

New Haven Township

OLMSTED COUNTY, MINNESOTA — ESTABLISHED 1858
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9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

Regular Monthly Town Board Meeting Minutes January 9, 2018

- 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:** Andrist moved to approve the agenda as printed, seconded by Hervey. The motion carried 3-0.
- 3. Comments from the Chair:** Beyer gave sympathies on behalf of New Haven Township to Ann with the passing of her mother.
- 4. Public Comment Time:** Dave Klann presented the Center Grove Cemetery financial report for 2017. A copy will be included in the Township Annual meeting handout packet. He thanked the Township for previous support and requested future support to help with the maintenance of the cemetery. Beyer said that at the last legal seminar, the attorneys recommended townships maintain a copy of cemetery records so they do not get lost. Mr. Klann said he does have maps of the cemetery.
- 5. Consent Agenda:**

Hervey moved to approve the December 12, 2017, regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 3-0.

Old Business

6. Status of MnDOT request for a speed zone study on New Haven Road:

Clerk Thomforde reported that the request was mailed to MnDOT to conduct an engineering/traffic study to determine if a 25 MPH speed limit is reasonable and safe for New Haven Road NW.

7. Updated March 2018 Election Calendar:

Clerk Thomforde distributed an updated election calendar. The MN Secretary of State (SOS) sent out a 72-page election calendar which was reviewed. One item was found that we hadn't included on our calendar; public testing of the automark machine. Thomforde verified that this testing will be published and conducted by the County. The MN SOS office forgot to include on their calendar that February 6th is reserved for precinct caucuses and public meetings cannot be held that night. I informed MAT that they had the wrong date for the precinct caucuses on their calendar. They will be emailing an update to all townships.

New Business**8. Resolution appointing Election Judges for March 13 election:**

Hervey made a motion to adopt *Resolution Appointing Election Judges for the 2018 Township Election #2018-01*. The motion was seconded by Andrist. The motion carried 3-0.

9. Resolution establishing Absentee Ballot Board for March 13 election:

Hervey made a motion to adopt *Resolution Establishing Absentee Ballot Board for March 2018 Township Election #2018-02*. The motion was seconded by Andrist. The motion carried 3-0.

10. Resolutions for supervisors serving as election judges:

Thomforde presented a resolution for Supervisor Denny Beyer to serve as an election judge in 2018. Hervey moved to adopt the *Resolution Authorizing Contract with Interested Officer #2018-03*, seconded by Andrist. The motion carried 2-0, with Beyer abstaining.

Thomforde presented a resolution for Supervisor Brian Hervey to serve as an election judge in 2018. Andrist moved to adopt the *Resolution Authorizing Contract with Interested Officer #2018-04*, seconded by Beyer. The motion carried 2-0, with Hervey abstaining.

11. Set date and time for Board of Audit:

Andrist made a motion to hold the Annual Board of Audit on February 13 beginning at 5:30 PM, seconded by Hervey. The motion carried 3-0. Thomforde will post a notice of the special meeting. The Regular Town Board meeting for March will be on March 6th, due to the Annual Town meeting on March 13th.

12. Preliminary 2017 Financial Summary and 2018 Budget:

Thomforde presented a preliminary 2017 Financial Summary including an annotated CTAS Cash Basis Accounting form and a year-end financial summary for the last 3 years. The Cash Basis Accounting form will be filed with the MN State Auditor, and it has been annotated to better explain each category of revenues and expenses. The year-end financial summary shows a total cash reserves balance of \$569,712.36 at year-end 2017. This is down about \$23,000 from the previous year, which is about \$46,500 under what was budgeted. The Township has no debt. Final reports will be distributed at the Annual Town meeting.

Thomforde proposed recommending increasing the levy by 7.5% in 2019. He also proposed recommending a separate line-item in the levy for cemeteries, breaking it out of the General Fund. Thomforde presented a proposed budget for 2018, which includes budgeting for reducing the cash reserves by about \$70,000 in 2018. A chart was presented showing the historical and projected Reserves vs. Levy numbers using 7.5% increases in the levy over the next 5 years. The Town Board will determine the final recommendations for the Township before the Annual Town Meeting.

13. Treasurer's Report: Treasurer Figy presented a written treasurer's report detailing all bank accounts receipts and debits for December 2017. The December month-ending bank account balances were:

General Fund / Road and Bridge Account	\$11,822.60
Money Market Deposit Account (MMDA)	\$148,920.63
Cash Reserves in 1/2/3-year Laddered CDs	\$408,969.13
Total	\$569,712.62

Figy informed the Board that receipts included \$53,380.57 received from Olmsted County for the 2nd half property taxes and \$17,767.90 received from Olmsted County for reimbursement to the township for work Mike Wood has performed on the old CR 113.

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

14. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township fund accounts.

All claims received through January 9th were presented for payment consideration to the Board of Supervisors. Claims totaling \$9,656.37, plus payroll, were submitted for approval. The final payroll number for November, including PERA, was \$3,840.42.

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

15. Road Maintenance Report – Mike Wood:

Mike Wood reported there has been some drifting on the former CR 113. There wasn't anything significant to report.

16. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- She thanked the Township for the memorial plant.
- The Planning Advisory Commission met and approved a variance for Don Heller for an agricultural building on a lot-of-record of less than 35 acres.
- She will bring to the next Town Board meeting recommendations for replacement appointments for the Planning Advisory Commission and the Board of Adjustment.
- The Befort split outside of Genoa has finally been completed. This has been ongoing since 2008.
- She completed the geo-base report, which included no township boundary changes this last year.
- Beacoms would like to replace the barn that was blown down earlier this year. She will work out with CMS and Beacoms about what can be built to replace the previous barn on the existing foundation.
- Checking into an possible daycare facility without a conditional use permit.

- Kory Weis would like to build another shed on the area that was filled in. The DNR thinks there might be a problem. Further investigation is pending.

17. Miscellaneous Mail Etc. – Clerk:

Thomforde sent an email to the City of Pine Island acknowledging receipt of the final annexation payment on the property on CR 3.

The annual indebtedness report has been filed with the County. We have \$0 in debt, but the report still has to be filed annually.

The 2017 1099 information has been sent to Hemann Grover for processing.

The internet problems have been fixed by Bevcomm replacing the modem.

The MATIT workers comp survey is due at the end of January. The Clerk will file.

Thomforde plans to attend the Community Planning Team (CPT) meeting this month and will be presenting the resolution requesting a MnDOT speed study on New Haven Road. This helps show part of the Township’s efforts to keep the road open while maintaining safety.

18. Adjournment: With no further business before the Board, Chair Beyer adjourned the meeting at about 7:38 PM.

Approved by the Board,
Date:

Attest,
Date:

Denny Beyer – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk