

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 March 6, 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 thanked everybody for the support and hard work during the last year, including Mike Wood and Ann Fahy-Gust.
- 4. Public Comment Time:** Betsy Carney (8444 117th St NW) complimented the Township on the nice job done on the recent snow plowing, and said the Township roads were cleared before the County roads.
- 5. Consent Agenda:**

Andrist moved to approve the February 13, 2018, Board of Audit minutes as printed, seconded by Hervey. The motion carried 3-0.

Beyer moved to approve the February 13, 2018, regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 3-0.

Old Business

6. Updated March 2018 Election Calendar:

Clerk Thomforde distributed an updated summary election calendar. Beyer offered to help staff the office on Saturday March 10, from 10:00 AM - Noon for absentee voting. It is required by State statute to have the office open for absentee voting at that time.

The ePollbook education for the election judges will be tomorrow (March 7) at the County election office.

New Business

7. Annual Meeting preparation:

A discussion was held on plans to provide chloride this year. Fahy-Gust said she has it down so that it is almost automatic. If the patrons had to purchase directly from the vendors, it would cost them about twice as much since the Township contributes about half the cost.

A tentative agenda for the Annual meeting was presented by Thomforde. He will be posting the handout packet for the Annual meeting on the Township website on Friday March 9, and distributing copies at the Annual meeting. A summary of Township Financial Summary for

the last 3 years, along with the levies for the last 2 years and a recommended levy for 2019, was reviewed. This year Thomforde proposed recommending adding a levy line item for cemeteries, with a total levy increase of 7.5% over the 2018 approved levy. This increase is part of a long-term plan to balance revenues and expenditures, while lowering the Township cash reserves to about 1-year's expenditures. All Town Board members signed the Township Financial Summary signifying it had been reviewed.

The Town Board sets the time for the Township elections. Andrist moved to set the times annual township elections for 2018 and 2019 at 5:00 PM to 8:00 PM, seconded by Hervey. The motion carried 3-0.

Thomforde presented an updated proposed 2018 Budget. The budget was redone using the latest numbers, including the recent State road tax payment. It currently includes about a \$66,500 reduction in cash reserves, which will result in a balance in cash reserves of a little more than \$500,000 at the end of 2018. Andrist moved to approve the latest 2018 Budget, seconded by Beyer. The motion carried 3-0.

Andrist moved to set the wages for a non-officer moderator at the Annual meeting at \$75, which is the same as what an officer serving as a moderator would receive. Hervey seconded the motion. The motion carried 3-0.

The Town Board authorized Beyer to purchase treats for the Annual meeting.

Updated charts for 2018 were presented by Thomforde showing New Haven Township still has the lowest property tax mill rates in Olmsted County. These charts will be presented at the Annual meeting.

The Board discussed the 2018 4-H project of cleaning the township road ditches. The Board agreed to go ahead with this project again this year.

8. CD purchase:

As instructed by resolutions at the last Town Board meeting, Figy reported he completed reinvesting assets from the maturing certificate of deposit (CD) with Cetera Investment Services LLC. The assets were used to purchase a 9-month CD with Morgan Stanley Bank at an interest rate of 1.7%. The CD will mature 11/23/2018, and can be reinvested into another CD at the current rates at that time. With the affiliation of Cetera Investment Services LLC with the Pine Island Bank, the transfer of funds went pretty smooth.

9. February 14 TCPA meeting recap:

Thomforde attended the February Township Cooperation Planning Association (TCPA) meeting. He learned that they are trying to determine how to use the extra cash reserves they have on hand. Still looking at returning the initial investments in TCPA to each of the townships.

10. February 21 CPT meeting recap:

Thomforde attended the February Community Planning Team (CPT) meeting. He learned the City of Pine Island is looking to expand the number of buildable lots. The City of Oronoco is doing a \$750,000 study to determine the best way to handle sewage at a community

level. Thomforde gave the CPT group a copy of the letter from MnDOT saying they would do a speed-zone study on reducing the speed limit New Haven Road. He suggested anyone wanting to give comments, should send them directly to MnDOT at the address provided.

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

General Fund / Road and Bridge Account	\$11,380.73
Money Market Deposit Account (MMDA)	\$158,524.37
Cash Reserves in Laddered CDs	\$407,932.35
Total	\$577,837.45

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

12. 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 funds. There was one outstanding check at the end of the month, which has now been cashed. A Cash Control Statement and a Schedule 8 of Investment Activity for the month of February were also presented.

All claims received through March 6th were presented for payment consideration to the Board of Supervisors. Claims totaling \$7,207.23, plus payroll, were submitted for approval. This includes \$5,205 for snow removal and sanding. The final payroll number paid in February, including PERA, was \$1,240.42.

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

13. Road Maintenance Report – Mike Wood:

Mike Wood reported the new road (old CR 113) and the dead ends on 125th St NW are adding about 2½ hours for each snow removal.

Hervey made a motion to hold the reorganization meeting on April 3, beginning at 6:30 PM, and spring road inspection on April 7, beginning at 8:00 AM. The motion was seconded by Andrist. The motion carried 3-0.

14. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There was 1 new home permit and 1 shed permit.
- An Interim Use Permit (IUP) public hearing for a child care facility is scheduled as part of the April 3 Town Board special/reorganization meeting.
- CMS has reviewed and found some expired permits from 2013-2015 that were never completed. There was one expired permit holder that was not happy that the Township hadn't contacted her earlier, which the Township does not track or follow. When permits are purchased, they are told of the expiration date, and

extension option. Completed inspections may be necessary if the property is ever sold.

- She has a copy of the new flood plain map and has asked for another map to show the changes from the previous map. There should be no impact to current residents, but she will check to verify.
- The DNR asked to renew a permit to do work on public waters, with the permission of the landowners.
- Ryan Windows and Siding has been having difficulty sending in the correct amount for flat-fee permits. From now on, payments that are not for the full amount will not be accepted.
- The new members on the Board of Adjustment and the Planning Advisory Commission have been trained and given ordinance books.
- She had been trying to set up a meeting with the David Todd, the Pine Island City Administrator, to review the proposed land-use plan. She will continue to pursue.

15. Miscellaneous Mail Etc. – Clerk:

The township officers declining to take PERA (Public Employees’ Retirement) signed the PERA exclusion report.

A letter was received from Century Link asking to be notified before digging for any road projects. This is in addition to Gopher1 notification, for major projects. Fahy-Gust will contact them to see if she can get a map of where they have lines in the Township.

There is a MAT Spring Training Course for officers on March 20.

16. Adjournment: With no further business before the Board, Chair Beyer adjourned the meeting at about 7:55 PM.

Approved by the Board,
Date:

Attest,
Date:

Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk