

New Haven Township

OLMSTED COUNTY, MINNESOTA — EST. 1858

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9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

Regular Monthly Town Board Meeting Minutes February 13, 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 commented that we are almost done with winter and the Town Hall has a new calendar.

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

5. Consent Agenda:

Hervey moved to approve the January 9, 2018, 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 the Township received a letter from MnDOT dated January 9, 2018, stating they agreed to do a speed zone study on New Haven Road, as requested by the Town Board. They said the study would take up to 16 weeks.

7. Updated March 2018 Election Calendar:

Clerk Thomforde distributed an updated election calendar. Added to the calendar is ePollbook training for the election judges on March 7, at 1:00 PM. Most of the election judges plan to attend the training. The notice of the Annual Meeting and Election will be published in the Post Bulletin on February 17, and in the Zumbrota Shopper on February 21. Absentee voting began on February 9th.

New Business

8. 2017 Financial Summary and 2018 Budget:

Thomforde presented a 2017 Financial Summary with a recommended 7.5% levy increase for 2019. The levy for 2019 includes a separate line item for the Cemetery Fund. In previous years this was included as part of the General Fund. By doing this, the electors at the Annual meeting are more involved in the determination of the cemetery assistance spending.

Andrist moved to approve the 2017 Financial Summary, seconded by Hervey. The motion carried 3-0. Chris Hawkins (10232 105th St NW) asked if the flow chart was available showing the projected future cash reserves and levy increases. He expressed his concerns with the drawdown of cash reserves in case of an emergency. Thomforde presented a chart at the January 9th Town Board meeting showing the historical and projected Reserves vs. Levy numbers using 7.5% increases in the levy over the next 5 years. This chart will be presented to the Township at the Annual Meeting. Mr. Hawkins was given a copy of the chart and the spreadsheet data behind the chart will be sent to him via email.

Thomforde presented a proposed 2018 Budget. It is difficult to accurately predict a budget, as shown by 2017, where the Township came in over \$46,000 under budget. Thomforde tried to be conservative on the predictions, and came out with about a \$69,000 reduction in cash reserves, which will result in a balance in cash reserves of about \$500,000 at the end of 2018. Ann Fahy-Gust asked about the budget estimates for Planning and Zoning (P&Z). The estimated revenues and disbursements balanced out. She was wondering if the disbursements shouldn't be greater than the revenues? Thomforde said based on history, some years P&Z brings in income and other years it is an expense. Andrist moved to approve the 2018 Budget, seconded by Hervey. The motion carried 3-0.

9. CD renewal:

The Township has a 3-year ladder of 3 Certificates of Deposit (CDs) with one coming due each year. Treasurer Figy checked with the Pine Island Bank to see if they have any investment offerings available that would earn additional income while maintaining FDIC coverage. The Bank recommended Cetera Investment Services with which they have a relationship. Michelle Gascoigne, Investment Adviser Representative from Cetera Investment Services was present and addressed the Board. Cetera Investment Services is a national company based out of Saint Cloud and she handles investments for the Pine Island Bank and the Bank of Zumbrota. Each brokerage CD has its own FDIC coverage limit of up to \$250,000. There are no fees or sales charges for these brokerage CDs. The brokerage has access to CDs from many different banks. Money not invested in CDs is placed in a Money Market account which is also FDIC insured. Currently the 3-year CD rate is 2.6% and a 9-mo rate is 1.7%. The Township can continue to deal with Jeanette at the Pine Island Bank since she is a licensed associate for Cetera.

Beyer made a motion to adopt *Resolution Regarding Maturing Certificate of Deposit #2018-05*. This motion moves the funds from the maturing 3-year CD into the Money Market Deposit Account at the Pine Island Bank. The motion was seconded by Andrist. The motion carried 3-0.

State law requires an annual written resolution of the investment objectives for the Township to invest money outside of a bank. Andrist made a motion to adopt *Resolution Regarding Investment Policy for Township Funds #2018-06*. The motion was seconded by

Hervey. The motion carried 3-0. This resolution was also signed by Michelle Gascoigne, representative of Cetera Investment Services LLC.

Beyer made a motion to adopt *Resolution Regarding Certificate of Deposit Investments #2018-07*. This motion moves \$205,000 from the Money Market Deposit Account at the Pine Island Bank into a 9-month CD with Cetera Investments. The motion was seconded by Andrist. The motion carried 3-0.

10. January 10 TCPA meeting recap:

Thomforde attended the January Township Cooperation Planning Association (TCPA) meeting. He learned that by State Law there has to be a nexus between P&Z fees and expenses. P&Z cannot be used to add money to the general fund. The TCPA is trying to determine how they should handle the extra reserve funds that they have accumulated. The TCPA raised their contractor’s wages by 21% for 2018. There has been a large increase in workload this last year for the contractor and employees with the increase in new construction permits.

11. January 17 CPT meeting recap:

Thomforde attended the January Community Planning Team (CPT) meeting. He learned that there may be some interest in developing a private auto race facility on an acreage of Elk Run, which has been renamed Pine Meadows. The Elk Run developers are also looking into the possibility of a residential development near the new elementary school. Thomforde suggested they look into developing some official maps for further road developments in the area to let everyone know where future roads will be constructed.

12. January 25 OCTOA meeting recap: Beyer and Thomforde attended the January Olmsted County Township Officers Association (OCTOA) meeting at the Byron Fire Hall. Beyer reported they talked about a county-wide dog ordinance again. No progress to report. The County Sheriff talked about the two characters they are trying to locate. Thomforde reported that the Sheriff has hired 3 new deputies. The Deputy in attendance also reported they are trying to hire a 4th new deputy. Mark Krupski reported that property values for ag land will remain constant this year, but property values for residential property will be going up from 5%-15%.

13. Couri and Ruppe legal seminar is scheduled for October 13:

The Couri and Ruppe township legal seminar will be held again at the New Haven Town Hall on October 13. Due to the benefit to the Township, Beyer moved to waive the rental fee for the town hall for this seminar, seconded by Andrist. The motion carried 3-0.

14. Treasurer’s Report: Treasurer Figy presented a written treasurer’s report detailing all bank accounts receipts and debits for January 2018. The January month-ending bank account balances were:

General Fund / Road and Bridge Account	\$5,782.27
Money Market Deposit Account (MMDA)	\$146,999.28
Cash Reserves in 1/2/3-year Laddered CDs	\$409,235.39
Total	\$562,016.94

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

15. 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. This shows the same ending balance as reported by Treasurer Figy, since all outstanding checks have cleared.

All claims received through February 12th were presented for payment consideration to the Board of Supervisors. Claims totaling \$11,676.86, plus payroll, were submitted for approval. This includes \$9,165 for snow removal and sanding. The final payroll number for November, including PERA, was \$1,093.41.

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

16. Road Maintenance Report – Mike Wood:

Mike Wood reported there have been a number a small snows. No issues reported.

17. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- 4 permits and 1 new house permit were submitted.
- The Beacom variance request to replace the barn that was blown down earlier this year has been cancelled. They decided not be build a shed larger than is allowed by ordinance.
- No new splits.
- A Conditional Use Permit (CUP) for a child care facility is in the works. Fahy-Gust would like to schedule the public hearing as part of the March 6 Town Board meeting.
- Addressing on the old CR 113 has been updated for E911. It is still confusing for Fedex and UPS since they do not have the updates for 100th Street and 110th Avenue.
- Fahy-Gust nominated Mary Blair-Hoeft, Jacob Wolfe, and Ken Markham to serve on the Planning Advisory Commission to fill open spots. She also nominated Donald Heller, Todd Kennedy, and Dan Mueller to serve on the Board of Adjustment to fill open spots. Andrist moved approve nominees as presented, seconded by Hervey. The motion carried 3-0.
- The County is going through updating the land use plan. The Planning Advisory Commission has been reviewing the plan and making recommendations. A proposed land use plan was presented. This plan includes about 2,000 acres that can be developed by the City Pine Island in the next 10 years, which includes sewer and water service. Fahy-Gust is trying to set up a meeting to discuss with

the City of Pine Island. The County is good with the proposed plan. The Board gave approval to the proposed plan.

18. Miscellaneous Mail Etc. – Clerk:

It is time again to request road rock quotes. Thomforde will solicit quotes to be opened at the April 10th Town Board meeting.

Comments on the Pine Island Well Head Protection Plan can be submitted until March 19.

The Board of Appeal and Equalization will be on Wednesday April 11 at 9:30 AM.

We received notice from the FSA that we lost about 3 acres of ag land with the latest survey. We will sign and return the notice. We now have 33.5 tillable ag acres, not counting the grass waterways.

19. Adjournment: With no further business before the Board, Chair Beyer adjourned the meeting at about 8:14 PM.

Approved by the Board,
Date:

Attest,
Date:

Denny Beyer – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk