

# New Haven Township

OLMSTED COUNTY, MINNESOTA — EST. 1858

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## Annual Town Meeting Minutes March 12, 2019

The Pledge of Allegiance was recited and the 2019 Annual Town Meeting of New Haven Township was called to order by Town Clerk Dale Thomforde at about 3:00 PM. About 26 patrons were present, including all current Town Board members.

After welcoming comments, Clerk Thomforde requested nominations for the meeting moderator. Dave Klann (7143 75th St NW) nominated Mary Andrist (11233 Co 3 Rd NW); seconded by Ken Markhan (9912 Co 5 Rd NW). Bruce Moon (8931 75th St NW) nominated Denny Beyer (7537 Co 3 Rd NW); seconded by Rollie Postier (6434 85th St NW). No other nominations were made and the nominations were closed. Clerk Thomforde asked for a show of hands from those voting to have Mary Andrist serve as the moderator. Eight hands were raised. Thomforde then asked for a show of hands from those voting to have Denny Beyer serve as the moderator. Five hands were raised. Clerk Thomforde called Mary Andrist the winner of the vote for moderator and turned over the meeting over to her.

Mary Andrist took over as moderator of the meeting. Moderator Andrist asked for a moment of silence to remember the members of the Township that are deceased. After a moment of silence, Andrist asked the voters to set the meeting agenda.

Dave Klann made a motion to set the agenda as printed in the handout packet; seconded by Wendell Zwart (8383 75th Ave NW). The motion carried on a voice vote.

Review 2018 Annual Town Meeting Minutes – Betsy Carney (8444 117th St NW) made a motion to dispense with a reading and approval of the minutes as printed in the handout packet; seconded by Dave Klann. The motion carried on a voice vote.

Treasurer's Report – Town Treasurer Bob Figy directed attention to the Pine Island Bank account summary statements in the handout packet. The total bank account balances were \$569,712.36 for year end 2017, and \$571,934.82 for year end 2018.

The accounts balances for year end 2018 were:

General Road and Bridge Account	\$ 9,037.25
Money Market Deposit Account (MMDA)	\$ 150,040.48
Three Certificates of Deposit (CDs)	\$ 412,857.09
<b>Year End 2018 Total</b>	<b>\$ 571,934.82</b>

Treasurer Figy said that in his opinion, the Township is doing really well, and we should have a good year ahead of us.

Board of Audit and Financial Summary – Clerk Thomforde read the Board of Audit meeting minutes, that were posted before the meeting also included in the handout packet. A minimum of two items per month were selected at random for audit and review. The Board of Audit reviewed copies of the CTAS (City and Township Accounting System) receipts ledger, listing all 2018 receipts sorted by category, and the disbursements ledger, listing all 2018 disbursements sorted by category. No anomalies were noted during the audit and all records appeared to be in order.

Rural Fire Association Report – presented by Supervisor Brian Hervey. Hervey is the Town Board representative to the PI Area Fire District. The Fire District is made up of 5 rural townships and City of Pine Island. Expenses are split between the townships and the City of Pine Island. Hervey reviewed a sheet in the handout showing the Fire District budgets and dues for the townships for years 2009 through 2019. It is expected that the dues will go up next year due to anticipated expenses and hiring. Funds are set aside each year for the future purchase of equipment. There is currently \$464,517.88 in the capital reserve fund for future purchases of equipment. The Fire Department has asked to buy a new tanker truck for \$511,000. If half the cost is financed, it will cost another \$71,000. All the current trucks are serviceable, and Hervey will suggest that they go through another 5 years before purchasing a new truck so that capital reserve funds can fully pay for the purchase. The Fire Department services about 350 calls a year.

Cemetery Reports – Dave Klann spoke for Center Grove Cemetery and said they had a lot of expenses this year, including losing 2 large trees. A written report was included in the handout packet for the Annual Meeting. For the first time in a long time they had to draw money out of the perpetual care fund this year. They now have a website up and running. Mr. Klann said they would have a difficult time without the help from the Township. Mike Frost (10101 85th St NW) spoke for Othello Cemetery. Mr. Frost thanked the Township for the \$2,500 donation last year. He reviewed the \$5,940 in expenses for last year, including \$2,742 for lawn mowing, and said they really appreciated the help from the Township. Moderator Andrist said the voters would be voting on the cemetery levy later in the meeting. The Township appreciates the work these groups do since if they didn't maintain the cemeteries, it would fall back on the Township and it would be a much greater expense.

Road Report by Contractor Mike Wood – The Township has 32.73 miles of township roads, which increased by about 2 miles with the acquisition of Co Rd 113 from the County. Mr. Wood reviewed his written report that was included in the handout packet. Bruening Rock Products was the road rock supplier last year. About 1/3rd of the roads are rocked each year. A list of roads rocked in 2018 was provided. Ditch cleaning was done on 85th St and 88th Ave. A turnaround was added at the end of 88th Ave. 125th St was turned back from the County to the Township. Mr. Wood installed signs 125th St to help mark where the road is located, when it is snowed in. Mike Frost thanked Mr. Wood for cleaning out the ditch and installing the culvert on 85th St.

Planning & Zoning report – P&Z Administrator Ann Fahy-Gust presented a written report that was provided in the handout packet. A summary of activity for 2018 was presented, along with 2017 and 2016 for reference. The township had 38 building permits issued in 2018, including 8 new homes. There also were six metes and bounds splits, 8 septic permits, 5 conditional use permits, 0 variances, 0 boundary adjustments, 87 burning permits, and 41 town hall rentals. In 2018 a new Land Use Plan was created. This required meetings with Planning Advisory Commission, Pine Island City and Olmsted County. The New Haven Board has approved the plan in principle which means that Planning and Zoning administration will act in accordance with the uses as set on the map. The main difference is to put the urban development corridor near the new school where sewer and water services are available. Final inclusion into the Olmsted County map will occur fall 2019. A 8-year graph was presented showing the historical trends, with significant increases in town hall rentals and building permits.

#### 2018 Budget – Clerk Thomforde

The New Haven Township Financial Summary page in the handout includes details of the bank account balances and cash reserves for the years 2016 through 2018. The Township was \$70,821.46 under budget for the year 2018, due to more income than anticipated. Also included on the Township Financial Summary are the property tax levies for the years 2018 through 2020. The Township levy for 2019, set at the 2018 Annual Town meeting, was increased by 7.5% as part of a long-term plan to balance the anticipated revenues and expenditures. Also shown is the Town Board recommended levy for 2020 of \$137,593.00, which is no change from the 2019 levy. This will continue the Township along a long-term plan to bring the cash reserves down to about \$300,000, and to balance the anticipated revenues and expenditures.

Thomforde directed attention to the MN State Auditor Cash Basis Reporting Form Excerpts in the handout. This report includes a summary of all revenues and expenditures for years 2016 through 2018. Each year, this data is reported to the Minnesota State Auditor. In 2018, there were \$260,161.40 in revenues and \$257,938.94 in expenditures for the Township. This added \$2,222.46 to reserve funds. At the end of 2018, the Township had cash reserves of \$571,934.82 in the bank. The Township has no debt.

A page showing the property tax mill rates for townships and some cities in Olmsted County were presented, along with the change for 2019 over 2018. Graphical charts were presented showing the historical mill rates back to 2007 for New Haven Township, some neighboring townships, and cities. Once again, in 2019, the mill rates in New Haven Township are the lowest in Olmsted County.

The 2019 budget approved by the Town Board was reviewed. Assuming most disbursements and revenues stay about the same, the budget will end up using \$54,074 from the cash reserves. This is on target for the amount of reserves that they Town Board would like to see used in a year to reduce the cash reserves surplus over the long run. Currently the Township

has about 2-years expenses in cash reserves. Over the long term, the plan is to reduce the cash reserves of about 1-year's expenses, or about \$300,000.

### **Township Questions – *Binding unless changed by subsequent Town Meeting***

The Town Board recommended Voters set 2020 Total Levy at \$137,593, including:

- Continue General Fund Levy at \$30,000
- Continue Road and Bridge Levy at \$55,000
- Continue Fire and First Responders Levy to \$45,093
- Continue Cemetery Levy of \$7,500

Dave Klann moved set the levy as recommend by the Town Board; seconded by Betsy Carney. The motion carried on a voice vote.

Set time and location for next Annual Town Meeting – by law it must be held on March 10, 2020, with a bad weather date of March 17, 2020. LaMoyne Bruce moved to keep the Annual Town meeting starting time at 3:00 PM at the Town Hall; seconded by Dave Klann. The motion carried on a voice vote.

The Town Board had previously set the time for the Annual Town election from 5:00 PM to 8:00 PM on Tuesday March 10, 2020.

Set a maximum that the Town Board may spend to commemorate an event of historical significance to the town, to recognize volunteers, service efforts, and to recognize town officers, or to host or support a community celebration, under Minn. Stat. §365.10, subd. 12. \$529.59 was spent in 2018 for 4H volunteers and memorials. The Town Board recommended an authorization of a total maximum of \$2,500 for 2019 for all above items. Dave Klann moved to set as recommended; seconded by Wendell Zwart. The motion carried on a voice vote.

### **Other items of Township business for discussion and possible action**

Dave Klann said he thought the Town Board has done an excellent job with the mill rates and expenses. The Township is in Great shape.

Mark Gunderson (8649 85th St NW) said if the Town Board can keep the taxes down, they can have the job.

Dave O'Brien (12702 Co 3 Rd NW) said he was wondering why the Township didn't post the legals in the Zumbrota Shopper? He said there are a lot of older people that don't use computers. He said there haven't been any in the Zumbrota Shopper in the last 2 months. Thomforde responded that all legal notices are still published in the both Post Bulletin and the Zumbrota Shopper. (As a footnote, the last published legal notice was the Annual Meeting and Election Notice, which was published on page 4 of the Zumbrota Shopper on February 20, 2019.)

**Adjournment**

With no further business before the electors and no further comments or questions from anyone present, Moderator Andrist adjourned the meeting at about 3:44 PM.

Approved by the Moderator,

Attest,

Date:

Date:

Mary Andrist – Moderator

Dale J. Thomforde  
New Haven Town Clerk