

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 September 8, 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 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 written, seconded by Beyer. The motion carried 3-0.

3. Public Comment Time (including written comments):

Mark Gunderson (8649 85th St NW) thanked the Town Board and Michael Wood for upgrading the culvert size and the overflow culvert near his house, to help prevent future flooding.

Chris Hawkins (10232 105th St NW) spoke as a follow up to the Special Town Board meeting on September 1. He is a member of the Planning Advisory Commission and the Board of Adjustment. He said we wanted to make the replacement of the Planning and Zoning Administrator a thoughtful process. He said options include replacing Ann Fahy-Gust through an interview process, going to the County, or going to TCPA (Township Cooperative Planning Association). He is concerned that the decision is made through a thoughtful process weighing the costs and fees. He asked if this is the point in time where it should be taken to a committee level, to support the Board, instead of making a snap decision one evening. He thinks that there are a lot of community members that would be actively interested in making sure there is a thoughtful decision that can be brought to the next annual meeting with a recommendation by the Township Supervisors. He questioned why Olmsted County only has 4 townships and TCPA has 11 townships?

LaMoyne Bruce (9474 County Rd 105 NW) said they put a lot of work into it and have a lot of faith in the Board. He requested it be given more thought. He talked to several people after the Special Town Board meeting on September 1 and they said they didn't know what was being discussed and didn't know about the meeting. He agreed with Mr. Hawkins' idea to bring it up at the Annual Meeting.

4. Consent Agenda:

Beyer moved to approve the August 13 Regular Town Board meeting minutes as written, seconded by Hervey. The motion carried 3-0.

Hervey moved to approve the September 1 Special Town Board meeting minutes as written, seconded by Andrist. The motion carried 3-0.

Old Business

5. Review options for planning and zoning administration

Andrist commented a problem with TCPA is they have some retirements coming up in the next couple of years. Hervey said he has reviewed the County fee schedule and it seems like they are a lot higher than our current fees. He said Ann Fahy-Gust doesn't have the time to wait until the Annual Meeting so the decision is going to have to be made sometime fairly soon. He hasn't seen the fee schedule for TCPA. Fahy-Gust said the work level this month was fairly light, and we are getting into the winter months now where the amount of work drops off. She is going to think about if she can handle continuing her position until the March Annual Meeting or having a committee formed. She would like to limit the hours when people contact her for planning and zoning work. She knows some people that may be interested in the job. She said will bring some names to the October meeting. Hervey and Andrist expressed concern about the Township liability with an inexperienced administrator. For now, Fahy-Gust will continue in the P&Z Administrator position. Beyer and Thomforde will contact TCPA to see what they have to offer. Thomforde will put a copy of the Olmsted County P&Z fees that we have received on the Township website.

New Business

6. CARES Act Agreement: Olmsted County received CARES Act money that can be split among the townships. Unused funds go back to the County. New Haven Township can receive up to \$783.66 for reimbursement of expenses for COVID-19. Since New Haven Township isn't filing for any reimbursement funds, a form will be filed with the County indicating the Township isn't making any claims.

7. November 3 General Election Judges:

Thomforde presented a draft list of election judge assignments for the November 3 election. There will be 6 six election judges on each of the two shifts. Hervey offered to serve all day if Fahy-Gust would prefer not to do a morning shift. She said she will get back to him and let him know what she would like to do.

8. Fall road inspection plan:

Due to COVID-19 precautions, the same thing that was done last spring will be done again. Mike Wood will put together a list of projects, and Thomforde will distribute the list to the Board before the next meeting. The Board will review the list and consider approving the work at the next meeting.

9. Review plans for when to reopen town hall for rentals:

The Governor's Executive Order for COVID-19 is still in place, so meetings of more than 10 people are still not allowed. There is an exemption from the 10-person limit for

government meetings, utilizing social distancing and face masks. No change to the no-rental policy will be made at this time.

10. Olmsted County Township Officers Association meeting September 24:

Thomforde reported they want no more than 2 officers from each township at the next meeting on September 24. They are considering a change in the bylaws to limit the number of officers on the Olmsted County Township Officers Association (OCTOA) board from any single township. Beyer and Thomforde will plan to attend the meeting for New Haven Township.

11. Treasurer’s Report:

Treasurer Figy presented a written treasurer’s report detailing all receipts and debits for August 2020. The August month-ending balances were:

Checking Account	\$4,849.86
Money Market Deposit Account (MMDA)	\$85,925.98
Pine Island Bank CD 04-15-2022 2.58%	\$106,540.89
Pine Island Bank CD 11-27-2020 2.68%	\$207,104.74
Less Outstanding Check #4212	\$363.20
Total Balance	\$404,058.27

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

12. 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 the same total of \$404,058.27. All the funds are now back in the black after the authorized transfer last month of \$50,000 from the General Fund to the Road and Bridge Fund.

All claims received by September 7 were presented for payment consideration to the Board of Supervisors. Claims totaling \$8,470.54, plus payroll, were submitted for approval. The claims included \$4,107.50 for road maintenance.

The final payroll number paid in August, including PERA (Minnesota Public Employees Retirement Association), was \$1,598.15.

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

13. Road Maintenance Report:

Mr. Wood reported the culvert by Gundersons has been installed. He has also started mowing ditches.

14. Planning & Zoning Report

Fahy-Gust issued 3 building permits.

She has been working with the DNR and Kory Weis on his landfill after complaint was received. A survey has shown there is 111 cubic feet of fill in the flood area, but none past the tree which was the previous DNR marker. She gave a report which recommends nothing be done at this time, but no additional fill should be added.

15. Miscellaneous Mail Etc. – Clerk:

Couri and Ruppe notified us that they are increasing their attorney rates to \$220 per hour.

Thomforde met with the new pest control company, Adams Pest Control, who bought out the old pest control company. They did an inspection and plugged a hole by the A/C to keep the mice out. The billing rates will remain the same.

Andrist made a motion to authorize Thomforde to replace the two fogged windows in the office area, seconded by Beyer. The motion carried 3-0.

16. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:23 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

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of July, 2020 statement 8551.31

Income Checking Account

8-10	Bldg Permits (2)	1700.81
8-14	Online Banking Transfer in From MMDA	7000.00
8-31	Interest	.35

Total Deposits 8701.16

Debits

4207	Ag Partners (LP Program Propane contract 1200 Gals)	240.00
4208	Ag Partners Co-op (LP Summer Fill)	327.59
4209	J&K Kruger LLC dba CMS of Rochester (Insp Fee)	729.96
4210	Michael LLC (Road Maintenance)	5501.50
4211	Northern Salt Inc. (Chloride Application)	2338.00
4213	Fogarty's Outdoor Service LLC (Lawn Care)	250.00
4214	Hemann Grover & Co. LTD (Payroll Processing)	115.00
4215	Kory Weis (BOA Mtg)	50.00
4216	Chris Hawkins BOA & PAC Mtgs	300.00
4217	Dale J. Thomforde (Reimbursement Keyboard - Water)	46.59
4218	Ginger Roberts-Carson (Election Judge & Training)	247.50
4219	Larry Mattson (Election Judge & Training)	135.00
4220	Dawn Frandsen (Election Judge & Training)	142.50
4221	Mary J. Andrist (Election Judge Food)	39.18
20496	(Wages) 425.09	20497 Wages 150.00
20499	Wages 422.49	20498 Wages 519.00
GoDaddy	8.99	BevComm 77.87
People's Energy Co-op		Culligan 41.95
PERA MN		212.83
		81.37

Total Debits 12,402.61

New Ending Balance of August, 2020 statement 4849.86

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of July, 2020 statement 92791.17

Income M M D A

8-14 Olmsted Co. Pymt	111.43
8-31 Interest	23.38

Total Deposits 134.81

Debits

8-14 Online Banking Transfer out To Checking Acct	7000.00

Total Debits 7000.00

New Ending Balance of August, 2020 statement 85925.98