The next Olmsted County Township Officers Association (OCTOA) meeting will be on Thursday, September 22, at the Quincy town hall.

**16. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:31 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA – ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Fall Road Inspection Town Board Meeting Minutes September 17, 2016**

**Call to Order:** The Pledge of Allegiance was recited and a special meeting of the New Haven Town Board was called to order at about 8:13 AM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Planning and Zoning Administrator Ann Fahy-Gust, Road Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Beyer drove the van provided by Hervey for this road inspection.

### **The following items were observed (in order of inspection):**

1. 91<sup>st</sup> Street – no issues.
2. 69<sup>th</sup> Avenue – no issues.
3. East 85<sup>th</sup> Street – no issues.
4. 60<sup>th</sup> Avenue – the following were noted:
  - a. Stumps in ROW from cottonwoods have been removed by Oronoco Township;
  - b. Rebuilt portion of road looks good and is holding up well.
5. 125<sup>th</sup> Street – no issues.
6. New Haven Road – the following were noted:
  - a. Ditch east of Vandewalker's has been cleaned out and culvert now has aprons;
  - b. Ditches on corner and west side of New Haven Road across from Berg's is silted in and needs cleaning.
7. 117<sup>th</sup> Street – no issues.
8. West Center Street – no issues.
9. 120<sup>th</sup> Street – no issues.
10. Riverheights Court – no issues.
11. 88<sup>th</sup> Avenue – need to clean out silting around triple culvert.
12. Plum Creek Road – no issues.
13. 105<sup>th</sup> Street – need to clear trees and brush in Right Of Way (ROW) near 9304 driveway.



- 14. County Road 113 was reviewed as a possible swap with the County for 125 Street. Total length is about 3.5 miles with no real issues observed.
- 15. 110<sup>th</sup> Avenue – new culvert and riprap near Scrabek’s driveway looks good.
- 16. West 85<sup>th</sup> Street – no issues.
- 17. 75<sup>th</sup> Avenue – no issues.

**Adjournment:** After returning to the town hall, Andrist adjourned the meeting at about 11:10 AM. A total of about 55 miles were covered during this road inspection.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
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## **Regular Monthly Town Board Meeting Minutes October 11, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and the regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Andrist requested adding town hall maintenance to the written agenda. Beyer motioned to approve the agenda as amended, seconded by Hervey. The motion carried 3-0.
- 3. Comments from the Chair:** Andrist said there was a township legal seminar held in our town hall last Saturday by our attorneys, Couri and Ruppe. She received lots of nice compliments from other townships about what a nice town hall we have.
- 4. Public Comment Time:** Wendell Zwart (8383 75th Ave NW) thanked the Town Board on behalf of the Pine Island Saddle Club for the rental use of town hall, with the first meeting of the season coming up this month.

### **5. Consent Agenda:**

Hervey moved to approve the September 13th Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Beyer moved to approve the September 17th Fall Road Inspection meeting minutes as printed, seconded by Hervey. The motion carried 3-0.

### ***Old Business***

- 6. Gathje outstanding fire-call bills and assessment:** Thomforde reported that the fire and EMS bills of \$3,048 for emergency services for Douglas Gathje have not been paid so New Haven Township Resolution #2016-11 was filed with the Olmsted County Auditor on October 3, 2016. The fees for the emergency services will be added on Mr. Gathje's property taxes.

### ***New Business***

#### **7. Public Hearing for Markham Conditional Use Permit (CUP):**

Chair Andrist opened the public hearing and asked Ann Fahy-Gust to read the legal notice that was published. After the September 30, 2016, notice was read, Andrist asked if anyone would like to speak in favor of approving the CUP. Applicants Kenneth and Tamara Markham (9912 Co Rd 5 NW) spoke stating when they bought the property, they were not aware that they needed a CUP for direct sales from the orchard to the public. Andrist asked if anyone would like to speak against approving the CUP. No one came forward to speak. Beyer said that

if they wanted to sell other items like crafts or honey, or added expanded hours, he thought that should be added to the CUP now. Planning & Zoning Administrator Fahy-Gust gave a report and stated that the previous CUP for the location had lapsed. After consulting with County and finding no concerns, she recommends approving the CUP. Beyer made a motion to close the public hearing, seconded by Hervey. The motion carried 3-0.

Beyer made a motion to table action on the CUP until the November 15th Town Board meeting, sometime after 6:30 PM, to allow applicants to consider other items that they may want to include in CUP, and to allow them to continue to sell apples until that time. The motion was seconded by Hervey. The motion carried 3-0.

#### **8. Review Temporary CUP shooting event feedback:**

Thomforde presented to the Board a couple of emails received from Wendell Zwart (8383 75th Ave NW) about the shooting event held near his residence on September 15th. Since this was a temporary CUP, Thomforde thought it might be a good time to review how it went and if such events should be allowed in the future. Wendell Zwart was present and spoke. He said he wasn't aware that the shooting event was going to be held and that it sounded like there was a war going on with all the shooting. He said it was 3 hours of continuous shooting and it was a disruption to the neighborhood. He thought it would be more properly placed on a licensed shooting preserve. He does not want a shooting preserve in his neighborhood. Fahy-Gust reported that the notices to the neighbors within ¼ mile were never sent out, due to some confusion on who was sending the notices. Andrist stated that was first time for such an event, and as far as she is concerned, it is the last time. In this case, there was no public hearing on this event held by a nonprofit organization because it was a temporary CUP.

Mr. Zwart also asked if there was a way to get additional chloride on 75th Ave due to all the traffic from the orchard. Some possible ideas for next year were discussed.

#### **9. Review concerns raised by Thomas Suther:**

Thomforde presented to the Board a number of emails received from Thomas Suther (7212 117th St NW). There is an issue with the easement to a property near him. This is an issue between the property owners and not a township issue.

**10. September 17th Fall Road Inspection / CUP Review:** Thomforde said the list of work items from the recent road inspection is quite short and the Board agreed the roads were in pretty good shape. Fahy-Gust completed the annual CUP review during road inspection. Nothing was found untoward or out of place.

**11. Olmsted Count Sheriff's Department:** Sergeant Steve Kazeck stopped into the Town Board meeting to see how things were going in the township. He had nothing new to report and the Town Board said that they know of no problems.

**12. September 21st CPT meeting recap:** Thomforde attended the Community Planning Team (CPT) meeting and reviewed the layout and plans for the County Road 5 extension to the new elementary school next year. The school will try to move as many activities as possible to the

downtown school during the road construction next summer. Nothing new has been received on the status of the \$5,000 Innovation Award money won last year by the CPT group. Pine Island has a new library director, and there will be a pool referendum on the November ballot. Hervey said he received reports that there has been a lot of high speed traffic on New Haven Road with the home football games temporarily moved to the soccer field at the new elementary school.

**13. September 22nd OCTOA meeting recap:** Beyer said a number of state legislators reported at the Olmsted County Township Officers Association (OCTOA) meeting that they were disappointed there was no special session to fix the funding bill problem. Thomforde reported another version of the proposed dangerous dog ordinance was distributed at the meeting. More work will follow on this to clarify responsibilities and handling of dangerous dogs. They also reported the Olmsted County property taxes should be about flat next year.

**14. October 8th Legal Seminar recap:** Beyer reported that it was one of the more interesting legal seminars. Thomforde reported that planning and zoning fees need to be by ordinance. We will need to check into this. Andrist reported that they suggested simplifying the rules for public hearings and not using Roberts Rules of Order. They also said town boards cannot earmark funds restricting use for future town boards. Bonding is the only case where future use of funds can be restricted. They also suggested the only items that should be on the agenda for the annual meeting are those items required by law: levy, time of election, etc. It should not include items that are set by the town board. Our next annual meeting should be shorter.

**15. Treasurer’s Report:** Bob Figy presented a written treasurer’s report detailing all bank accounts receipts and debits for September 2016. The September month-ending bank account balances were:

General Fund / Road and Bridge Account	\$5,859.41
Money Market Deposit Account (MMDA)	\$80,503.49
Cash Reserves in 1/2/3-year Laddered CDs	\$509,939.58
<b>Total</b>	<b>\$596,302.48</b>

Hervey moved to approve the Treasurer’s Report, seconded by Beyer. The motion carried 3-0.

**16. Review and Pay Bills:**

All claims received through October 10<sup>th</sup> were presented for payment consideration to the Board of Supervisors by the Clerk. Claims totaling \$11,605.90, plus payroll, were submitted for approval.

Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

**17. Road Maintenance Report – Mike Wood:**

Mike Wood reported that he cleaned out the ditch by Thomas Berg. The culvert across from his barn was extended. The culvert on the corner north of Berg is rusting out on the bottom, but will wait until spring before doing anything with it.

Mr. Wood was given permission to clean out silt the around the Plum Creek culverts on 88th Avenue and the ditch along 105th Street across from David Books.

**18. Planning & Zoning Report – Ann Fahy-Gust**

One building permit was issued, and completed a split for Butler.

There was one CUP discussed at this meeting, with another one coming up next month.

Fahy-Gust talked to the County about ordinances for specific setback from high water.

The township ordinances match the County’s ordinances, so we don’t need to do anything.

She is waiting for a septic report for the Hinck property, and will be following progress.

Andrist and Fahy-Gust will be attending the Multi-Hazard Mitigation Plan meeting the County is holding on October 24th.

Fahy-Gust talked to the County about swapping County Road 113 for 125th Street instead of County Road 31. Nothing will happen before this winter. The County will check into this further.

On October 13th, the town hall is being rented for an auction.

**19. Town Hall Maintenance:** Beyer will have the septic pumped before winter. One of the mirrors in the men’s room needs to be removed and the motion sensors can be installed.

**20. Miscellaneous Mail Etc. – Clerk:**

Thomforde distributed a list of Election Judge assignments for November 8th. Due to the election, the next town board meeting will be on November 15th.

Thomforde will send a letter to William Krause requesting that he not plow snow across County Road 3. If this continues to be a problem, we will refer it to the County.

There is a propane tank in the township road ROW at the end of 90th Street. We need to either vacate the road or have the owner move the propane tank. Thomforde will look into road vacation.

**21. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 8:00 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes November 15, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and the regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Hervey motioned to approve the agenda as written, seconded by Beyer. The motion carried 3-0.
- 3. Comments from the Chair:** Andrist recalled that last Friday was Veterans Day, and thanked veterans Denny Beyer and Bob Figy for their service to our country.
- 4. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.
- 5. Reconvene Public Hearing for 9912 County Road 5 NW – Markham Conditional Use Permit (CUP):** Chair Andrist recalled that the public hearing portion on the Markham CUP was closed at the last meeting on October 11th. Andrist opened the meeting for further discussion and asked Planning and Zoning Administrator Ann Fahy-Gust to give an update. Fahy-Gust said that at the last meeting Beyer thought the CUP should include any anticipated future modifications to avoid having to go through the CUP process again. Two elements have been modified in the application; the hours have been changed to allow operation from dawn to dusk and the products that could be sold has been extended. The previous public notice was broad enough to cover these modifications. Fahy-Gust recommended approval since it meets the criteria for a CUP and there is nothing that will impinge on the neighbors enjoyment of their properties. Andrist added that this has been an apple orchard for many years and there have been no complaints. Andrist said she didn't see any problem with this CUP. Beyer motioned to approve the CUP, seconded by Hervey. The motion carried 3-0. Board members then signed the CUP paperwork.
- 6. Public Hearing for 7726 100th St NW – Milene CUP:** Chair Andrist asked Planning and Zoning Administrator Ann Fahy-Gust to read the published notice for the public hearing. Andrist opened the public hearing and asked if anyone wanted to speak in favor of the CUP for the operation of a youth baseball training facility. Kurt Claussen (7720 100th St NW) said he shares a driveway and well with Milenes and he has no issues with the proposed CUP. Kory Weis (7741 100th St NW) said he lives across the street from the Milenes and he thinks it is a great idea what he is doing. Bob Madsen (9320 Co Rd 3 NW) said his property is near the Milenes and he has no objections or concerns. Jeff Milene, applicant, said it is something he

wanted to do for a long time. His kids are involved with baseball and he has heard from a lot of parents that it would be good for their kids to have a place to go. Andrist then asked if anyone would like to speak against the CUP. No one spoke up. Fahy-Gust then gave her report where she summarized the CUP. She recommended approving an interim use permit where the permit is attached to the owner as long as he lives there instead of to property. Also, she recommended that as with all conditional and interim use permits, that it be reviewed annually. Hervey motioned to close the public hearing, seconded by Beyer. The motion carried 3-0. In discussion, Beyer said he is always in favor of youth activities. Beyer motioned to approve the interim use permit, seconded by Hervey. The motion carried 3-0.

#### **7. Consent Agenda:**

Beyer moved to approve the October 11th Regular Town Board meeting minutes as printed, seconded by Hervey. The motion carried 3-0.

#### ***Old Business***

**8. Gathje outstanding fire-call bills and assessment:** Thomforde reported that Doug Gathje had sent a letter to Olmsted County contesting the fees for the emergency services the will be added on his property taxes next year. The Board reviewed the letter and Andrist said that she was surprised with the letter since at the town board meeting that Mr. Gathje attended and spoke, when she asked what his position was on this, he said put it on his taxes. There was no reason seen to make any changes. Hervey said he has had 15 years to settle this issue. The township will go ahead with New Haven Township Resolution #2016-11. The fees for the emergency services will be added on Mr. Gathje's property taxes next year.

**9. 90th Street dead-end road ROW:** Thomforde reported that the County GIS maps show plat for 90th Street ends before the end of the road. No road abandonment is needed for anything beyond the turnaround. The turnaround is legally considered township road since it has been maintained by the township for more than 6 years. Thomforde recommended adding better signage at the end of road with 2 red-diamond reflector signs. Michael Wood will install the reflector signs at the end of the road at the turnaround.

#### ***New Business***

**10. Olmsted County Historical Society loaned items:** Beyer reviewed the items loaned to the Olmsted County Historical Society. Andrist made a motion to donate the wood ballot box that was made by her Great Grandfather, to the Olmsted County Historical Society, along with some old treasurer's reports. The motion was seconded by Beyer. The motion carried 3-0.

**11. October 12 TCPA meeting recap:** Thomforde attended this meeting. Skip Langer presented maps showing where the protected waterways are in each township. State law requires a 50 foot average and 30 foot minimum buffer along the designated waterways. The County ordinance is a 50 foot minimum. TCPA members passed a motion requesting the County update

their ordinance to match the State requirements. The County will be notifying any landowners that are out of compliance.

**12. October 24 Multi-Hazard Mitigation meeting recap:** Andrist and Fahy-Gust attended the Multi-Hazard Mitigation plan update held by the County. Fahy-Gust said the townships got together at the meeting to discuss what they could do to mitigate disasters. The biggest issue is flooding. Another piece of the planning is to compile a capability assessment. Fahy-Gust will fill out and submit for the township. It can be amended later, if needed. Andrist said that the township discussion included snow removal. Several townships use the County to do their snow removal and grading.

**13. October 25 Traffic Sign Management/Maintenance and Retroreflectivity Training recap:** Thomforde said he attended a day-long training seminar on signs and retroreflectivity. We can do our own sign retroreflectivity testing using an observer over age 60 and don't have to buy any expensive equipment. Thomforde will put together a sign testing and replacement policy for later consideration by the Board.

**14. October 26 CPT meeting recap:** Andrist notified Gary Peterson at MAT that the townships haven't been paid yet for the Local Government Innovation Award they won last year as part of the Community Planning Team (CPT). Madge Alberts reported at the CPT meeting that Milton had received papers from the Bush Foundation for the grant, but their treasurer would not sign them. Each of the 5 townships in the CPT should receive a \$1,000 share of the grant. Andrist also told the CPT meeting about the reports we are getting about all the traffic and high speeds on New Haven Road. The New Haven Town Board then discussed the possibility of closing New Haven Road to through traffic.

**15. October 26 Dog ordinance meeting recap:** Thomforde reported that Olmsted County Townships had a meeting at the Rochester Town Hall to continue discussion on a possible common township dangerous dog ordinance for the townships in the County. A letter that was received from a MAT attorney regarding the township authority to regulate dangerous dogs was reviewed. No decisions were made and more work will follow on this.

**16. November 8 Election recap:** Thomforde reported that we had 731 voters at the town hall and 50 new registrations. There was a total of 806 ballots cast in the township, including absentee voters. There were 866 registered voters at the beginning of the day, so that results in a 93% turnout. The County had about a 89% turnout. Andrist said the election day went quickly since the election judges were busy due to the turnout.



**17. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all bank accounts receipts and debits for October 2016. The October month-ending bank account balances were:

General Fund / Road and Bridge Account	\$11,081.62
Money Market Deposit Account (MMDA)	\$70,020.27
Cash Reserves in 1/2/3-year Laddered CDs	\$510,202.40
<b>Total</b>	<b>\$591,304.29</b>

Beyer moved to approve the Treasurer's Report, seconded by Hervey. The motion carried 3-0.

**18. Review and Pay Bills:**

Thomforde presented a Schedule 1 report from CTAS showing all the fund balances.

All claims received through November 14<sup>th</sup> were presented for payment consideration to the Board of Supervisors by the Clerk. Claims totaling \$6,613.64, plus payroll, were submitted for approval.

Hervey made a motion to pay all bills, seconded by Beyer. The motion carried 3-0.

**19. Road Maintenance Report – Mike Wood:**

Andrist reported that she called Mike Wood about putting up some delineator signs on the culverts on 125th Street which are possibly hazardous. This road will be redone next year with the construction of the County Road 5 extension but action is needed before that time. Mr. Wood reported he has picked up the signs from the County and will install them.

Mr. Wood reported that he plans to blade the roads, weather permitting. He cleaned out the triple culvert on 88th Avenue on Plum Creek. He cleaned out the ditch on 105th Street and trimmed the overhanging trees by David Books. He received permission to trim some trees on 95th Ave, but will do that at a later time.

Mr. Wood talked to Clementson Farms about the damages they have been doing to some the township roads and the town hall parking lot.

Permission was given by the Board to purchase some needed hardware for sign installation.

**20. Planning & Zoning Report – Ann Fahy-Gust**

Three building permits were issued this month for sheds, windows, etc.

There was work on CUPs that were previously discussed at this meeting.

Fahy-Gust is working on a split that is part of a sale. This will take some work.

The Hinck property is putting in a new septic system. Currently nobody is living in the shed. He is proceeding with making the shed into an extension to the house.

Fahy-Gust said the County is updating its road maps.

Scrabek reported 20 animal skins and carcasses were dumped in his ditch. He has also called the conservation officer.

Peoples Energy Coop is putting in some underground cables along 85th Street and they have applied for a permit.

**21. Miscellaneous Mail Etc. – Clerk:**

Thomforde received some emails from Thomas Suther regarding grading the roads. The emails were forwarded to the Board.

Thomforde sent a courtesy letter to William Krause requesting that he not plow snow across County Road 3. The issue has been forwarded to the County for further action, if needed.

The annual mileage certification was submitted to the County. There are 31.23 miles of roads in the township.

Information on energy assistance has been posted.

**21. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 8:00 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — ORGANIZED IN 1858  
PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET  
9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes December 13, 2016**

- 1. Call to Order:** The Pledge of Allegiance was recited and the regular-monthly meeting of the New Haven Town Board was called to order at 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy, Planning and Zoning Administrator Ann Fahy-Gust, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Beyer made a motion to approve the agenda as written with the additions of an officer compensation resolution and a gopher bounty resolution under new business. Hervey seconded the motion. The motion carried 3-0.
- 3. Comments from the Chair:** Andrist said we had our first snowfall and thanks to Mike Wood, the roads look good.
- 4. Public Comment Time:** No one from the public came forward to speak on items that were not otherwise included in this agenda.
- 5. Braaten Sand & Gravel rock crushing proposal:** Braaten Sand & Gravel contracted out the rock crushing so they will have road rock ready to put on the roads next spring once the road restrictions are taken off. Beyer asked if the delivery rates would be the same as last year. Bob Braaten thought the delivery rates would be about the same. We are now all in agreement that the allowed hours of operation for the Keller Quarry are from 7 AM to 6 PM. Beyer moved to approve purchasing the rock crushing, seconded by Hervey. The motion carried 3-0.
- 6. Keller Quarry CUP review:** Fahy-Gust is going to update the Conditional Use Permit (CUP) to remove the name of the lessee, since the CUP goes with the property.
- 7. Olmsted County Co Rd 5 – 125th St update and Co Rd 113 swap:**

Fahy-Gust has been working with Ben Johnson at Olmsted County Public Works to discuss the plans for the Co Rd 5 extension construction and Co Rd 113 swap. She will set up a meeting with them including the designated road supervisor (Andrist) along with Thomforde, Wood, and herself. Beyer said he would like to see the County take the dead ends created with the new road since Co Rd 113 is longer than the piece of Co Rd 125 that they are taking over with the Co Rd 5 extension.
- 8. Consent Agenda:**

Beyer moved to approve the November 15 Regular Town Board meeting minutes as printed, seconded by Hervey. The motion carried 3-0.

*Old Business*

9. None.

*New Business*

**10. Officer Compensation Resolution:** Andrist learned at the recent township legal seminar that township officer compensation is set by the Board of Supervisors, normally at the Reorganization meeting, and not at the Annual Meeting. A new resolution was drafted removing the language about the township annual meeting. The new resolution also includes the compensation rates, which were previously set separately by motion. Beyer moved to adopt the *Resolution Setting the Compensation and Reimbursement of Town Officers #2016-12*, seconded by Hervey. The motion carried 3-0.

**11. Gopher Bounty Resolution:** Thomforde recently found out that by state law, we should have a resolution if we are paying gopher bounties. Beyer moved to adopt the *Resolution Reestablishing a Gopher Bounty #2016-13*, seconded by Hervey. The motion carried 3-0.

**12. Pine Island Rural Fire Association meeting recap:** Hervey said that the PI Fire Department is having their election of officers. Since they lost Jon Eickhoff, the financial paperwork hasn't been as good. They have been asked to try to control the finances.

**13. November 16 CPT meeting recap:** Andrist reviewed the discussion they had at the last meeting regarding the Bush Foundation award money. Andrist recommended that \$1000 should be sent to each of the 5 townships involved with the CPT. Andrist also informed them about the continuing problem with heavy traffic and high speeds on New Haven Road to the new school. The township is looking into possible solutions, including possibly closing the road to through traffic.

**14. November 22 OCTOA meeting recap:** Beyer recalled that we will be getting another workers comp rebate from MAT in 2017, due to lower than anticipated claims. Nate Redalen, our District 1 director, is the new MAT Board President. Thomforde recalled that Mike Bromberg spoke about emergency management and he wants the townships to keep them informed of any situations so they can help coordinate a response and requests for damage funding. Beyer also said the MAT annual meeting will be in Rochester this year and if they don't get a better attendance from our district this time, it might not come back here again.

**15. Treasurer's Report:** Bob Figy presented a written treasurer's report detailing all bank accounts receipts and debits for November 2016. The November month-ending bank account balances were:

General Fund / Road and Bridge Account	\$5,709.61
Money Market Deposit Account (MMDA)	\$120,685.83
Cash Reserves in 1/2/3-year Laddered CDs	\$511,266.25
<b>Total</b>	<b>\$637,661.69</b>

Figy said the MMDA balance includes a final property tax payment for the year from the County of \$52,150.26. Hervey moved to approve the Treasurer's Report, seconded by Beyer. The motion carried 3-0.

#### **16. Review and Pay Bills:**

All claims received through December 12<sup>th</sup> were presented for payment consideration to the Board of Supervisors by the Clerk. Claims totaling \$47,513.44, plus payroll, were submitted for approval. This total includes \$37,400 for the rock crushing that was approved earlier.

Beyer made a motion to pay all bills, seconded by Hervey. The motion carried 3-0.

Thomforde presented a Schedule 1 report from CTAS showing all fund balances after paying the approved bills. Thomforde requested transferring funds to cover the rock crushing expense and other road maintenance costs. Hervey moved to transfer \$50,000 from the General Fund into the Road and Bridge Fund, seconded by Beyer. The motion was unanimously approved 3-0. This is an accounting movement of funds, and does not have any effect on the bank account balances.

#### **17. Road Maintenance Report – Mike Wood:**

Mr. Wood reported he is training in a new guy.

Culvert markers have been installed on 125th Street where the road is narrower (21 feet wide). He also graded 125th Street one more time before winter.

He wants to get going on doing some more tree work this winter. He was instructed to go ahead and do what needs to be done.

#### **18. Planning & Zoning Report – Ann Fahy-Gust**

There have been a number of permits and splits, as listed in the Treasurer's report

The paperwork was signed for the two CUPs that were previously approved.

An application for the Interim Use Permit for Milenes was signed.

The Hinck's put in a new septic system. They are going to wait until spring to do the construction on the connecting piece between the house and garage. Mr. Hinck has said nobody is currently living in the garage.

The new rates from CMS have increased about 7%. It will affect our flat-fee permits since they just cover the cost of inspection. In January Fahy-Gust will bring the new flat-fee rates for approval.

#### **19. Miscellaneous Mail Etc. – Clerk:**

During the last town board meeting John Zemke dropped off a Wabasha County floodplain ordinance letter. The Town Board has now had a chance to review the letter. Olmsted County does not have a similar floodplain ordinance. Fahy-Gust also said FEMA will be updating the floodplain/flood fringe maps next April. There should be no issue with the new maps.

Thomforde presented a 2-page *Summary March 2017 Township Election Calendar*. The candidacy filing period is from January 3 through January 17, at 5:00 PM. The candidacy filing period has been published and posted.

Thomforde presented excerpts of the recently released MN State Auditor 2015 Town Finances report for townships in Olmsted County. New Haven once again has the lowest property tax mill rates and has one of the highest cash reserves. This information has been posted on the township website.

The township received a proposed property tax notice for next year for the crop land and quarry. The taxes are down slightly in 2017.

There is a TCPA meeting December 14, and Thomforde plans to attend.

Thomforde met with the Cascade Township Clerk and Deputy Clerk to review records retention requirements. Both of us are learning so the discussion was mutually beneficial.

We haven't received any property tax payment yet for the property that was annexed into Pine Island last year. This will be checked into later.

**20. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:45 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk