

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

Regular Monthly Town Board Meeting Minutes January 10, 2017

- 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, and Clerk Dale Thomforde.
- 2. Set Meeting Agenda and Order:** Andrist requested amending the printed agenda to add (1) public comment time and (2) set time and date for Annual Board of Audit. Beyer moved to approve the agenda as amended, seconded by Hervey. The motion carried 3-0.
- 3. Comments from the Chair:** Andrist thanked everyone for coming even though the weather was miserable. Andrist thanked Fahy-Gust and Thomforde for shoveling out the sidewalks.
- 4. Public Comment Time:** Dave Klann (7143 75th Street NW) submitted a written report for the Center Grove Cemetery for 2016, which will be included in the handout packet for the Township Annual Meeting in March. He thanked the township for the financial help to maintain the cemetery. Mr. Klann said he thinks they mowed the cemetery a record number of times last year. They were mowing so much, even the residents were complaining about the noise. They had one burial last year.
- 5. Consent Agenda:** Beyer moved to approve the December 13, 2016, Regular Town Board meeting minutes as printed, seconded by Hervey. The motion carried 3-0.

Old Business

- 6. Community Planning Team Award:** New Haven Township's \$1000 share of the Bush Foundation Community Planning Team award was received and deposited in the bank. There were no restrictions on the use of the funds. Previous Resolution #2016-05 designated the funds should go to reimburse maintenance cost of the roads to the new school, due to the increased traffic. Andrist sent an email to Gary Pederson at Minnesota Association of Townships (MAT) thanking him for his assistance.
- 7. Updated election calendar:** Thomforde presented an updated election calendar for the March township election. Olmsted County will be having an absentee ballot training session in February. Andrist and Thomforde plan to attend.

New Business

- 8. Resolution appointing election judges for March 14 election:** Thomforde presented a resolution with nominations for 4 election judges and 2 alternates. Beyer moved to adopt the

Resolution Appointing Election Judges for the 2017 Township Election #2017-02, seconded by Hervey. The motion carried 3-0.

9. Resolution appointing Absentee Ballot Board: Thomforde presented a resolution with nominations for 4 election judges to the Absentee Ballot Board. Beyer moved to adopt the *Resolution Establishing Absentee Ballot Board for March 2017 Township Election #2017-03*, seconded by Hervey. The motion carried 3-0.

10. Conflict of interest resolutions for supervisor election judges: Thomforde presented a conflict of interest resolution for Mary Andrist to serve as an election judge. Beyer moved to adopt the *Resolution Authorizing Contract with Interested Officer #2017-04*, seconded by Hervey. The motion carried 2-0, with Andrist abstaining. Thomforde presented a conflict of interest resolution for Denny Beyer to serve as an election judge. Andrist moved to adopt the *Resolution Authorizing Contract with Interested Officer #2017-05*, seconded by Hervey. The motion carried 2-0, with Beyer abstaining.

11. Preliminary 2016 Financial Summary and 2017 Budget: Thomforde presented a preliminary 2016 Financial Summary from CTAS. It shows the Township had \$196,558.91 in total revenues and \$315,525.59 in total expenditures in 2016. The total cash and investment balance in all funds at year-end was \$592,506.25. This includes prepurchasing road rock crushing for 2017. A 3-year summary of cash and investments shows the total cash reserves for the years-ending 2014-2016. The Township came in at \$14,561.32 under budget in 2016, of which \$6,260.25 is due to Planning and Zoning bringing in more revenue than expenditures. Also presented was a preliminary 2017 Budget, with an anticipated use of cash reserves of about \$66,349.

12. Set Date for Board of Audit Meeting: Andrist moved to hold the Board of Audit on February 14, 2017, at 5:30 PM, seconded by Beyer. The motion carried 3-0.

13. December 14 TCPA meeting recap: Thomforde attended the Township Cooperative Planning Association (TCPA) meeting. Most of the meeting was a closed session regarding the staffing contract. TCPA continues to be busy and they are looking of another part-time/full-time staff person.

14. December 21 Public Works meeting recap:

Fahy-Gust recapped the meeting with Olmsted County Public Works to discuss the plans for the Co Rd 5 extension construction and Co Rd 113 swap. Thomforde said he thought it was an excellent meeting with the right people from the County present. A lot of information was learned and there have been a number of changes to the Co Rd 5 extension. Andrist told the County that the Township would like them to take the dead ends created with the Co Rd 5 extension. If the township picks up Co Rd 113, it is longer than the piece of Co Rd 125 that the County is taking over with the Co Rd 5 extension. These discussions will continue. There is another open house planned in the future before construction begins this summer. Fahy-Gust has

been working with a new consulting firm that is working for the County on the Co Rd 5 extension.

15. Wood turners gift: The Township received a gift from the Wood Turners Club of two wooden bowls. To conform with the state statutes for gifts, Thomforde presented a resolution for accepting the gift. Beyer moved to adopt the *Resolution to Accept a Gift #2017-06*, seconded by Hervey. The motion carried 3-0.

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

General Fund / Road and Bridge Account	\$10,532.70
Money Market Deposit Account (MMDA)	\$70,707.30
Cash Reserves in 1/2/3-year Laddered CDs	\$511,266.25
Total	\$592,506.25

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

17. Review and Pay Bills:

All claims received through January 11th were presented for payment consideration to the Board of Supervisors by the Clerk. Claims totaling \$11,901.14, plus payroll, were submitted for approval.

Hervey made a motion to pay all bills, seconded by Beyer. The motion carried 3-0. Thomforde presented the CTAS reports for the Cash Control Statement and Schedule 1, after payment of the approved bills.

18. Road Maintenance Report – Mike Wood:

Road-Maintenance Contractor Mike Wood was absent since he was busy attending to the snow on the roads.

Hervey received a report of ice on New Haven Road. The City of Pine Island wasn’t plowing as far out on New Haven Road as usual. Hervey talked to them and they will be taking care of it.

Thomforde reported that when he checked, 125th Street maintenance has been very good. Somebody knocked over one of the new culvert marker signs. Mike Wood is aware of it and will reinstall it.

19. Planning & Zoning Report – Ann Fahy-Gust

There has been one split. No news on the Hinck property.

The Keller Quarry Conditional Use Permit (CUP) update was presented to the Board. The resolution takes out the name of the renters and keeps all the conditions the same.

Fahy Gust presented proposed new flat-rate fees for Planning and Zoning due to the CMS increases. The target is to about break even on Planning and Zoning fees. Andrist moved to accept the new rates, seconded by Beyer. The motion carried 3-0.

Fahy-Gust has one building permit application that was never completed. If not completed she will have CMS pull the permit and it will be an unpermitted building.

Fahy-Gust is working on filing the annual census information.

Fahy-Gust will be absent for the next meeting and will submit a written report.

20. Miscellaneous Mail Etc. – Clerk:

The Secretary of State sent a 32-page March election calendar. The Clerk has reviewed it and reduced it down to 2 pages for our Township.

The Clerk will file the MAT Workers Comp survey by the end of the January.

The Clerk will submit the Board of Appeal and Equalization certification to the County. Andrist and Hervey have Board of Appeal and Equalization certification.

The Clerk submitted a certification to the County of special assessments.

We received a copy of another CapX 2020 legal motion with the settlement offers to the landowners for the eminent domain acquisitions.

The clerk submitted 1099 information to Hemann Grover, and they should be ready tomorrow.

We receive a notice from the MPCA about a comment period for the new water quality standards.

The Clerk presented a summary of his wages for last year. There is for information only and not a request for an increase in wages.

21. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:57 PM.

Approved by the Board,

Attest,

Date:

Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk