

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA — EST. 1858

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9024 COUNTY ROAD 3 NW, ORONOCO, MN 55960

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## **Regular Monthly Town Board Meeting Minutes January 8, 2019**

**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 6:30 PM by Chair Mary Andrist. Quorum requirements were met with Supervisor Brian Hervey and Supervisor Denny Beyer 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:** Beyer asked to consider an amendment to a zoning ordinance after the P&Z report. Hervey moved to approve the agenda with the proposed modification, seconded by Beyer. The motion carried 3-0.

**3. Comments from the Chair:** Chair Andrist commented that New Haven Township has never shut down.

**4. Public Hearing – Borrow Pit Interim Use Permit (IUP) from Richard Renner:**

Andrist had Ann Fahy-Gust read the notice that had been published and mailed. Andrist opened the public hearing and asked if anyone would like to speak in favor of approving the IUP. Applicant Richard Renner (313 Arbor Ct NW, Pine Island) said he thinks it will be a good project which will remove the sand hill and improve the cropland. Andrist asked three more times if anyone else would like to speak in favor of approving the IUP. Nobody came forward to speak. Andrist asked three times if anyone would like to speak against approving the IUP. Nobody came forward to speak. Fahy-Gust gave her recommendation to approve the IUP with the seven conditions specified in her report.

Beyer moved to close the public hearing, seconded by Hervey. The motion carried 3-0.

Beyer said he would like to see a 1-year time limit, with a possible one-time 1-year additional extension. Beyer moved to approve the IUP with the amendment to the time limits, seconded by Hervey. The motion carried 3-0.

**5. Public Comment Time:** Dave Klann (7143 75th St NW) presented the Center Grove Cemetery financial report for 2018. 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. Mr. Klann presented a new map of the cemetery.

**6. Consent Agenda:**

Hervey moved to approve the December 11, 2018, Regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 2-0, with Beyer abstaining since he was not at the meeting.

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**Old Business**

**7. Updated March 2019 Election Calendar:** Thomforde presented an updated 2-page summary of the election calendar. This summary is condensed down from the 28-page election calendar from the Elections Division of the Minnesota Secretary of State. The filing period is open from January 1 through January 15 for a 3-year supervisor position and a 2-year treasurer position.

**New Business**

**8. Resolution appointing Election Judges for March 12 election:** Hervey made a motion to adopt *Resolution Appointing Election Judges for the 2019 Township Election #2019-01*. The motion was seconded by Beyer. The motion carried 3-0.

**9. Resolution establishing Absentee Ballot Board for March 12 election:** Andrist made a motion to adopt *Resolution Establishing Absentee Ballot Board for March 2019 Township Election #2019-02*. The motion was seconded by Hervey. The motion carried 3-0.

**10. Resolutions for supervisors serving as election judges:**

Thomforde presented a resolution for Supervisor Mary Andrist to serve as an election judge in 2019. Hervey moved to adopt the *Resolution Authorizing Contract with Interested Officer #2019-03*, seconded by Beyer. The motion carried 2-0, with Andrist abstaining.

Thomforde presented a resolution for Supervisor Brian Hervey to serve as an election judge in 2019. Beyer moved to adopt the *Resolution Authorizing Contract with Interested Officer #2019-04*, seconded by Andrist. The motion carried 2-0, with Hervey abstaining.

**11. Set date and time for Board of Audit:**

Beyer made a motion to hold the Annual Board of Audit on February 12 beginning at 5:30 PM, seconded by Hervey. The motion carried 3-0. Thomforde will post a notice of the special meeting.

**12. Authorize solicitation of quotes for road rock:** Thomforde presented a draft notice soliciting quotes for road rock. Andrist made a motion to advertise for quotes for road rock to be opened at the February 12 meeting, seconded by Hervey. The motion carried 3-0.

**13. Preliminary 2018 Financial Summary and 2019 Budget:**

Thomforde presented a preliminary 2018 Financial Summary including a year-end financial summary and CTAS Cash Basis Accounting form excerpts for the last 3 years. The year-end financial summary shows a total cash reserves balance of \$571,934.82 at year-end 2018. This is up \$2,222.46 from the previous year, which is \$70,821.46 under what was budgeted. The Township has no debt. Final reports will be reviewed in the Annual Board of Audit and distributed at the Annual Town meeting.

Thomforde proposed keeping the 2020 levy the same as the 2019 levy. The Town Board will determine the final recommendations for the Township before the Annual Town Meeting.

Thomforde presented a proposed budget for 2019, which anticipates utilizing \$55,606 from the Cash Reserves. The budget will be set at the February Town Board meeting.

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

Checking Account	\$9,037.25
Money Market Deposit Account (MMDA)	\$150,040.48
Pine Island Bank 3 CDs	\$412,857.09
<b>Total Balance</b>	<b>\$571,934.82</b>

The MMDA balance includes the second-half 2018 property tax payment of \$55,291.64 received last month from Olmsted County.

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

**15. Review and Pay Bills:**

All claims received through January 8 were presented for payment consideration to the Board of Supervisors. Claims totaling \$11,055.42, plus payroll, were submitted for approval. This includes \$2,677.50 for road maintenance and \$3,551.97 for 50 mailbox stands.

The final payroll number paid in December, including PERA (Minnesota Public Employees Retirement Association), was \$3,776.92. This number matches the cleared payroll checks in Treasurer’s written report.

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

**16. Road Maintenance Report – Mike Wood:**

Mr. Wood reported that he has been talking to people preparing for cutting trees in the ROW, weather permitting.

**17. Planning & Zoning Report – Ann Fahy-Gust**

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There were 2 permits issued this month, no variances, and a split pending.
- One CUP (Conditional Use Permit) was processed and considered earlier in this meeting. There will be another CUP public hearing next month. The County has already approved work in the ROW.
- One new house permit has been submitted, and 2 more are in process.
- The proposed land-use plan maps have been printed.
- Now that the holidays are over, the discussions on the Douglas sewer and water will start up again.

- Finalized versions of the ordinances for establishing fines for non-compliance were presented. Andrist moved to approve Article 1 Section 1.31 of the New Haven Township Ordinance Book, seconded by Beyer. The motion carried 3-0. Andrist made a motion to adopt *Resolution Establishing Administrative Enforcement Civil Penalty Schedule #2019-1aPZ*. The motion was seconded by Hervey. The motion carried 3-0. The Clerk will publish the ordinance summary.

Beyer pointed out that he thinks there is a typo in *Section 4.10 Temporary Construction Permits* of the ordinance book. He thinks the ordinance should read “The temporary use of property, in any district, for a use customarily incidental to the construction of roads, buildings, utilities, for public projects may be allowed upon approval of a zoning certificate in the form of a temporary and revocable permit for not more than a 90-day period by the Zoning Administrator.” The “or public projects” should be “for public projects”. Fahy-Gust said she will look into it for the next meeting.

**18. Miscellaneous Mail Etc. – Clerk:**

The Clerk is working on the Workers Comp Survey for MAT, that is due by the end of January. He has of the Certificates of Insurance from all vendors, except one, which is in process.

A request for road maintenance quotes will be published for opening at the February 12 Town Board meeting.

A print out of the ledger of all receipts and debits of 2018 was given to the Officers for review before the Annual Board of Audit next month.

The Prairie Island Indian Community has bought about 1,200 acres of Elk Run property. Four parcels totaling 47.7 acres are in New Haven Township. These 4 parcels have an assessed value of \$482,800, and were assessed property taxes of \$297 in 2018. Most of the property that was purchased for \$15,500,000 is within the Pine Island City limits.

**19. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:28 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 November, 2018 statement

5210.88

Income Checking Account

12-4 Wendell Zwart (Burn Permit)	5.00
Mary Anderson (Hall Rent)	75.00
Bill McNellan (Hall Rent)	75.00
Nicole Mills (Bldg Permit)	166.00
Haley Comfort Syats (Bldg Permit)	65.00
12-22 Jade Repair LLC (Bldg Permit)	178.64
Ann Faby - Gust (Error on Debit Card)	7.78
12-29 Olmsted Aggregate (Rock Royalty)	162.00
Crescent Builders (Cup)	525.00
12-12 Online Banking Transfer From MMDA	9000.00
12-26 MN State - MMB	3978.10
Interest	.70

Total Deposits

14,238.42

Debits

4012 Larry Mattson (Election Judge)	247.50
4016 Michael Wood LLC (Grading - Landscaping - Junk Haul)	3272.50
4017 Proline Distr (Road Signs - Hardware)	152.80
4018 Jak Kruger LLC dba CMS of Roch (Inspr Fee)	1114.61
4019 Ag Partners (LP Gas)	345.03
4020 MATIT (Workers Comp)	451.00
4021 Absolute Pest Elimination (Pest Control)	40.00
4022 Couri & Ruppe PLLP (Profession Services - Hoerle)	332.50
4023 News - Record Zumbrota (Cropland Rental Notice)	17.55
4024 Hermann Grover & Co. LTD (Payroll)	105.00
4025 Ann Faby - Gust (Office Supplies)	32.03
4026 Dale Thomforde (Office Supplies - Mileage)	54.85
4027 Post Bulletin Co. LLC (Legal Notices - Cropland Bid)	49.68
Wages 20410 105.00 20412 207.79 20413 589.61 20414 392.76 20415 1012.91	
20416 655.12 20417 716.75	
POS Purchase 7.98 Revcomm 77.37 60 Daddy 8.99	
PERA 64.06 PERA 142.50 Calligen 41.95	
People's Energy Co-op	17421

Total Debits

10,412.05

New Ending Balance of December, 2018 statement

9037.25

