

# 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 14, 2020

### 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, Road-Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Planning and Zoning Administrator Ann Fahy-Gust was absent with notice.

### 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 noted that New Haven Township is starting 2020 financially secure.

### 4. Public Comment Time:

Dave Klann (7143 75th St NW) presented the Center Grove Cemetery financial report for 2019. A copy will be included in the Township Annual meeting handout packet. Mr. Klann reported that they met all planned goals for 2019, including maintenance, tree trimming, planting new trees, and completed surveying the West Klann Addition for site/lot sales and future burials. The major project for 2020 is to remove a fence and clean the property fence line.

### 5. Consent Agenda:

Beyer moved to approve the December 10 Regular Town Board meeting minutes as written, seconded by Hervey. The motion carried 3-0.

### *Old Business*

### 6. None.

### *New Business*

### 7. Resolution appointing Election Judges for March 3 PNP election:

Beyer made a motion to adopt *Resolution #2020-01 Appointing Election Judges for the 2020 Presidential Nomination Election*. The motion was seconded by Hervey. The motion carried 3-0.

### 8. Resolution appointing Election Judges for March 10 Township election:

Hervey made a motion to adopt *Resolution #2020-02 Appointing Election Judges for the 2020 Township Election*. The motion was seconded by Beyer. The motion carried 3-0.

**9. Resolution establishing Absentee Ballot Board for March 10 election:**

Hervey made a motion to adopt *Resolution #2020-03 Establishing Absentee Ballot Board for March 2020 Township Election*. The motion was seconded by Beyer. 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 for elections during 2020. Beyer moved to adopt the *Resolution #2020-04 Resolution Authorizing Contract with Interested Officer*, seconded by Hervey. The motion carried 2-0, with Andrist abstaining.

Thomforde presented a resolution for Supervisor Dennis Beyer to serve as an election judge for elections during 2020. Hervey moved to adopt the *Resolution #2020-05 Resolution Authorizing Contract with Interested Officer*, seconded by Andrist. The motion carried 2-0, with Beyer abstaining.

Thomforde presented a resolution for Supervisor Brian Hervey to serve as an election judge for elections during 2020. Andrist moved to adopt the *Resolution #2020-06 Resolution Authorizing Contract with Interested Officer*, seconded by Beyer. The motion carried 2-0, with Hervey abstaining.

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

Hervey made a motion to hold the Annual Board of Audit on February 11 beginning at 5:30 PM, seconded by Beyer. 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. Beyer 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 2019 Financial Summary and 2020 Budget:**

Thomforde presented a preliminary 2019 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 \$478,820.27 at year-end 2019. This is down \$93,114.55 from the previous year, which is \$39,040.55 over 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 raising the 2021 levy by about 10%, to help balance the receipts and debts, while maintaining ample cash reserves. The New Haven Township levy will still remain about 20% lower than any other township in Olmsted County. The Town Board will determine the final recommendations for the Township before the Annual Town Meeting.

Thomforde presented a proposed budget for 2020, which anticipates utilizing \$57,704 from the Cash Reserves. The budget will be set at the February Town Board meeting.

**14. ROW Policy Update:**

Last month a Right-of-Way (ROW) Policy was approved. Fahy-Gust commented that the Township does have a ROW ordinance and she does issue permits for doing work in the ROW. The last paragraph of the ROW Policy has been updated to include this pertinent information. Concern was raised with trash cans set in the ROW. Setting trash cans back from the roadway will help snowplowing and reduce the chance they will be hit by a car or snowplow. Beyer made a motion to approve the updated ROW Policy, seconded by Hervey. The motion carried 3-0.

**15. Treasurer's Report:**

Treasurer Figy presented a written treasurer's report detailing all receipts and debits for December 2019. The December month-ending balances and 2019 year-ending balances were:

Checking Account	\$8,401.23
Money Market Deposit Account (MMDA)	\$57,395.06
Pine Island Bank CD 02-13-2020 2.70%	\$105,526.78
Pine Island Bank CD 04-15-2022 2.58%	\$104,503.80
Pine Island Bank CD 11-27-2020 2.68%	\$202,993.40
<b>Total Balance</b>	<b>\$478,820.27</b>

The Checking Account balance includes payments during December of \$6,118 for road maintenance.

On December 3 the Township received a payment of \$53,965.30 from the County for the 2nd half property tax payment.

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

**16. Review and Pay Bills:**

Clerk Thomforde presented a CTAS Schedule 1 showing the balances in each of the township funds (General Fund, Road and Bridge Fund, etc.), with a total matching the total balance presented by the Treasurer. All funds are currently in the black.

All claims received through January 10 were presented for payment consideration to the Board of Supervisors. Claims totaling \$10,212.66, plus payroll, were submitted for approval. The \$300 invoice from Courie and Ruppe was resolved and the billing was in error. The claims include \$6,375.50 for snow removal and road maintenance.

The final payroll number paid in December, including PERA (Minnesota Public Employees Retirement Association), was \$3,457.05.

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

**17. Road Maintenance Report:**

Mr. Wood reported that he has been removing some brush using his new mower on the skid loader, which saves the Township money over manual removal. He has been removing overhanging trees on 95th Avenue and 105th Street. He has also worked on some ice issues.

**18. Planning & Zoning Report**

Planning & Zoning Administrator Ann Fahy-Gust was absent and submitted a written report. A copy is attached.

Fahy-Gust previously distributed minutes for PAC and BOA meetings. Beyer expressed some concerns. Further discussion was tabled until a future meeting when Fahy-Gust is present.

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

Election judges have been taking training for the Presidential Nomination Primary (PNP). An emergency planning session with the County will be attended to plan for the possibility of bad weather on March 3 for the PNP.

February 25th will be caucus night this year. A caucus will be held in the New Haven Town Hall run by the Republican party.

An 80+ page election calendar was received from the MN Secretary of State. It has been reviewed to ensure our Township election calendar conforms.

**20. Adjournment:** With no further business before the Board, Chair Andrist adjourned the meeting at about 7:32 PM.

Approved by the Board,  
Date:

Attest,  
Date:

*[Signed copy on file]*

*[Signed copy on file]*

Mary Andrist – Chair  
For the New Haven Town Board

Dale J. Thomforde  
New Haven Township Clerk

NEW HAVEN TOWNSHIP  
PLANNING AND ZONING REPORT 1/14/2020

Thank you for the opportunity to present my written report as I am unable to attend in person

For December 10 to January 13 the following items have been handled in the P&Z office

1 home permit for a replacement mobile home – permit not finalized due to missing information, expect that information from home owner soon

1 permit for fireplace

1 variance hearing for Gail Butler – initial hearing was to be Dec 16, however, Olmsted County did not post the information or mail postcards – my email to them went to their junk folder. This has been corrected and the hearing was held Jan 7<sup>th</sup>. The Board of Adjustment approved the variance to have 3 parcels of almost equal size on the land adjacent to the township where recently the easement was approved. I have not completed the minutes, but will submit when completed.

3 hall rentals

Assessor's office review of CUP for those not holding commercial taxation on the land that does the commercial business

A meeting was held on the property for sale along CR3 and 125<sup>th</sup> – Yanish farms – to consider how the parcel might be broken up so that sales could start. At the moment the property is listed as the entire 397 acres. They will return with a plan.

Completed the required training for the primary

Calls on road conditions and trash in Devil's Kitchen, referred to Mary to discuss with Mike.

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of November, 2019 statement

6521.33

Income

Checking Account

12-27-19	Hall Rent	75.00
12-30-19 (2)	BlDG Permits	140.00
12-11-19	Online Banking Transfer From MMOA	12000.00
12-26-19	State of MN Tax Pymt	3887.31
12-31-19	Interest	.72

Total Deposits

16,103.03

Debits

4130	Michael Wood LLC (Grading - Mail Boxes - Snow Plow)	6118.00
4131	Hemann Grover & Co. LTD (Payroll)	115.00
4132	Ja Krager LLC dba CMS of Roch (Insp Fee)	1581.21
4133	Stassy Const. (Road Rock)	401.51
4134	MATIT (Workers Comp 2020)	504.00
4135	Omsted Co. Public Works (Signs + 855T. Culvert)	1571.13
4136	Fogarty's Outdoor Service LLC (Lawn Mowing)	100.00
4137	Dale J. Thom Forde (Office Supplies + M. Leage)	77.16
20460	Wages	207.79
20461	Wages	655.12
20462	Wages	367.00
20463	Wages	900.41
20464	Wages	655.12
20465	Wages	461.75
12-10	BevComm	77.78
12-17	Go Daddy	8.99
12-20	PERA	59.86
12-20	PERA	150.00
	Culligan	41.95
	Peoples Energy Co-op 12-26	169.35

Total Debits

14,223.13

New Ending Balance of December, 2019 statement

8401.23

