

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 October 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 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 moved to approve the agenda as printed, seconded by Beyer. The motion carried 3-0.

3. Comments from the Chair: Chair Andrist commented that we have a full schedule tonight and we are going to get right to it.

4. Olmsted County public hearing on revocation and reversion of 125th Street NW:

Scott Holmes, from Olmsted County Public works opened the public hearing with a summary of the previous agreement between Olmsted County and New Haven Township regarding the County temporarily taking over 125th Street during the construction of the new section of Co Rd 5, and the realignment and abandonment of portions of 125th Street NW. This public hearing is being held as required by Minn. Statute 163.11 subd. 5a before 125th Street NW is transferred back to New Haven Township.

Dale Morey (10105 125th Street NW) lives on the road and said the new road is unmarked, about a foot below the grade of the fields, and drifts shut daily during the winter. There is no way to know where to drive once drifted in. Mr. Morey asked if there is any way to make it more user friendly. He said that one day last year, 4 people drove in the ditch, including the snow plow operator.

Chair Andrist reported that the recent road inspection by the Town Board found the following on the 125th Street north-east frontage road:

- Road is too low near Co Rd 5 intersection with steep ditches near holding pond;
- May need markers on curve to find and stay on road in wintertime;
- Missing a street sign at Co Rd 5 intersection (addresses 9309 to 9415);
- Road rock is thin in some areas, especially east of Altrichter's;
- Missing Survey maps showing property lines and easements.

The recent road inspection by the Town Board found the following on the 125th Street south-west frontage road:

- Road is too low near Co Rd 5 intersection;
- May need markers on curve to find and stay on road in wintertime;

- Missing a street sign at Co Rd 5 intersection (addresses 9955 to 10105);
- Not mowed this year, especially near triple culverts;
- Road rock is thin, especially near west turnaround;
- Missing culvert at west turnaround; large area drains onto road;
- Missing Survey maps showing property lines and easements.

Supervisor Hervey said he checked out the road today and found the turnaround at the west end was too soft to turn a pickup around. The culvert on the turnaround is blocked. The gravel is muddy on the north-east frontage road. The east turnaround is good.

Ann Fahy-Gust asked if the drainage ditch through where the old Co Rd 5 goes through her property could be made into a holding pond. She also asked if there is a way to train people not to drive down what is now her private driveway.

Michael Sheehan, Director of Olmsted County Public Works, said the County would make signs available for the township to mark the edges of the curves on 125th Street NW, mow the road, and will blade the road one more time after things dry up.

Mr. Holmes closed the public hearing. Mr. Sheehan said the County Board will pass a resolution transferring the road and the Township will be notified when the transfer is complete.

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

6. Consent Agenda:

Hervey moved to approve the September 11, 2018, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Hervey moved to approve the September 18, 2018, Fall Road Inspection Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

7. None

New Business

8. November 6 General Election plans:

Thomforde provided a list a election judges planned for the November 6 General Election. There will be 6 election judges on each shift, with 4 of the election judges serving all day, about 14+ hours.

Hervey moved to have Andrist bring food for lunch and supper, seconded by Beyer. The motion carried 3-0.

9. 2018 Mileage certification:

Clerk Thomforde received a mileage certification report from the County for 2018. The Township certifies the roads that were used and maintained for at least 8 months of the year.

This year New Haven Township picked up about 3.5 miles of road with the addition of old Co Rd 113, and loss of 125th Street NW. Next year, the remaining part of 125th Street NW will return to the Township. The total township road mileage went up about 1.5 miles, with a total of 32.73 miles. The Town Board Chair signed the mileages certification for 2018. Each year we receive about \$250 per mile from the State gas tax, and another about \$250 per mile based solely on the Township population. This helps cover about 1/10th of the \$5,000+ per mile it costs the Township to maintain the township roads each year.

10. New Haven Road traffic study: Clerk Thomforde presented a recent 2-hr traffic study at the intersection of New Haven Rd and the recently pave Co Rd 5, including a comparison to the study done a year ago. Traffic in all directions is up 25% or more from last year.

11. September 12 TCPA meeting recap: Thomforde attended the Township Cooperative Planning Association (TCPA) meeting. They are looking at different options to increase space for the TCPA offices. They currently pay \$3,000 per year to rent their current space from Rochester Township.

12. September 27 OCTOA meeting recap: Beyer reported Lenny Laures and Nathan Redalen were reelected Chair and Vice Chair at the Olmsted County Township Officers Association (OCTOA) annual meeting. The annual dues per township were reduced \$100 next year, from \$500 per year to \$400 per year, due to the current balance and expected expenses. The County Sheriff requested that if anyone sees activity in vacant houses or where the owners have gone south, to let them know and they will check it out. Thomforde reported he talked to Clerk of Oronoco Township, Lucy Shonyo, and received a copy of their blacktop road resolution, which can be used to help develop a blacktop road policy for New Haven Township.

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

Checking Account	\$12,893.68
Money Market Deposit Account (MMDA)	\$87,493.00
Pine Island Bank 2 CDs	\$204,394.39
Cetera Investments CD	\$205,000.00
Outstanding Checks	-\$202.50
Total Balance	\$509,578.57

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

14. Review and Pay Bills:

Thomforde presented a Schedule 1 report from CTAS showing a current Total Balance of all funds of \$509,578.57 on September 30, 2018.

After last month’s Board-authorized transfer of \$50,000 from the General Fund to the Road and Bridge Fund, all account funds are now zero or positive.

All claims received through October 9th were presented for payment consideration to the Board of Supervisors. Claims totaling \$12,530.82, plus payroll, were submitted for approval. This includes \$4,560.00 for road grading, mowing, and preparing winter salt mix.

The final payroll number paid in September, including PERA (Minnesota Public Employees Retirement Association), was \$2,232.91. This number matches the cleared payroll checks in Treasurer's written report.

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

15. Road Maintenance Report – Mike Wood:

Mr. Wood reported that they have been doing some blading.

Salt and rock were delivered and mixed for winter application to the roads.

He plans to do additional blading when it stops raining.

Michelizzi wants a new driveway off 100th Street NW, will be taking out a driveway on Co Rd 5, and will move the field drive on 105th Street NW to a better location. The Township approved the driveway location on 100th Street NW.

Once 125th Street is turned over to the Township, the west end turnaround will need some work to make it drain properly.

16. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There were 3 permits; and she has been talking to a number of people about possible splits.
- There is a temporary construction permit violation with the sand pit west of Co Rd 3 encroaching into the County 66-ft right of way. A letter was written to Don Weis to correct it before the permit runs out on October 31. Beyer said he didn't think a temporary permit can be used for a private purpose.
- Fahy-Gust and Chris Hawkins met with the City of Pine Island Planning and Zoning to bring them up to speed with the proposed land use plan. At the next meeting she would like the Town Board to adopt in principle the proposed land use plan.
- Tower has split and proposed annexation of land west and north of the new school. The question remains how to handle New Haven Road after the annexation.
- A meeting has been setup with Chris Pribbe and Kavanaugh to review how many houses have issues with sewer and water in Douglas.
- Land use planning training session was attended. She will be working on changing the ordinances to include interim use permits. The hearing for the ordinance change may be included with the Annual Town Meeting in March.

17. Miscellaneous Mail Etc. – Clerk:

Received a letter from the IRS complaining about the name CMS we used on a 1099 filed didn't match the EIN. The Clerk signed up on the IRS website to do EIN matching and will change the 1099 filing next year to keep the IRS happy.

The Couri and Ruppe legal seminar will be held at our town hall this coming Saturday.

Next month we will address a CD that is coming due at Cetera.

Andrist thanked Hervey for providing the transportation for the fall road inspection.

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

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of August, 2018 statement

72 88.65

Income Checking Account

9-3	GGG Inc (Land Split)	1050.00
9-10	Arnie-Jody Mayer (Bldg Permit)	2218.66
9-14	Brandon Mensing (CUP)	525.00
	Mark Schlutner (Ag Permit)	25.00
	Tom Lee (Flat Fee Permit)	65.00
	Jaine McCain (Bldg Permit)	249.70
9-17	People's Energy Co-op (Bldg Permit)	100.00
9-26	Braten Sand & Gravel (Rock Crushing Refund)	7707.31
9-22	Online Banking Transfer in From MMDA	15000.00
	Interest	.91

Total Deposits

26 941.58

Debits

3983	JA Kruger LLC dba CSM (Insp Fee)	1600.43
3984	Fogarty's Outdoor Service LLC (Lawn Mowing)	100.00
3985	Coupi & Ruppe PLLP (Professional Services)	190.00
3986	Hemann Grover & Co. LTD (Payroll)	185.00
3987	MN Dept of Labor & Industry (Bldg Surcharge Conf)	778.56
3988	Michael Wood LLC (88 Ave - grading - mowing)	13780.06
3990	Larry Mattson (Election Judge)	105.00
3991	Mary Andrist (Election Food)	39.00
3992	Stussy Const (Road Rock)	968.04
3993	Dale Thorforde (Supplies - mileage)	129.15
3994	Ag Partners - LP Program (Propene Propyl)	200.00
3995	Omlsted Co. Public Works (Culvert)	638.50
20395	Wages	434.55
20396	Wages	150.00
20397	Wages	563.38
20398	Wages 142.50	20399 Wages 120.00
		20400 Wages 730.60
	Revcomm 77.22	POS Purchase 150.00
	PERA 91.88	GoDaddy 8.99
		Culligan 41.95
		People's Energy Coop 191.74

Total Debits

21 336.55

New Ending Balance of September, 2018 statement

12 893.68

