New Haven Township

Olmsted County, Minnesota – Established 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes January 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 Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist 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: Andrist moved to approve the agenda as printed, seconded by Hervey. The motion carried 3-0.

3. Comments from the Chair: Beyer gave sympathies on behalf of New Haven Township to Ann with the passing of her mother.

4. Public Comment Time: Dave Klann presented the Center Grove Cemetery financial report for 2017. 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. Beyer said that at the last legal seminar, the attorneys recommended townships maintain a copy of cemetery records so they do not get lost. Mr. Klann said he does have maps of the cemetery.

5. Consent Agenda:

Hervey moved to approve the December 12, 2017, regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 3-0.

Old Business

6. Status of MnDOT request for a speed zone study on New Haven Road:

Clerk Thomforde reported that the request was mailed to MnDOT to conduct an engineering/traffic study to determine if a 25 MPH speed limit is reasonable and safe for New Haven Road NW.

7. Updated March 2018 Election Calendar:

Clerk Thomforde distributed an updated election calendar. The MN Secretary of State (SOS) sent out a 72-page election calendar which was reviewed. One item was found that we hadn't included on our calendar; public testing of the automark machine. Thomforde verified that this testing will be published and conducted by the County. The MN SOS office forgot to include on their calendar that February 6th is reserved for precinct caucuses and public meetings cannot be held that night. I informed MAT that they had the wrong date for the precinct caucuses on their calendar. They will be emailing an update to all townships.

New Business

8. Resolution appointing Election Judges for March 13 election:

Hervey made a motion to adopt *Resolution Appointing Election Judges for the 2018 Township Election #2018-01*. The motion was seconded by Andrist. The motion carried 3-0.

9. Resolution establishing Absentee Ballot Board for March 13 election:

Hervey made a motion to adopt *Resolution Establishing Absentee Ballot Board for March 2018 Township Election #2018-02*. The motion was seconded by Andrist. The motion carried 3-0.

10. Resolutions for supervisors serving as election judges:

Thomforde presented a resolution for Supervisor Denny Beyer to serve as an election judge in 2018. Hervey moved to adopt the *Resolution Authorizing Contract with Interested Officer #2018-03*, 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 in 2018. Andrist moved to adopt the *Resolution Authorizing Contract with Interested Officer #2018-04*, seconded by Beyer. The motion carried 2-0, with Hervey abstaining.

11. Set date and time for Board of Audit:

Andrist made a motion to hold the Annual Board of Audit on February 13 beginning at 5:30 PM, seconded by Hervey. The motion carried 3-0. Thomforde will post a notice of the special meeting. The Regular Town Board meeting for March will be on March 6th, due to the Annual Town meeting on March 13th.

12. Preliminary 2017 Financial Summary and 2018 Budget:

Thomforde presented a preliminary 2017 Financial Summary including an annotated CTAS Cash Basis Accounting form and a year-end financial summary for the last 3 years. The Cash Basis Accounting form will be filed with the MN State Auditor, and it has been annotated to better explain each category of revenues and expenses. The year-end financial summary shows a total cash reserves balance of $569,712.36 at year-end 2017. This is down about $23,000 from the previous year, which is about $46,500 under what was budgeted. The Township has no debt. Final reports will be distributed at the Annual Town meeting.

Thomforde proposed recommending increasing the levy by 7.5% in 2019. He also proposed recommending a separate line-item in the levy for cemeteries, breaking it out of the General Fund. Thomforde presented a proposed budget for 2018, which includes budgeting for reducing the cash reserves by about $70,000 in 2018. A chart was presented showing the historical and projected Reserves vs. Levy numbers using 7.5% increases in the levy over the next 5 years. The Town Board will determine the final recommendations for the Township before the Annual Town Meeting.

13. Treasurer's Report: Treasurer Figy presented a written treasurer's report detailing all bank accounts receipts and debits for December 2017. The December month-ending bank account balances were:

General Fund / Road and Bridge Account	$11,822.60
Money Market Deposit Account (MMDA)	$148,920.63
Cash Reserves in 1/2/3-year Laddered CDs	$408,969.13
Total	**$569,712.62**

Figy informed the Board that receipts included $53,380.57 received from Olmsted County for the 2nd half property taxes and $17,767.90 received from Olmsted County for reimbursement to the township for work Mike Wood has performed on the old CR 113.

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

14. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township fund accounts.

All claims received through January 9th were presented for payment consideration to the Board of Supervisors. Claims totaling $9,656.37, plus payroll, were submitted for approval. The final payroll number for November, including PERA, was $3,840.42.

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

15. Road Maintenance Report – Mike Wood:

Mike Wood reported there has been some drifting on the former CR 113. There wasn't anything significant to report.

16. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- She thanked the Township for the memorial plant.
- The Planning Advisory Commission met and approved a variance for Don Heller for an agricultural building on a lot-of-record of less than 35 acres.
- She will bring to the next Town Board meeting recommendations for replacement appointments for the Planning Advisory Commission and the Board of Adjustment.
- The Befort split outside of Genoa has finally been completed. This has been ongoing since 2008.
- She completed the geo-base report, which included no township boundary changes this last year.
- Beacoms would like to replace the barn that was blown down earlier this year. She will work out with CMS and Beacoms about what can be built to replace the previous barn on the existing foundation.
- Checking into an possible daycare facility without a conditional use permit.

- Kory Weis would like to build another shed on the area that was filled in. The DNR thinks there might be a problem. Further investigation is pending.

17. Miscellaneous Mail Etc. – Clerk:

Thomforde sent an email to the City of Pine Island acknowledging receipt of the final annexation payment on the property on CR 3.

The annual indebtedness report has been filed with the County. We have $0 in debt, but the report still has to be filed annually.

The 2017 1099 information has be sent to Hemann Grover for processing.

The internet problems have been fixed by Bevcomm replacing the modem.

The MATIT workers comp survey is due at the end of January. The Clerk will file.

Thomforde plans to attend the Community Planning Team (CPT) meeting this month and will be presenting the resolution requesting a MnDOT speed study on New Haven Road. This helps show part of the Township's efforts to keep the road open while maintaining safety.

18. Adjournment: With no further business before the Board, Chair Beyer adjourned the meeting at about 7:38 PM.

Approved by the Board,
Date:

Attest,
Date:

Denny Beyer – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858

Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net

9024 County Road 3 NW, Oronoco, MN 55960

Board of Audit Meeting February 13, 2018

The Town Board met as the Board of Audit to review the financial records for the year 2017 kept by Treasurer Bob Figy and Clerk Dale Thomforde. The Pledge of Allegiance was recited and the Board of Audit meeting of the New Haven Town Board was called to order at about 5:30 PM by Chair Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist and Supervisor Brian Hervey also present. Also in attendance were Treasurer Bob Figy and Clerk Dale Thomforde.

The Board agreed that an audit of random disbursements, a selection of a minimum of two claims from each month, would adequately represent the attention to detail and accounting practice for the township. Each disbursement was matched to the claim receipt, check number, amount, payee, and month.

MONTH	DISBURSEMENT 1	DISBURSEMENT 2
JANUARY	20313 ✓	3778 ✓
FEBRUARY	3787 ✓	3789 ✓
MARCH	3798 ✓	3801 ✓
APRIL	20328 ✓	3802 ✓
MAY	3819 ✓	3821 ✓ 3823 ✓
JUNE	3830 ✓ 3834 ✓	3831 ✓ 3840 ✓
JULY	20339 ✓	20341 ✓
AUGUST	3848 ✓	857 ✓ 3854 ✓
SEPTEMBER	3858 ✓	3859 ✓
OCTOBER	3871 ✓	3877 ✓
NOVEMBER	3882 ✓	875 ✓
DECEMBER	20360 ✓	20361 ✓ 878 ✓

No anomalies were noted and the records appeared to be in order. Clerk Thomforde stated that the CTAS (City and Township Accounting System) balances matched every month with the bank statements.

Beyer made a motion finding that the audit is complete and accurate, seconded by Andrist. The motion carried 3-0.

Chair Beyer adjourned the meeting at about 5:47 PM.

Approved by the Board,	Attest,
Date:	Date:
Denny Beyer – Chair For the New Haven Town Board	Dale J. Thomforde New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes February 13, 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 Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist 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: Andrist moved to approve the agenda as printed, seconded by Hervey. The motion carried 3-0.

3. Comments from the Chair: Beyer commented that we are almost done with winter and the Town Hall has a new calendar.

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

5. Consent Agenda:

Hervey moved to approve the January 9, 2018, regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 3-0.

Old Business

6. Status of MnDOT request for a speed zone study on New Haven Road:

Clerk Thomforde reported the Township received a letter from MnDOT dated January 9, 2018, stating they agreed to do a speed zone study on New Haven Road, as requested by the Town Board. They said the study would take up to 16 weeks.

7. Updated March 2018 Election Calendar:

Clerk Thomforde distributed an updated election calendar. Added to the calendar is ePollbook training for the election judges on March 7, at 1:00 PM. Most of the election judges plan to attend the training. The notice of the Annual Meeting and Election will be published in the Post Bulletin on February 17, and in the Zumbrota Shopper on February 21. Absentee voting began on February 9th.

New Business

8. 2017 Financial Summary and 2018 Budget:

Thomforde presented a 2017 Financial Summary with a recommended 7.5% levy increase for 2019. The levy for 2019 includes a separate line item for the Cemetery Fund. In previous years this was included as part of the General Fund. By doing this, the electors at the Annual meeting are more involved in the determination of the cemetery assistance spending.

Andrist moved to approve the 2017 Financial Summary, seconded by Hervey. The motion carried 3-0. Chris Hawkins (10232 105th St NW) asked if the flow chart was available showing the projected future cash reserves and levy increases. He expressed his concerns with the drawdown of cash reserves in case of an emergency. Thomforde presented a chart at the January 9th Town Board meeting showing the historical and projected Reserves vs. Levy numbers using 7.5% increases in the levy over the next 5 years. This chart will be presented to the Township at the Annual Meeting. Mr. Hawkins was given a copy of the chart and the spreadsheet data behind the chart will be sent to him via email.

Thomforde presented a proposed 2018 Budget. It is difficult to accurately predict a budget, as shown by 2017, where the Township came in over $46,000 <u>under</u> budget. Thomforde tried to be conservative on the predictions, and came out with about a $69,000 reduction in cash reserves, which will result in a balance in cash reserves of about $500,000 at the end of 2018. Ann Fahy-Gust asked about the budget estimates for Planning and Zoning (P&Z). The estimated revenues and disbursements balanced out. She was wondering if the disbursements shouldn't be greater than the revenues? Thomforde said based on history, some years P&Z brings in income and other years it is an expense. Andrist moved to approve the 2018 Budget, seconded by Hervey. The motion carried 3-0.

9. CD renewal:

The Township has a 3-year ladder of 3 Certificates of Deposit (CDs) with one coming due each year. Treasurer Figy checked with the Pine Island Bank to see if they have any investment offerings available that would earn additional income while maintaining FDIC coverage. The Bank recommended Cetera Investment Services with which they have a relationship. Michelle Gascoigne, Investment Adviser Representative from Cetera Investment Services was present and addressed the Board. Cetera Investment Services is a national company based out of Saint Cloud and she handles investments for the Pine Island Bank and the Bank of Zumbrota. Each brokerage CD has its own FDIC coverage limit of up to $250,000. There are no fees or sales charges for these brokerage CDs. The brokerage has access to CDs from many different banks. Money not invested in CDs is placed in a Money Market account which is also FDIC insured. Currently the 3-year CD rate is 2.6% and a 9-mo rate is 1.7%. The Township can continue to deal with Jeanette at the Pine Island Bank since she is a licensed associate for Cetera.

Beyer made a motion to adopt *Resolution Regarding Maturing Certificate of Deposit #2018-05*. This motion moves the funds from the maturing 3-year CD into the Money Market Deposit Account at the Pine Island Bank. The motion was seconded by Andrist. The motion carried 3-0.

State law requires an annual written resolution of the investment objectives for the Township to invest money outside of a bank. Andrist made a motion to adopt *Resolution Regarding Investment Policy for Township Funds #2018-06*. The motion was seconded by

Hervey. The motion carried 3-0. This resolution was also signed by Michelle Gascoigne, representative of Cetera Investment Services LLC.

Beyer made a motion to adopt *Resolution Regarding Certificate of Deposit Investments #2018-07*. This motion moves $205,000 from the Money Market Deposit Account at the Pine Island Bank into a 9-month CD with Cetera Investments. The motion was seconded by Andrist. The motion carried 3-0.

10. January 10 TCPA meeting recap:

Thomforde attended the January Township Cooperation Planning Association (TCPA) meeting. He learned that by State Law there has to be a nexus between P&Z fees and expenses. P&Z cannot be used to add money to the general fund. The TCPA is trying to determine how they should handle the extra reserve funds that they have accumulated. The TCPA raised their contractor's wages by 21% for 2018. There has been a large increase in workload this last year for the contractor and employees with the increase in new construction permits.

11. January 17 CPT meeting recap:

Thomforde attended the January Community Planning Team (CPT) meeting. He learned that there may be some interest in developing a private auto race facility on an acreage of Elk Run, which has been renamed Pine Meadows. The Elk Run developers are also looking into the possibility of a residential development near the new elementary school. Thomforde suggested they look into developing some official maps for further road developments in the area to let everyone know where future roads will be constructed.

12. January 25 OCTOA meeting recap: Beyer and Thomforde attended the January Olmsted County Township Officers Association (OCTOA) meeting at the Byron Fire Hall. Beyer reported they talked about a county-wide dog ordinance again. No progress to report. The County Sheriff talked about the two characters they are trying to locate. Thomforde reported that the Sheriff has hired 3 new deputies. The Deputy in attendance also reported they are trying to hire a 4th new deputy. Mark Krupski reported that property values for ag land will remain constant this year, but property values for residential property will be going up from 5%-15%.

13. Couri and Ruppe legal seminar is scheduled for October 13:

The Couri and Ruppe township legal seminar will be held again at the New Haven Town Hall on October 13. Due to the benefit to the Township, Beyer moved to waive the rental fee for the town hall for this seminar, seconded by Andrist. The motion carried 3-0.

14. Treasurer's Report: Treasurer Figy presented a written treasurer's report detailing all bank accounts receipts and debits for January 2018. The January month-ending bank account balances were:

General Fund / Road and Bridge Account	$5,782.27
Money Market Deposit Account (MMDA)	$146,999.28
Cash Reserves in 1/2/3-year Laddered CDs	$409,235.39
Total	**$562,016.94**

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

15. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township fund accounts. This shows the same ending balance as reported by Treasurer Figy, since all outstanding checks have cleared.

All claims received through February 12th were presented for payment consideration to the Board of Supervisors. Claims totaling $11,676.86, plus payroll, were submitted for approval. This includes $9,165 for snow removal and sanding. The final payroll number for November, including PERA, was $1,093.41.

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

16. Road Maintenance Report – Mike Wood:

Mike Wood reported there have been a number a small snows. No issues reported.

17. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- 4 permits and 1 new house permit were submitted.
- The Beacom variance request to replace the barn that was blown down earlier this year has been cancelled. They decided not be build a shed larger than is allowed by ordinance.
- No new splits.
- A Conditional Use Permit (CUP) for a child care facility is in the works. Fahy-Gust would like to schedule the public hearing as part of the March 6 Town Board meeting.
- Addressing on the old CR 113 has been updated for E911. It is still confusing for Fedex and UPS since they do not have the updates for 100th Street and 110th Avenue.
- Fahy-Gust nominated Mary Blair-Hoeft, Jacob Wolfe, and Ken Markham to serve on the Planning Advisory Commission to fill open spots. She also nominated Donald Heller, Todd Kennedy, and Dan Mueller to serve on the Board of Adjustment to fill open spots. Andrist moved approve nominees as presented, seconded by Hervey. The motion carried 3-0.
- The County is going through updating the land use plan. The Planning Advisory Commission has been reviewing the plan and making recommendations. A proposed land use plan was presented. This plan includes about 2,000 acres that can be developed by the City Pine Island in the next 10 years, which includes sewer and water service. Fahy-Gust is trying to set up a meeting to discuss with

the City of Pine Island. The County is good with the proposed plan. The Board gave approval to the proposed plan.

18. Miscellaneous Mail Etc. – Clerk:

It is time again to request road rock quotes. Thomforde will solicit quotes to be opened at the April 10th Town Board meeting.

Comments on the Pine Island Well Head Protection Plan can be submitted until March 19.

The Board of Appeal and Equalization will be on Wednesday April 11 at 9:30 AM.

We received notice from the FSA that we lost about 3 acres of ag land with the latest survey. We will sign and return the notice. We now have 33.5 tillable ag acres, not counting the grass waterways.

19. Adjournment: With no further business before the Board, Chair Beyer adjourned the meeting at about 8:14 PM.

Approved by the Board,
Date:

Attest,
Date:

Denny Beyer – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes March 6, 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 Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist 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: Andrist moved to approve the agenda as printed, seconded by Hervey. The motion carried 3-0.

3. Comments from the Chair: Beyer thanked everybody for the support and hard work during the last year, including Mike Wood and Ann Fahy-Gust.

4. Public Comment Time: Betsy Carney (8444 117th St NW) complimented the Township on the nice job done on the recent snow plowing, and said the Township roads were cleared before the County roads.

5. Consent Agenda:

Andrist moved to approve the February 13, 2018, Board of Audit minutes as printed, seconded by Hervey. The motion carried 3-0.

Beyer moved to approve the February 13, 2018, regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 3-0.

Old Business

6. Updated March 2018 Election Calendar:

Clerk Thomforde distributed an updated summary election calendar. Beyer offered to help staff the office on Saturday March 10, from 10:00 AM - Noon for absentee voting. It is required by State statute to have the office open for absentee voting at that time.

The ePollbook education for the election judges will be tomorrow (March 7) at the County election office.

New Business

7. Annual Meeting preparation:

A discussion was held on plans to provide chloride this year. Fahy-Gust said she has it down so that it is almost automatic. If the patrons had to purchase directly from the vendors, it would cost them about twice as much since the Township contributes about half the cost.

A tentative agenda for the Annual meeting was presented by Thomforde. He will be posting the handout packet for the Annual meeting on the Township website on Friday March 9, and distributing copies at the Annual meeting. A summary of Township Financial Summary for

the last 3 years, along with the levies for the last 2 years and a recommended levy for 2019, was reviewed. This year Thomforde proposed recommending adding a levy line item for cemeteries, with a total levy increase of 7.5% over the 2018 approved levy. This increase is part of a long-term plan to balance revenues and expenditures, while lowering the Township cash reserves to about 1-year's expenditures. All Town Board members signed the Township Financial Summary signifying it had been reviewed.

The Town Board sets the time for the Township elections. Andrist moved to set the times annual township elections for 2018 and 2019 at 5:00 PM to 8:00 PM, seconded by Hervey. The motion carried 3-0.

Thomforde presented an updated proposed 2018 Budget. The budget was redone using the latest numbers, including the recent State road tax payment. It currently includes about a $66,500 reduction in cash reserves, which will result in a balance in cash reserves of a little more than $500,000 at the end of 2018. Andrist moved to approve the latest 2018 Budget, seconded by Beyer. The motion carried 3-0.

Andrist moved to set the wages for a non-officer moderator at the Annual meeting at $75, which is the same as what an officer serving as a moderator would receive. Hervey seconded the motion. The motion carried 3-0.

The Town Board authorized Beyer to purchase treats for the Annual meeting.

Updated charts for 2018 were presented by Thomforde showing New Haven Township still has the lowest property tax mill rates in Olmsted County. These charts will be presented at the Annual meeting.

The Board discussed the 2018 4-H project of cleaning the township road ditches. The Board agreed to go ahead with this project again this year.

8. CD purchase:

As instructed by resolutions at the last Town Board meeting, Figy reported he completed reinvesting assets from the maturing certificate of deposit (CD) with Cetera Investment Services LLC. The assets were used to purchase a 9-month CD with Morgan Stanley Bank at an interest rate of 1.7%. The CD will mature 11/23/2018, and can be reinvested into another CD at the current rates at that time. With the affiliation of Cetera Investment Services LLC with the Pine Island Bank, the transfer of funds went pretty smooth.

9. February 14 TCPA meeting recap:

Thomforde attended the February Township Cooperation Planning Association (TCPA) meeting. He learned that they are trying to determine how to use the extra cash reserves they have on hand. Still looking at returning the initial investments in TCPA to each of the townships.

10. February 21 CPT meeting recap:

Thomforde attended the February Community Planning Team (CPT) meeting. He learned the City of Pine Island is looking to expand the number of buildable lots. The City of Oronoco is doing a $750,000 study to determine the best way to handle sewage at a community

level. Thomforde gave the CPT group a copy of the letter from MnDOT saying they would do a speed-zone study on reducing the speed limit New Haven Road. He suggested anyone wanting to give comments, should send them directly to MnDOT at the address provided.

11. Treasurer's Report: Treasurer Figy presented a written treasurer's report detailing all bank accounts receipts and debits for February 2018. The February month-ending bank account balances were:

General Fund / Road and Bridge Account	$11,380.73
Money Market Deposit Account (MMDA)	$158,524.37
Cash Reserves in Laddered CDs	$407,932.35
Total	**$577,837.45**

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

12. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township funds. There was one outstanding check at the end of the month, which has now been cashed. A Cash Control Statement and a Schedule 8 of Investment Activity for the month of February were also presented.

All claims received through March 6th were presented for payment consideration to the Board of Supervisors. Claims totaling $7,207.23, plus payroll, were submitted for approval. This includes $5,205 for snow removal and sanding. The final payroll number paid in February, including PERA, was $1,240.42.

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

13. Road Maintenance Report – Mike Wood:

Mike Wood reported the new road (old CR 113) and the dead ends on 125th St NW are adding about 2½ hours for each snow removal.

Hervey made a motion to hold the reorganization meeting on April 3, beginning at 6:30 PM, and spring road inspection on April 7, beginning at 8:00 AM. The motion was seconded by Andrist. The motion carried 3-0.

14. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There was 1 new home permit and 1 shed permit.
- An Interim Use Permit (IUP) public hearing for a child care facility is scheduled as part of the April 3 Town Board special/reorganization meeting.
- CMS has reviewed and found some expired permits from 2013-2015 that were never completed. There was one expired permit holder that was not happy that the Township hadn't contacted her earlier, which the Township does not track or follow. When permits are purchased, they are told of the expiration date, and

extension option. Completed inspections may be necessary if the property is ever sold.

- She has a copy of the new flood plain map and has asked for another map to show the changes from the previous map. There should be no impact to current residents, but she will check to verify.
- The DNR asked to renew a permit to do work on public waters, with the permission of the landowners.
- Ryan Windows and Siding has been having difficulty sending in the correct amount for flat-fee permits. From now on, payments that are not for the full amount will not be accepted.
- The new members on the Board of Adjustment and the Planning Advisory Commission have been trained and given ordinance books.
- She had been trying to set up a meeting with the David Todd, the Pine Island City Administrator, to review the proposed land-use plan. She will continue to pursue.

15. Miscellaneous Mail Etc. – Clerk:

The township officers declining to take PERA (Public Employees' Retirement) signed the PERA exclusion report.

A letter was received from Century Link asking to be notified before digging for any road projects. This is in addition to Gopher1 notification, for major projects. Fahy-Gust will contact them to see if she can get a map of where they have lines in the Township.

There is a MAT Spring Training Course for officers on March 20.

16. Adjournment: With no further business before the Board, Chair Beyer adjourned the meeting at about 7:55 PM.

Approved by the Board,
Date:

Attest,
Date:

Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Canvassing Board March 13, 2018 – Election Results

Chair Beyer called the New Haven Canvassing Board to order at about 8:20 PM on March 13, 2018. Quorum requirements were met with Chair / Election Judge, Denney Beyer, Supervisor / Election Judge Brian Hervey, and Supervisor Mary Andrist present. Also in attendance were Head Election Judge Ann Fahy-Gust, Election Judge Bob Figy, and Clerk Dale Thomforde.

Head Election Judge Fahy-Gust presented a summary of the election results, signed by all election judges. Beyer made a motion to certify the following election results:

Office of Town Supervisor for the term of 3 years

Mary Andrist	59 votes
Other write-in votes	10 votes

Office of Town Clerk for the term of 2 years

Dale Thomforde	64 votes
Other write-in votes	2 votes

The motion was seconded by Hervey. The motion passed 3-0.

Additional Notes:

There were a total of 71 ballots cast (about 8% of registered voters).
There were 0 absentee ballots.
There were 0 spoiled ballots.
There were 129 unused ballots.

Beyer adjourned the meeting at about 8:25 PM.

Approved by the Board,
Date:

Attest,
Date:

Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Town Board Special / Reorganization Meeting Minutes April 3, 2018

1. Call to Order: The Pledge of Allegiance was recited and a special / reorganization meeting of the New Haven Town Board was called to order at about 6:30 PM by Chair Denny Beyer. Quorum requirements were met with Supervisor Mary Andrist and Supervisor Brian Hervey also present. Also in attendance were Treasurer Robert Figy, Planning and Zoning Administrator Ann Fahy-Gust, and Clerk Dale Thomforde.

2. Set Order of Agenda: Hervey moved to approve the agenda as printed, seconded by Andrist. The motion carried 3-0.

3. Comments from the current Chair: Beyer commented that it is winter again.

4. Select Town Board Chair for the next year: Brian Hervey nominated Mary Andrist for Town Board Chair, seconded by Denny Beyer. The motion carried 3-0. At this point, Mary Andrist took over as chair of the meeting.

5. Recess Reorganization Meeting: Andrist recessed the Reorganization meeting.

6. Interim Use Permit (IUP) Public Hearing:

Andrist opened the public hearing and had Ann Fahy-Gust read the notice that had been published and mailed. Andrist asked if anyone would like to speak in favor of approving the IUP. Applicant Angela McGee (12030 County Road 5 NW) said she would like to see the IUP approved because it is her business. Andrist asked if anyone else would like to speak in favor of approving the IUP. Nobody came forward to speak. Andrist asked if anyone would like to speak against approving the IUP. Nobody came forward to speak. Fahy-Gust gave her recommendation to approve the IUP. A penalty fee has been paid for opening a business before the permit was approved. This was due to confusion with other public agencies. New Haven Zoning recommends approval of an interim conditional use permit for the following reasons: the home use is consistent with the requirements of Section 5.02; a child care facility would fit within the parameters outlined for a permitted use within the ordinances; a child care facility would enhance family life in New Haven Township; and there are other permitted child care facilities within the township.

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

Andrist commented that Ann's report was very thorough. Hervey moved to approve the IUP, seconded by Beyer. The motion carried 3-0.

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

7. Reconvene Reorganization Meeting: Andrist reconvened the Reorganization meeting.

8. Consent Agenda: Hervey moved to approve the following:

A. March 6 Regular Town Board meeting minutes
B. March 13 Annual Town meeting minutes
C. March 13 Canvassing Board meeting minutes

The motion was seconded by Beyer. The motion carried 3-0.

9. Consider any urgent spring road concerns: No urgent spring road concerns were raised. Due to the weather, the spring road inspection will be rescheduled at the next meeting.

10. Additional Reorganization Items:

Select Vice-Chair to fill in when Chair is absent – Denny Beyer nominated Brian Hervey for Vice-Chair under previous *Resolution Creating a Vice-Chair Position on the Town Board #2017-08*, seconded by Mary Andrist. The motion carried 3-0.

Select Rural Fire District representative – Andrist nominated Brian Hervey, seconded Beyer. The motion carried 3-0.

Designate supervisors to fill duties/positions created by the Town Board – Andrist made motion to nominate herself as the road authority to handle issues coming up between meetings and Denny Beyer as the building maintenance authority. The motion was seconded by Beyer. The motion carried 3-0.

Adopt regular Town Board meeting schedule and cancellation dates – Thomforde presented a proposed meeting calendar for the next year, continuing most regular monthly meetings on the second Tuesday of the month at 6:30 PM, with a backup cancellation date being the next Thursday. Beyer moved to approve the meeting calendar, seconded by Hervey. The motion carried 3-0.

Approve cemetery contributions for 2018 – Andrist moved to continue to donate $2,500 to each of the 3 cemeteries for maintenance and upkeep ($7500 total). The motion was seconded by Hervey. The motion carried 3-0.

Approve 4-H project for 2018 – Hervey moved to approve a donation of $500 for voluntary roadside cleanup this year, seconded by Beyer. The motion carried 3-0.

Reaffirm gopher bounty resolution – Hervey moved to reaffirm *Resolution Reestablishing a Gopher Bounty #2017-09*, keeping the bounty at $2.50 for pocket gophers and $1.00 for striped gophers. The motion was seconded by Beyer. The motion carried 3-0.

Designate an official newspaper(s) – Beyer moved to continue using the Post Bulletin and Zumbrota News Record for legal publications, seconded by Andrist. The motion carried 3-0.

Designate notice posting locations – Beyer moved to continue posting on town hall door and township website, seconded by Hervey. The motion carried 3-0.

Designate official bank as the town depository – Beyer moved keep using Pine Island Bank, seconded by Hervey. The motion carried 3-0.

Approve dust-mitigation chloride cost sharing plan for 2018 – Hervey moved continue with the current cost sharing (approximately 50%/50%) between township and patrons for first 300 ft – 600 ft for corner properties, and no private driveways. The motion was seconded by Beyer. The motion carried 3-0.

Approve burning permit fee for the next year – Hervey moved keep it at $5 for an annual permit and free at meetings, seconded by Beyer. The motion carried 3-0.

Adopt Township Officers compensation resolution –Beyer made a motion to adopt the *Resolution Setting the Compensation and Reimbursement of Town Officers #2018-08*, which holds the same compensation rates as last year. Hervey seconded the motion. The motion carried 3-0.

Set Planning and Zoning Administrator compensation – Ann Fahy-Gust commented that she is happy with the current compensation rates. Andrist made a motion to continue the P&Z Administrator compensation at $75 per meeting and $22.50 per hour for hours outside of meetings. Hervey seconded the motion. The motion carried 3-0.

Set Election Judge compensation – Beyer made a motion to keep the Election Judge compensation at $15 per hour. Hervey seconded the motion. The motion carried 3-0.

Set Board of Adjustment compensation – Hervey made a motion to continue the Board of Adjustment compensation at $50 per meeting. Beyer seconded. The motion carried 3-0.

Set Planning Advisory Commission compensation – Beyer made a motion to continue the Planning Advisory Commission compensation at $50 per meeting. Hervey seconded. The motion carried 3-0.

Adopt fee schedule policy (copies, NSF checks, etc.) – Thomforde presented a proposed fee schedule policy for copies of public records, NSF returned checks, lost check, etc. Beyer moved to approve the fee schedule policy with the addition of a fee of $525 for a special Town Board meeting requested by a patron. Andrist seconded. The motion carried 3-0.

Other miscellaneous reorganization items – None.

11. Adjournment: With no further business on the agenda, Chair Andrist adjourned the meeting at about 6:52 PM.

Approved by the Board of Supervisors,	Attest,
Date:	Date:
Mary Andrist – Chair For the New Haven Town Board	Dale J. Thomforde New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes April 10, 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 Brian Hervey also present. Supervisor Denny Beyer was absent with notice. 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 Andrist. The motion carried 2-0.

3. Comments from the Chair: Andrist thanked the election judges for running a smooth township election on March 13.

4. Public Comment Time: Nancy Busch (8522 Main St. Genoa) said the asphalt road in Genoa is in bad shape. She started a petition signed by 21 people in the Genoa area requesting that the "Genoa tar road repair" be revisited. Tammy Klein (8319 Main St. Genoa) said they moved to Genoa about 3 years ago to get away from gravel. Many houses are close to the road and it is a big concern if the road went back to gravel. Chair Andrist stated that we are going to conduct a spring road inspection, when the weather permits, and the Town Board will look very carefully at that road. Nancy Busch asked if it would be possible to put weight restrictions on the road to control the semi traffic off Genoa Road? James Johnson from Bargen Inc. was present and he had looked at the road with Mike Wood. He presented a quote for pavement patching and installing 30 ton of cold mix for a total of $15,400. His suggestion is to use a paver to spread hot mix in the patch area and spread the cold mix flexible material over some of the other bad areas. Andrist thanked Mr. Johnson for the information he provided and said the Town Board will be looking into it on the spring road inspection.

5. Consent Agenda:

Hervey moved to approve the April 3, 2018, Special/Reorganization Town Board meeting minutes as printed, seconded by Andrist. The motion carried 2-0.

Old Business

6. None:

New Business

7. Review Road Rock Quotes:

Clerk Thomforde said he solicited quotes for road rock from 4 different suppliers, and received quotes back from 2 of them. Bruening Rock Products provided a quote of $9.64 per

yard for road rock delivered and truck spread as directed anywhere on New Haven Township roads. Paulson Rock Products provided a quote of $14.83 per yard for road rock delivered and truck spread as directed anywhere on New Haven Township roads.

Jim Zwiener, from Bruening Rock Products, was present and said that this year they should have 6-8 trucks for delivery, which should help make things go faster.

Hervey moved to accept the 2 quotes received, seconded by Andrist. The motion carried 2-0.

8. ROW Easements:

Vince Fangman (11724 110th Ave NW) said he was originally interested in recovering 17 feet of the 50 foot right-or-way (ROW) easement in the metes-and-bounds split, but now he may not be requesting that change. Mr. Fangman said the quit claim deed giving the former County Rd 113 to the Township doesn't define the ROW, except for the easements of record. He did request removal of stumps from the NW corner of the property and cleaned out of the ditch. Andrist said the Town Board will check it out on the spring road inspection.

9. School Bus stop signs on 105th Street:

Thomforde said the County received a request for *School Bus Stop Ahead* warning signs on 105th St. NW, near the Lindahl property. The County checked into it, and with the poor sight lines, the signs appear to be warranted. It will cost about $400 in materials and labor to have the County install 2 signs. Andrist moved to have the County install the signs, seconded by Hervey. The motion carried 2-0.

10. Reschedule Spring road inspection:

Due to the anticipated weather conditions, the spring road inspection was rescheduled to Tuesday April 24, 2018, at 8:00 AM.

11. PERA Updates:

Thomforde provided Public Employees Retirement Association (PERA) exclusion forms for the township officers that do not participate in PERA to sign. He also provided forms for those in PERA to designate a beneficiary.

12. March 14 TCPA meeting recap:

Thomforde attended the March Township Cooperative Planning Association (TCPA) meeting. He learned that they currently have $396,000 in cash reserves, which is more than they feel they need to have on hand. New TCPA officers were elected. They are still looking for someone to serve as secretary.

13. March 20 MAT Spring Training recap:

Thomforde attended the MAT day-long clerk training session. The MAT opinion on how some things should be done doesn't always agree with our attorney's recommendations. We will follow our attorney's recommendations in those cases. The Executive Director for MAT has been terminated by a 5-7 split vote of the Board of Directors. No reason for the dismissal was

given. In the legislative update they said there are so many bills that are proposed, they aren't sure what is finally going to be passed into law.

Andrist attended the MAT day-long supervisor training session. They talked about using recycled shingles on roads. Currently there are no shingle recyclers in our local area. She looked into volunteers providing a hold-harmless form to the township. This will be investigated with our attorneys. Road chloride and information on holding the Board of Appeal and Equalization was also discussed at the training session.

14. March 21 CPT meeting recap:

Thomforde attended the March Community Planning Team (CPT) meeting held at the Pine Island High School. Milton Township reported they had 31 voters at their township election, and Pine Island Township reported the had 12 voters. New Haven Township did better with 71 votes. Weed spraying was discussed by Pine Island Township with little success. Arrangements have been made so that Ag Partners will notify elementary school when they are spraying the fields near the new school. Elk Run is working on recovering 50 acres of land they dedicated to MnDOT that was not used for new roads. EDA reported the new apartment building on Main Street should be open by November. Starting in May, Fahy-Gust will be attending the CPT meetings for New Haven Township.

15. March 22 OCTOA meeting recap:

Thomforde reported that the Olmsted County Township Officers Association (OCTOA) meeting discussion OIA payments, which returns some money from traffic fines to the townships. The County Attorney would like to have an agreement with the townships to give the money to the County for prosecution costs. The township attorney said that was not necessary. New Haven Township won't apply for an OIA number until the issues have been resolved.

Andrist reported that the 2 Olmsted County Board members attending the meeting were against the townships getting the OIA money from the State.

16. Treasurer's Report: Treasurer Figy presented a written treasurer's report detailing all bank accounts receipts and debits for March 2018. The March month-ending bank account balances were:

Checking Account	$7,137.52
Money Market Deposit Account (MMDA)	$158,590.82
Cash Reserves in Laddered CDs	$407,932.35
Total	**$573,660.69**

Hervey moved to approve the Treasurer's report, seconded by Andrist. The motion carried 2-0.

17. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township funds. The total in all funds matches the total the Treasurer reported in the checking and savings accounts.

All claims received through April 9th were presented for payment consideration to the Board of Supervisors. Claims totaling $54,756.65, plus payroll, were submitted for approval. This includes $41,208 for fire and first responders last year, and $2,500 contributions to each of the 3 cemeteries in the Township. The final payroll number paid in March, including PERA, was $1,183.62. This number matches the cleared checks in Treasurer's written report.

Hervey made a motion to pay all bills, seconded by Andrist. The motion carried 2-0.

18. Road Maintenance Report – Mike Wood:

Mike Wood reported that he has been plowing snow. He didn't plow Genoa Road because he was previously asked not to plow that section in the spring when the roads are soft. A complaint was received and he will now plow the New Haven section of the road as needed.

Thomforde presented an email regarding the rock on 75th Avenue, complaining the road becomes a sticky-muddy mess when wet. Mr. Wood said the road was rocked last year and the rock from Keller Quarry last year contained too many fines. The road will be checked out during the spring road inspection.

Thomforde presented an email regarding the snowplowing on 117th Street during the last snow event. It was later on April 3rd before the road was plowed. Mr. Wood explained that the roads were soft so he tried to wait until later so the snow could be cleared in one pass and make less of a mess.

Thomforde reported the mail boxes in front of his house were hit by the snow plow. Mr. Wood would like to see swing-away mail boxes installed along Plum Creek Road NW.

19. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- Completed the State building permit surcharges quarterly reporting. Due to the debit card limits, the payment will be in next month's claims.
- There was 1 new home permit and 1 shed permit.
- The previously approved resolution from the Interim Use Permit (IUP) for a child care facility was ready for signatures.
- She attended the flood management meeting. They did a good job explaining the new floodplain designations. New Haven Township has no homes within the floodplain designated areas, although some properties have areas designated floodplain.
- She met with the County to review the proposed land use plan that the Township Planning Advisory Commission has put together. They recommended proceeding with a public information meeting, and continue trying to engage the City of Pine Island. She will be convening a Planning Advisory Commission meeting to set up the public information meeting to get the information out to the public.

20. Miscellaneous Mail Etc. – Clerk:

Thomforde presented a chart showing excerpts of revenues and expenditures from the Cash Basis Reporting Forms for the last three years. The Cash Basis Reporting Form is filed annually with the State Auditor. The excerpts chart allows a comparison of the different categories for the last three years. This information was requested at the last Annual Meeting and thought to be helpful. The chart is posted on the Township website.

The Township received the property tax statement for 2018. The market value of ag property didn't change, and the taxes on the 40 acres decreased to $2,820 for 2018 from $3,062 last year.

The Board of Appeal and Equalization will be held April 11th beginning at 9:30 AM.

Hervey moved to set the price for homeowners to purchase fire signs installed by the township at $50 again for 2018, seconded by Andrist. The motion carried 2-0.

21. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:57 PM.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Local Board of Appeal and Equalization for New Haven Township
Meeting Minutes – April 11, 2018

1. Call to Order: The Local Board of Appeal and Equalization for New Haven Township was called to order at about 9:30 AM by Chair Mary Andrist. Quorum requirements were met with Supervisor Brian Hervey also present. Certification requirements were met with both Andrist and Hervey training certified. In attendance from Olmsted County Assessor's Office were Julie Hackman – Assistant Director, and Ryan Kraft – County Assessor. Clerk Dale Thomforde took a record of the minutes. The purpose of this meeting was to address appeals of 2018 assessment valuations and classification for taxes payable in 2019.

2. Appeals:

A. Glen Mitchell (6513 100 St NW), the property owner of parcel number 85.24.24.081993, was present. Mr. Mitchell asked about the homestead exclusion. Ryan Kraft explained that the homestead exclusion is on a sliding scale. The state-wide maximum exclusion is on an estimated market value of $76,000. The exclusion diminishes on values above or below that amount. At a value above $413,800, the exclusion goes away. Mr. Mitchell also asked if everybody's estimated market valuation went up 8% this year. The Assessor said that was about average. Some in New Haven went up more than that. The number of sales averaged about 6-7 per township in New Haven and Salem. In every case, the sale was for more than the valuation, and in some cases significantly more. That showed them that they had to do an increase in valuations across the board. They are half way through the evaluation period for next year and they are looking at another increase. No estimated market valuation change was requested. Andrist moved to make no change in the market valuation, seconded by Hervey. The motion carried 2-0.

B. The Assessor recommended changing the estimated market values of PIDs 85.06.24.068460, and 85.06.21.068465, on Trophy Lake. These parcels each have a land-only estimated market value of $120,000. The Assessor recommended lowering the estimated market value on these parcels to $110,000 based on unique conditions. Hervey moved to lower the assessed values as recommended by the Assessor, seconded by Andrist. The motion carried 2-0.

C. The Assessor had talked to owner Ron Titus about the estimated market values of PIDs 85.23.11.038790, and 85.23.11.039095. Hervey moved to not change the estimated market value as recommended by the Assessor, seconded by Andrist. The motion carried 2-0.

D. The Assessor had inspected PID 85.34.43.039119, at the written request of an adjustment by the owner Terry Sigrist. The estimated market value was raised this year from $148,800 to $164,000. It has an older septic system and there was on offer on the property for $20,000 less due to the unknown condition of the septic system. The land is 1.39 acres in Genoa and is valued at $40,000. The assessor reviewed a couple of comparables in Rock Dell and Salem Townships. If the septic fails and a form is submitted to the Assessor, an adjustment can be made. Andrist moved to not change the estimated market value as recommended by the Assessor, seconded by Hervey. The motion carried 2-0.

E. It was pointed out by the Clerk that the Assessor didn't have enough road ROW in the estimated market value for Vince Fangman's property PID 85.20.23.078848. There is a road on the south with a 33' easement, and a road on the west. The survey the Assessor had showed a 33' ROW easement on the west side. The highway easement document from Metes and Bounds Subdivision (recorded document A-1102030) has a 50' ROW easement on the west side. The Assessor will check into this and make the appropriate technical adjustments.

F. Dan Kohlmeyer (8511 Co Rd 3 NW), property owner of parcel number 85.36.22.057891, was present. The Assessor has an estimated market value of $85,000 for the property and $363,700 for improvements. The Assessor had a couple of comparables in New Haven and Salem Townships. The Assessor said if Mr. Kohlmeyer got an appraisal on the fair market value, that he would look at it. Since Mr. Kohlmeyer appeared at this meeting, he retains the option to appeal to the County Board on June 19th. Andrist moved to not change as estimated market value as recommended by the Assessor, seconded by Hervey. The motion carried 2-0.

3. Adjournment: With no further business before the Local Board of Appeal and Equalization, Chair Andrist adjourned the meeting at about 10:02 AM.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Spring Road Inspection Town Board Meeting Minutes April 26, 2018

Call to Order: The Pledge of Allegiance was recited and a special meeting of the New Haven Town Board was called to order at about 8:00 AM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Planning and Zoning Administrator Ann Fahy-Gust, Road Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Beyer drove the van provided by Hervey for this road inspection.

The following items were observed (in order of inspection):

1. 69th Avenue – some overhanging trees on east side. May be out of ROW.
2. 91st Street – no issues.
3. East 85th Street – some overhanging trees near Rollie Postier.
4. 60th Avenue – no issues.
5. Riverheights Court – trees in ROW on north side.
6. 120th Street – Ann will check on trailer house to see if CUP is needed. Due for rock this year.
7. West Center Street – no issues.
8. 65th Avenue – Clean out culvert and remove trees near Ellefson's. May need permission from David J. Steichen to clean out down-stream from ROW.
9. 85th Avenue – due for road rock this year. Move one end-of-road marker back from trail. May need to add markers or fence to prevent drive throughs at dead end.
10. 125th Street – New triple culverts look good. Concern raised about how low new sections of 125th Street are and they may get filled in with drifting snow, especially the west section, which is lower than the nearby field.
11. New Haven Road – Speed limit study by MnDOT is about due shortly.
12. 110th Avenue – Stumps on Fangman property where looked at. They are within the 50' ROW, but are cut off low enough not to be a problem. They may help prevent ditch erosion.
13. West 85th Street – Needs some ditch/culvert cleanup. May need some rap-rap.
14. Genoa: Hervey moved to go ahead with the Bargen Inc. quote to patch 26'x22' on Exchange Avenue and install 30 ton of cold mix on the worst areas of Exchange Avenue

and Main Street, for a total price of $15,400. Motion was seconded by Beyer. The motion passed 3-0.

15. 75th Street – Some ditch cleanout is needed.

Adjournment: With no further business before the Town Board on this Special Meeting, Chair Andrist adjourned the meeting at about 10:45 AM. A total of about 35 miles were covered during this road inspection.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858

Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net

9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes May 8, 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: Andrist moved to approve the agenda as printed with the addition of road rock delivery at the front, seconded by Hervey. The motion carried 3-0.

3. Road Rock Delivery: Mike Wood reported he talked to Ashley, the dispatcher at Bruening Rock Products, and she told him that they could deliver road rock to the Township sometime during the middle to end of July. This presents a problem since chloride for dust mitigation is usually applied in early June. Jim Zwiener from Bruening Rock Products was present and said he had recently talked to Ashley and thought they could deliver road rock to New Haven Township this week. They have been running 60-hour weeks trying to catch up with the amount of work they have this year. Mr. Zwiener suggested townships take rock quotes in February so they are ready to apply rock when road restrictions are removed. With 6 trucks running, Mr. Wood thought they could finish rocking the New Haven Township roads due for rock this year in 2-3 days. Andrist thanked Mr. Zwiener for coming to the meeting.

4. Comments from the Chair: Andrist said we had a successful spring road inspection and thanked Hervey for providing the transportation and Mike Wood for monitoring the roads. She also thanked Thomforde for updating the website with Town Board meeting minutes going back to 2003.

5. Public Comment Time: Sergeant Steve Kazeck, from the Olmsted County Sheriff's Department, was present to see if there were any Township issues that should to be addressed. There were none. Also, he had no issues that the Town Board needed to address.

6. Consent Agenda:

Hervey moved to approve the April 10, 2018, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Hervey moved to approve the April 11, 2018, Board of Appeal and Equalization minutes as printed, seconded by Andrist. The motion carried 3-0.

Hervey moved to approve the April 26, 2018, Spring Road Inspection minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

7. None:

New Business

8. Spring Road Inspection Action Items:

Mike Wood reviewed the roads that are due to be rocked this year.

The blacktop road repairs in Genoa have been completed.

Ann Fahy-Gust said she has sent out letters to all second-dwelling grandfathered trailer owners asking them let her know if any changes have been made. She will check further into the status of the trailer on 120th Street NW.

Christian Krueger had asked the Clerk if the Township would like to sell 68th Avenue NW. The Township doesn't own the street but only has an easement. Since there are two other landowners on that road, vacating the road probably is not feasible. It was suggested that he contact the Planning and Zoning Administrator if he would like to apply for a variance to add an addition to his house that is closer to the existing road than is normally permitted.

The remaining work detailed in the Road Inspection meeting minutes is approved for Mr. Wood to work on this summer.

9. Road Chloride Plan:

Fahy-Gust will mail postcard notices to 98 residents, including all of those residents along the former Co Rd 113.

Bluff Country Brine quoted $1.12 per gallon for calcium chloride, and Northern Salt Inc quoted $0.93 per gallon. It is estimated the County will be about $0.97 per gallon. Hervey moved to accept all quotes and to leave it up to the Chair to determine which vendor to use based on delivery, seconded by Beyer. The motion carried 3-0.

It was decided to use the oak stakes again this year and Beyer and Thomforde will coordinate picking up stakes after chloride is applied.

Beyer moved to set the shared-cost price this year at $81 for 300 feet of chloride, seconded by Hervey. The motion carried 3-0.

10. Review CD Investments:

The Clerk found that the Minnesota State Auditor has a township form for investments outside of a bank. The Chair signed the form and Cetera Investments will also sign the form, which needs to be renewed annually.

Thomforde recommended withdrawing the bank CD due a February 2020, and reinvesting the funds into a CD with Cetera Investments. This will more than double the interest rate, and earn more than an additional $1,000 per year in interest for the Township. Beyer made a motion to adopt *Resolution Regarding 36-Month Certificate of Deposit #2018-09*. The motion was seconded by Hervey. The motion carried 3-0.

11. Review Hall Rental Rates:

A discussion was held on the current hall rental rates. Hervey made a motion to increase the non-resident and commercial rates to $200, seconded by Beyer. The motion carried 3-0.

12. Quarry Lease, expires July 15, 2018:

John Allen has expressed an interest in using the pit for depositing clean fill. The accessible rock has been pretty much used up, and the last crushing by Braaten Sand and Gravel wasn't very good due to too much clay. We will invite John Allen to the next town board meeting to discuss further.

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

Checking Account	$6,100.90
Money Market Deposit Account (MMDA)	$103,645.76
Pine Island Bank CDs	$203,193.50
Cetera Investments CD	$205,000.00
Total Balance	**$517,940.16**

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

14. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township funds. The month-ending total balance in all funds matches the above total balance in the Treasurer's report. The Clerk requested the Board authorize transfers to bring all funds into the black. Andrist moved to transfer $7,500 to the Fire Fund from the General Fund, and to transfer $7,500 to the Cemetery Fund from the General Fund, seconded by Beyer. The motion carried 3-0.

All claims received through May 8th were presented for payment consideration to the Board of Supervisors. Claims totaling $11,262.02, plus payroll, were submitted for approval. This includes $6,193 for road maintenance (snow removal, sanding, and grading) and $2,820 for 2018 property taxes on the Township leased/rental property.

The final payroll number paid in April, including PERA (Minnesota Public Employees Retirement Association), was $1,599.97. 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:

Andrist thanked Mike Wood for bringing the road rock delivery schedule to her attention, and for his help on getting it resolved.

Thomforde reported the bus-stop-ahead signs have been installed on 105th Street NW. They were installed by the County for the Township.

The MnDOT speed study on New Haven Road was to be completed in 16 weeks, which is May 1. The Township has not heard of any results yet.

16. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There were six building permits, with 4 of them for new homes.
- There was one split, which will probably result in a new home.
- Setting a date to get the Planning Advisory Commission together. They will be setting a date for a public open house on the proposed land use plan.
- She talked to Ryan Kraft from the County Assessor's Office. They will be eliminating the personal tax statement and will just have a real estate tax statement on the Township owned property.

17. Miscellaneous Mail Etc. – Clerk:

The Chair signed a claim for 398 striped gopher tails.

Received a check from the Byron Snow Bears for the grass drags. The temporary conditional use permit application was missing. Fahy-Gust will follow up.

The Township received thank you cards from Othello and St. Michaels Cemeteries for the contributions this year.

Ann Fahy-Gust plans to attend the Community Planning Team (CPT) meeting for the Township this month.

Town Board meeting minutes back to 2003 are now available on the website.

18. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:51 PM.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858

Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net

9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes June 12, 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: Andrist said we had a successful chloride application on the day the contractor said they would do it. She thanked Ann Fahy-Gust for riding in the truck and Thomforde for picking up the stakes.

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

5. Consent Agenda:

Hervey moved to approve the May 8, 2018, Regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 2-0, with Beyer abstaining since he was not present at the meeting.

Old Business

6. Keller Quarry future use planning: The current lease with Braaten Sand and Gravel expires July 15, 2018. Bob Braaten from Braaten Sand and Gravel was present. The consensus of the Supervisors was that the good rock is pretty much used up and the pit can be filled in and reclaimed. Beyer made a motion to have a verbal agreement with Braaten that they can continue to dump clean fill in the pit and push it in to level it off, with the right for either party to terminate the agreement at any time, seconded by Andrist. The motion carried 3-0. Thomforde will send an invoice to Braaten Sand and Gravel for a refund of the remaining balance for prepaid rock crushing, which is believed to be $7,707.31, since the remaining road rock in the pit is not suitable to apply on township roads.

7. Snow Bears Temporary CUP and Beverage Application: Byron Snow Bears again applied for a temporary CUP and beverage application for the grass drags this fall. Beyer moved to approve, seconded by Hervey. The motion carried 3-0.

8. Review Road Chloride Application:

Fahy-Gust reported that the chloride was applied on June 8th, as planned. There was some light rain, which was fine. Some stakes were far set back from the road, so they were hard

to locate. Some people thought the notification cards were sent too early and they forgot to purchase on the designated dates. Overall, the chloride program went well.

Thomforde provided a summary of the chloride applied. Total coverage was 24,650 feet, which is about 14% of the township roads. 70 patrons purchase chloride and 12 patrons purchased additional chloride beyond partially-subsidized 300 feet.

9. CD Investments Update: Treasurer Figy reported that the Pine Island Bank offered to match the interest rate from Cetera Investment Services if a current CD was left with them. This would raise the annual interest rate from 1.09% up to 2.7% for the remaining almost 2 years on the CD. This would also avoid the 6-month early withdrawal interest penalty. The Treasurer and Clerk recommended that the Township accept the Bank's offer and not transfer the money into a CD with Cetera at this time. Andrist made a motion to adopt *Resolution #2018-10 Rescinding Previous Resolution #2018-09*. The motion was seconded by Beyer. The motion carried 3-0.

New Business

10. Hidden Meadows RV Park additional signage:

Hidden Meadows approached Fahy-Gust about adding additional signage to make it easier for people to find their location. They were invited but did not show up at this town board meeting so the issue is tabled until later.

11. 88th Avenue bus turnaround and maintenance: Thomforde presented an email he received from Mark Karppi (9622 88th Ave NW) that they were informed the school bus driver won't turn around in Farrel Bruce's driveway any longer since the culvert in the driveway has a hole in it. Farrel Bruce (9520 88th Ave NW) was present and said he didn't want kids to have to walk from his driveway to the end of 88th Ave. Travis Bruce (9263 88th Ave NW) has a child that rides the school bus, and when he talked to the school they proposed picking up the kids at the intersection of Co Rd 105 and 88th Ave. He convinced them to pick up at Farrel's driveway. For safety, a solution where the bus can pickup kids near the south end of 88th Ave is desirable. A turnaround near the end of 88th Ave will be investigated. The previous plan to put a turnaround at Pressnall's driveway fell through. Thomforde will investigate with the County the legal location of the road and ROW. Further Town Board action was tabled until the next town board meeting.

12. Genoa blacktop repair: Andrist reported that an email was received from Nancy Busch (8522 Main St. Genoa) stating that after the blacktop repair a tractor drove over it and left tracks. That type of blacktop will migrate, and has healed some. The contractor said they would roller it out if we were dissatisfied. The rest of the blacktop repair looks good.

13. 110th Ave ROW dumping: Diane Brogan (8384 110th Ave NW) reported there were trees and concrete dumped in the road ROW on the Adrian Heublein property. Andrist asked Fahy-Gust to send a letter to them asking them to removed the material from the ROW.

14. Rural Fire District Association meeting recap: Hervey reported that at their quarterly meeting they approved paying for half of an AED (Automated External Defibrillator) machine. Hervey was reelected chair of the Association for another year. They will spend about $36,000 this coming year for new suits that need to be replaced about every 10 years. There is about $360,000 in the equipment fund which will be pretty much used up in the coming year to buy a new pumper.

15. May 9 TCPA meeting recap: Thomforde attended the May Township Cooperative Planning Association (TCPA) meeting. He learned that they might have a State Auditor issue if they have too much surplus in their account from building permits. They don't think there will be a problem until they get balance of over $500,000, which could trigger an audit. The problem is that money comes in with the building permits and goes out at some later time for inspections. The thought is that it should roughly balance out by the end of the year. We can review where the Township is at the end of the year. TCPA believes their rent will increase at some point above the current $3,000 per year which may use some of their surplus.

16. May 16 CPT meeting recap: Thomforde attended the Community Planning Team meeting and let them know that Ann Fahy-Gust will be attending future meetings. Thomforde requested that they let us know if there was any school bus issues in New Haven Township. David Todd talked about the potential ICE detention facility that was being considered for Elk Run. The City also has seen some interest for housing development near the new school.

17. May 24 OCTOA meeting recap: 2018 County road construction plan was received at the meeting. Also received a township and County bridge construction/repair plan prioritized list. Andrist reported that the County said they still plan to continue Co Rd 5 from the new school to Hwy 52 in 2019-2020. The County Attorney talked about drug court. The County is trying to secure bonding for a mental health crisis center.

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

Checking Account	$12,300.52
Money Market Deposit Account (MMDA)	$97,678.95
Pine Island Bank CDs	$203,462.19
Cetera Investments CD	$205,000.00
Total Balance	**$518,441.66**

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

14. Review and Pay Bills:

Clerk Thomforde reviewed the current Schedule 1 report from CTAS (City and Township Accounting System) showing the balances in each of the different township funds. The month-ending total balance in all funds matches the above total balance in the Treasurer's report.

All claims received through June 12th were presented for payment consideration to the Board of Supervisors. Claims totaling $61,481.91, plus payroll, were submitted for approval. This includes $32,880 for road rock and $15,400 for the Genoa blacktop repair.

The final payroll number paid in April, including PERA (Minnesota Public Employees Retirement Association), was $1,599.97. 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.

The Clerk requested the Board authorize a transfer from the Road Capital Reserve Fund pay for the Genoa blacktop repairs. Andrist made a motion to transfer $15,400 to the Road Capital Reserve Fund from the Road and Bridge Fund, seconded by Beyer. The motion carried 3-0.

15. Road Maintenance Report – Mike Wood:

Mr. Wood reported that road rock was applied to the roads that were due for rock this year. Roads were bladed as needed.

He would like to start on cleaning some of the ditches and mowing, including mowing areas with wild parsnip.

Thomforde received a solicitation for spraying from Barth Construction. Mr. Wood recommended mowing twice to control the wild parsnip instead of spraying.

Fahy-Gust received a report on erosion of top soil near 115th St. NW. Mr. Wood will keep an eye on the culverts in the area.

Thomforde reported that we haven't heard from MnDOT about the speed study results on New Haven Road. This was supposed to be completed by May 1. He will contact them if we don't hear from them in the next couple of months.

16. Planning & Zoning Report – Ann Fahy-Gust

Ann Fahy-Gust recommended approving a Temporary CUP for another 2-day shooting event. Hervey moved to approve, seconded by Beyer. The motion carried 3-0. James Burke was present and reported that all the proceeds from the youth shooting event last year went be into scholarships for kids.

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There were 2 building permits for new homes.
- There was one split completed.
- She sent a letter to an owner about a possible home business violation.
- There may by another CUP for a repair shop.
- A concern was raised about the road closing at the south end of 85th Ave. It was pointed out that there is currently only one road to the new school. The school currently has only one driveway, which provides access to the new Co Rd 5. In 2 years, Co Rd 5 will be completed which will provide a second access route and driveway to the school.

- A draft of the proposed land use plan information open-house handout was provided. She will have copies made and conduct 3 open-house meetings. The open-house have been advertised in the paper. Invitations will be sent to the City of Pine Island and the County.
- People are driving through the Co Rd 3 closed road construction. They need to follow the detours. The Township has posted the detour information from the County.

17. Miscellaneous Mail Etc. – Clerk:

The County road maintenance agreement for the next year was received. They are the backup to our contractor, if needed. Hervey moved to approve, seconded by Beyer. The motion carried 3-0.

We received a notice of the State Demographer on the township population. The population in April 2017 was 1224, with 481 households.

We received a quote from B&B Sand for materials which Mike Wood uses as needed for road repairs. Beyer moved to accept the quote, seconded by Hervey. The motion carried 3-0.

Received a note about election judge training. Training is required every 2 years. The Clerk will forward the information to all potential judges.

MAT Summer training is being held in Rochester on June 21, for interested township officers.

Annual meeting minutes have been added to the website so they now go back to 1999. Year-end financial summaries have been added to the website so they now go back to 1997. Town Board meeting minutes have been added to the website so they now go back to 2003. There are no plans to go back further with minutes or financial summaries, but they are available for review by contacting the Clerk.

18. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 8:12 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 April, 2018 statement 6100.90

Income — Checking Account

5-5 Bldg & Burn Permits	5008.82
5-19 Bldg & Burn Permits	175.00
5-26 Chloride	1458.00
5-26 Chloride & Bldg Permits	6454.12
5-9 Online Banking Transfer From MMDA	
	6000.00
Interest	.67

Total Deposits 19096.61

Debits

3943 J2 Kruger LLC dba CMS (Insp Fee)	1380.42
3944 Absolute Pest Elimination (Pest Control)	40.00
3945 MN Dept of Labor & Industry (Bldg Permits)	388.50
3946 Mary Andrist (MAT Short Course)	50.00
3947 Michael Wood LLC (Snowplowing-Grading Sanding)	6193.00
3948 Hemann Grover & Co. LTD (Payroll)	105.00
20380 Wages	415.57
20381 Wages	502.22
20382 Wages	600.27
Bev Comm (Phone)	77.26
Olmsted County Property Tax	2820.00
POS Purchase USPS	35.00
GO Daddy	8.99
PERA MN	81.91
Culligan	41.70
People's Energy Co-op	157.15

Total Debits 12896.99

New Ending Balance of May, 2018 statement 12300.52

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of April, 2018 statement 103 645.76

Income

MMDA

5-31 Interest	33.19

Total Deposits 33.19

Debits

5-9 Online Banking Transfer out To Checking Acct	6000.00

Total Debits 6000.00

New Ending Balance of May, 2018 statement 97678.95

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes July 10, 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: Beyer moved to approve the agenda as printed, seconded by Hervey. The motion carried 3-0.

3. Comments from the Chair: Andrist said that she took the Minnesota Association of Township summer training course, and New Haven Township is doing everything just right.

4. Public Hearing – Hoerle IUP: The owners of the subject property of the public hearing were not present, and the fee for the Interim Use Permit (IUP) has not been paid. Fahy-Gust asked for advice from the Board on how to handle the event planned in September. The Board suggested sending them a letter telling them that holding the event is not legal.

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 June 12, 2018, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

7. 88th Avenue bus turnaround and maintenance: Andrist met with Travis Bruce (9263 88th Ave NW), Mike Wood, and Clerk Thomforde at the south end of 88th Ave NW, and Mr. Bruce agreed to dedicate an easement on his property to build a turnaround for the school bus and road maintenance. Mike Wood estimated the cost for the turnaround would include a culvert and road rock. The fill will come from the ditch cleaning along 88th Ave, and needs to be deposed of in any event, so there is no cost for that. The additional labor cost should be about $1,000. Travis Bruce was present at the Town Board meeting and gave verbal agreement to dedicate the easement. The Town Board agreed to go ahead with constructing the turnaround. Thomforde distributed a handout with a copy of pages 16-17 from the Spring 2016 Minnesota Township Insider. This article titled "Is This a Township Road" discusses different types of recorded and unrecorded roads. This turnaround easement would be established under an expressed common law dedication.

8. Hidden Meadows RV Park additional signage: Hidden Meadows previously approached Fahy-Gust about adding additional signage to make it easier for people to find their location. They were invited to the last two Town Board meetings but have not appeared. Consideration of this request will be dropped unless brought up at a later time.

9. Keller Quarry future use planning, lease expires July 15, 2018: Beyer said John Allen wanted to talk to the Town Board about dumping fill in the pit, but he had an accident and could not appear. This is tabled until some later time.

10. 110th Ave ROW dumping: Fahy-Gust sent a letter to Adrian Heublein requesting that the materials dumped in the township road ROW be cleaned up due to the traffic safety hazard. Andrist asked Fahy-Gust to send another letter asking them to removed the material from the ROW within 7 seven days, and if he doesn't clean it up, the Township will have our road maintenance contractor clean it up and the Township will bill him for the cleanup cost.

New Business

11. Election Judge resolutions:

Clerk Thomforde presented a resolution with nominations for election judges for the 2018 Primary and General Elections. Hervey made a motion to adopt *Resolution Appointing Election Judges for the 2018 Primary and General Elections #2018-11*, seconded by Beyer. The motion carried 3-0.

Thomforde presented a resolution for Supervisor Mary Andrist to serve as an election judge in 2018. Hervey moved to adopt the *Resolution Authorizing Contract with Interested Officer #2018-12*, seconded by Beyer. The motion carried 2-0, with Andrist abstaining. These resolutions are needed for Supervisors to serve as election judges.

12. June 21 MAT Training recap: Andrist attended the Minnesota Association of Township summer training course in Rochester. This session covered gravel roads. Many townships are struggling because they don't have people that know how to handle gravel roads. New Haven Township is fortunate that we have Mike Wood as our road contractor and he knows how to handle gravel roads. They discussed wages for election judges. The Township pays $15 per hour, which is what most townships pay. Some pay more and some pay less. They also discussed how to handle people wearing political attire while voting. In general, it appears New Haven Township is doing things according to law. Andrist received complements from other township officers on our town hall and website.

13. Trees Falling on Roads: Beyer had a couple of emergency calls for trees that had fallen on 85th Street and 80th Avenue. He got a call from the sheriff and he spent a couple of hours helping to direct traffic until the roads were cleared.

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

Checking Account	$5,454.30
Money Market Deposit Account (MMDA)	$47,697.42
Pine Island Bank CDs	$203,462.19
Cetera Investments CD	$205,000.00
Total Balance	**$461,613.91**

Figy reported that after the June statements, the township received payments from Olmsted County of $64,562.74 for the first-half 2018 property taxes and $17,500.00 for the final maintenance payment for the transfer of the old CR 113 to the Township.

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

15. Review and Pay Bills:

All claims received through July 10th were presented for payment consideration to the Board of Supervisors. Claims totaling $19,871.39, plus payroll, were submitted for approval. This includes $9,482.28 for road chloride and $6,568 for road maintenance.

The final payroll number paid in June, including PERA (Minnesota Public Employees Retirement Association), was $1,646.80. 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.

Thomforde presented a Schedule 1 report from CTAS showing a current Total Balance of all funds of $524,395.98 after recent deposits and checks.

16. Road Maintenance Report – Mike Wood:

Mr. Wood reported that they graded roads, resulting in some calls about dust.

They mowed a top-cut along the roads. He bought a new mower which he is using to mow areas with wild parsnip.

He has cleaned out some ditches by Mike Frost and installed a new culvert.

17. Public Hearing – Hoerle IUP (second try):

The owners of the subject property of the public hearing were now present, so the public hearing was held.

Andrist asked Fahy-Gust to introduce the Interim Conditional Use Permit (IUP) request.

Planning & Zoning Administrator Ann Fahy-Gust stated that a notice was published in the paper to hold a public hearing tonight regarding an IUP request from Don and Julie Hoerle, 6632 91st Street NW. The purpose of the request is to hold events as a home business.

Andrist opened the public hearing.

Andrist asked if anyone would like to speak in favor of the request. Don Hoerle, applicant, said he was caught off guard and that they had two weddings over the last 2 years. They are planning on holding a fund raising event this year. Andrist asked if anyone else would like to speak in favor of the request. No one else came forward to speak in favor of the request.

Andrist asked if anyone would like to speak against the request. No one came forward to speak against of the request. Andrist reported that she received a message from Theresa Kundert (6916 91st Street NW) who wanted to be here tonight but was unable to attend. She was concerned about the number of events, traffic, dust, and liquor. Andrist asked again if anyone would like to speak against the request. No one came forward to speak against the request.

Andrist asked Planning & Zoning Administrator Ann Fahy-Gust to give her recommendation. Fahy-Gust said it would be nice to have another event center in the Township. There are a number of pieces that need to happen before it can be approved. It needs to be reviewed by the Fire Department, reviewed by the County, and they need to ensure there is sufficient parking. She does think it is within the ordinances for creating public meeting places. She recommended tentative approval and then she will check with the different authorities for reviews, and it can be revisited at the Town Board meeting next month for final approval. The time for operating the events will be set for IUP at that time. She asked if there should be any fine for holding previous events without approval. Don Hoerle explained that food and liquor was catered in at the previous events. They didn't know they were doing anything wrong at the time. So far they haven't charged for any of the events.

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

The Board agree not to impose any fine since they did not charge for the previous events. Andrist said they were kind of lucky with the previous events since there could be insurance problems holding a event without a permit. The first step is to get the required approvals, and also contact the neighbors to alleviate any concerns. Beyer made a motion to approve the IUP with the stipulations put together by Fahy-Gust, seconded by Hervey. The motion carried 3-0.

18. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There was a demolition permit and 2 building permits.
- There is a variance coming up along with the IUP discussed earlier.
- They held the proposed land use plan information meetings. The City of Pine Island Mayor and Administrator attended one of the meetings. They plan approach the City of Pine Island to have more in-depth conversions about the intent of the land use plan, including modifying the orderly annexation agreements to match the land use plan, roads as pieces get annexed, and future development outside of the current plan. Andrist said she attended one of the information meetings and she was impressed by the presentation.
- There was a HUD home sold in Douglas that has a non-conforming septic and well. Fahy-Gust would like to hold a Douglas community meeting to discuss options and possible grant funding. She plans to send out postcards and hold a separate Planning and Zoning information meeting.
- There is a problem with the DMV with the new addressing on 100th Street and 110th Avenue. She contacted Olmsted County GIS and asked them to straighten

out the DMV so that people renewing their driver's licenses get the correct address.

- Fahy-Gust reported they are making good progress on the new Co Rd 5. Chris Hawkins (10232 105th Street NW) reported 105th Street is seeing a lot of traffic due to the closed roads for construction. He would like to see additional maintenance on the road. Fahy-Gust will contact the County to see if they can be of some assistance on the road due to the construction. They are also using 115th Street as a construction haul road for running empty dump trucks.

19. Miscellaneous Mail Etc. – Clerk:

The road-closed signs have been removed on New Haven Road. They could be put up again in a couple hours if needed.

A request has been sent to Braaten Sand and Gravel for a refund for the unused portion of prepaid rock, which is $7,707.31.

20. 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 May, 2018 statement 12300.52

Income Checking Acct

6-2 Chloride	1674.00
6-4 Chloride - CUP - Hall Rent - Permit	1909.00
6-9 Chloride - Hall Rent - Burn Permit	967.00
6-19 Bldg Permit - Fire Sign	457.21
6-27 Land Split - Rock Royalty - Chloride	942.00
6-13 Online Transfer From MMDA	50,000.00
Interest	1.76

Total Deposits 55950.97

Debits

3952 Ag Partners (L.P. Summer Fill)	447.81
3953 Rochester-Olmsted Planning Dept (Dec-May Service chg)	171.51
3954 JJ Kruger LLC dba CMS (Insp Fee)	1566.12
3955 Hemann Grover & Co, LTD (Payroll)	105.00
3956 Bruening Rock Products Inc (Road Rock)	32880.24
3957 Olmsted Co. Public Works (School Bus Signs)	475.38
3958 Bargen Inc. (Genoa Paving)	15400.00
3960 Michael Wood LLC (Grading - Trash Pick-up)	8683.50
3961 Scott Ward (Gopher Bounty)	398.00
3962 Brian Hervey (Road Insp Mileage)	19.08
3963 Dale Thom Forde Reimbursement (Supplies)	195.25
20383 Wages	277.05
20384 Wages	721.14
20385 Wages	531.01
BerCom 77.26 GoDaddy 8.99 PERA	117.60
Pos Purchase Staples of Roch - Office Supplies	168.48
Culligan	41.70
People's Energy Co-op	152.07
3949 Chris Hawkins (PAC & BOA Mtg)	200.00
3950 Fogartys Outdoor Service (Lawn Mowing) 150.00 Ann Fahy Gust (Map)	10.00

Total Debits 62,797.19

New Ending Balance of June, 2018 statement 5454.30

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of May, 2018 statement 97678.95

Income MMDA

Interest	18.47

Total Deposits 18.47

Debits

6-13 Online Banking Transfer out To checking Acct	50,000.00

Total Debits 50,000.00

New Ending Balance of June, 2018 statement 47697.42

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes August 7, 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: Andrist explained that the town board meeting was being held tonight due to the Primary Election next week on what would be the regular meeting date.

4. Public Comment Time: John Zemke (7703 100th Street NW) said he asked Ann Fahy-Gust if Kory Weis would rebuild the fence on the new building. Fahy-Gust said she hasn't received building plans yet, but it will be looked into later. Beyer asked Fahy-Gust if she had inspected the property. She said she has and the main new building will be on existing ground, with a lean-to extending out over fill. Andrist asked to have this item put on the agenda for a future meeting when plans are firmed up.

5. Consent Agenda:

Hervey moved to approve the July 10, 2018, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

6. 88th Avenue bus turnaround update: Mike Wood said his plan was to construct the turnaround this week on the Travis Bruce property, where he gave the Township easement.

7. 110th Ave ROW dumping: Fahy-Gust sent a letter to Adrian Heublein requesting that the materials dumped in the township road ROW be cleaned up due to the traffic safety hazard. Andrist said that if the materials (concrete and logs) were not removed by August 14, the township maintenance contractor should clean it up and the Township will bill him for the cleanup cost.

New Business

8. Primary Election planning:

Clerk Thomforde reviewed plans for the Primary Election on August 14th. The Board authorized Andrist to pick up food for lunch/dinner.

9. Resolution dedicating State Town Aid to R&B Fund: Clerk Thomforde presented a proposed resolution designating that the funds received for under the Minnesota Department of Revenue Town Aid should be designated to the Road and Bridge Fund to help pay for road maintenance. Beyer made a motion to adopt *Resolution Designating Minnesota Town Aid Funds #2018-13*, seconded by Hervey. The motion carried 3-0. The State Town Aid will be $3,974 for 2018 and $3,775 for 2019.

10. July 26 OCTOA meeting recap: Beyer reported the MAT District 1 meeting is on August 9 in Owatonna. Thomforde reported the County Sheriff was at the meeting but refused to perform his Youtube singing and dance routine for the group. A lot of County staff were absent due to the County Fair.

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

Checking Account	$6,627.20
Money Market Deposit Account (MMDA)	$107,806.08
Pine Island Bank 2 CDs	$203,726.92
Cetera Investments CD	$205,000.00
Total Balance	**$523,160.20**

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

12. Review and Pay Bills:

Thomforde presented a Schedule 1 report from CTAS showing a current Total Balance of all funds of $523,160.20 on July 31, 2018.

All claims received through August 7th were presented for payment consideration to the Board of Supervisors. Claims totaling $6,947.88, plus payroll, were submitted for approval. This includes $4,739.50 for road grading and maintenance.

The final payroll number paid in June, including PERA (Minnesota Public Employees Retirement Association), was $4,146.48. 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.

13. Road Maintenance Report – Mike Wood:

Mr. Wood reported that they cleaned up some brush on 85th Street, with more to clean up in Devil's Kitchen.

He plans start mowing ditches and construct the 88th Ave turnaround this month.

Thomforde reported we haven't been reimbursed yet for the Braaten on the unused credit.

Thomforde reported that we haven't received any results from requested MnDOT speed zone study for New Haven Road. We did receive a satisfaction survey from MnDOT which Thomforde will fill out informing them about the late speed study.

No word from the County yet on the transfer of the remaining 125th Street back to the township. We need to talk to the County about the low areas of 125th Street. Both sides are higher than the road, and get snowed in. Andrist asked Fahy-Gust to see what she could find out on the situation.

14. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There was one variance for a larger shed (Kory Weis). She has been in conversation with the DNR about the expansion plans. Based on the preliminary plans, it is not an issue with the DNR.
- She did three building permits.
- Working on an Interim Use Permit (IUP) for a home business for the next meeting.
- Potential split coming up and there may be a request for access off the town hall drive.
- A letter is going out to Randy Struckman regarding a house trailer replacement without a permit for inspections. It is currently nonconforming which may create insurance problems for him.
- She has received more information regarding the Hoerle IUP event center application. It will require sprinklers. They are modifying their plans to not use the upper level. There was no permit to change a maintenance shed to a meeting hall. May need a special town board meeting to review the Township position.
- Set dates with the City of Pine Island to meet with Fahy-Gust and Chris Hawkins. She would like to have the Town Board adopt the proposed land use plan at the September regular Town Board meeting and submit to Olmsted County.
- Working on water / septic issues in Douglas. The problem house in Douglas is a HUD house and they don't have disclosure requirements.

19. Miscellaneous Mail Etc. – Clerk:

Dave Klann (7143 75th St NW) thanked the Town Board for the support. He requested the Township add a link to the Center Grove Cemetery website. Thomforde will add the link.

20. 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 June, 2018 statement 5454.30

Income Checking Acct

7-3 State of MN	202.50
7-11 Online Banking Transfer From MMDA	22000.00
7-20 State of MN	2003.00
Interest	.80
6-30 Bldg Pmts - Hall Rent	887.22
7-11 Bldg Permit - CUP - Demo Permit	601.00

Total Deposits 25694.52

Debits

3959 N.H. Sodbusters c/o Joy Kaul (Volunteer Services)	500.00
3964 Absolute Pest Elimination (Pest Control)	40.00
3965 J2 Kruger LLC dba CMS (Insp Fee)	1635.07
3966 Northern Salt Inc. (Chloride Application)	9482.28
3967 Fogarty's Outdoor Service LLC (Lawn Mowing)	200.00
3968 Hemann Grover & Co. LTD (Payroll)	105.00
3969 New-Record Zumbrota (MTg Notices)	73.20
3970 Mary Andrist (Summer MAT MTg)	60.00
3971 Ann-Fahy Gust (Cookies for Public MTg)	11.96
3972 Dale Thomforde (Fire Signs - Supplies, Mileage)	49.66
3973 Michael Wood LLC (Grading, Mowing ROW Maint.)	6568.00
20386 Wages	207.79
20387 Wages	676.96
20388 Wages	663.19
20389 Wages 969.67 20390 Wages 851.66 20391 Wages	494.07
Safe Deposit Box 25.00 BerComm 77.22 IRS Tax Pymt	1318.14
Go-Daddy 8.99 PERA MN 108.14 PERA MN	175.00
Culligan	47.95
People's Energy Co-op	174.92
POS Purchase Wal-Mart	3.75

Total Debits 24521.62

New Ending Balance of July, 2018 statement 6627.20

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of June, 2018 statement 47697.42

Income MMDA

7-5 Olmsted Co.	64562.74
7-10 Olmsted Co.	17500.00
Interest	45.92

Total Deposits 82108.66

Debits

7-11 Online Banking Tranfer out	
To Checking Acct	22000.00

Total Debits 22000.00

New Ending Balance of July, 2018 statement 107806.08

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Special Town Board Meeting Minutes August 21, 2018

1. Call to Order: The Pledge of Allegiance was recited and a special 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 Planning and Zoning Administrator Ann Fahy-Gust and Clerk Dale Thomforde.

2. Meeting Agenda: The purpose of the meeting is to review the Interim Use Permit (IUP) application for an event center, by Donald and Julie Hoerle, 6632 91st St NW, Oronoco, 55960. Since this is a special town board meeting, no changes to the agenda are permitted.

3. Review the Interim Use Permit (IUP) application for an event center:

Chair Andrist asked Ann Fahy-Gust to present the reason she requested the special town board meeting.

Planning & Zoning Administrator Ann Fahy-Gust said she wanted to present an update on where the Hoerle IUP application stands. Fahy Gust reviewed a handout she had prepared which included:

- A recommendation of items to be completed in order to determine the permit status.
- A list of actions thus far.
- A list of concerns.
- An email from the architect after talking to the building inspector.
- A review from the Rochester-Olmsted Planning Department

There was an unpermitted event held 2 weekends ago and complaints were received from the neighbors.

There is a charity event coming up in September. This is outside of a permitted use and a liability exposure for both the Hoerles and the Township. Fahy-Gust would like to inform the charity of the situation.

Andrist reported that she received a complaint from Gary Kittleson (9214 69th Ave NW). He wasn't able to attend this special town board meeting. He was concerned with the noise from the recent event that interrupted his sleep when he had to work the next day. He also thought the sign on the road with directions to the event was huge and probably not permitted. He would like to see no more than a couple of those events per year.

Fahy-Gust was hoping to have plans so that she could move ahead with getting approvals. Don Hoerle (6632 91st St NW) was present. Andrist told Mr. Hoerle that in the meantime, he cannot be holding these events. Andrist said she would like to get the Township attorney involved to give the Township advice and send a cease and desist letter.

Randall Baartman (6423 85st St NW) said they were in the affected zone. He had questions about the sound proofing of the building. He is also concerned about the additional traffic since he and his neighbor have recently had some property damage from cars going off the road.

Kevin Damgard (6917 91st St NW) said he was perturbed while sitting on his deck by the sound coming from the recent wedding reception event. He was affected by the sound and would like to try to find some way Hoerles can do their business. He appreciated that the gravel road had been chlorided. He is also concerned about fireworks. He was thankful that it stopped at midnight.

The Town Board agreed to have Fahy-Gust get in touch with the Township attorney and to send a cease and desist letter to the Hoerles.

4. Adjournment: With no further business before the Board on the agenda, Chair Andrist adjourned the meeting at about 6:53 PM.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes September 11, 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: Andrist said she is thankful that Co Rd 5 is open to the school. She is very thankful to the people that live in New Haven Township that put up with the construction, especially those that live on New Haven Road, 105th St., 110th Ave., and 125th St. She hopes that things are more pleasant for everyone now.

4. Keller Quarry:

On September 1, 2018, Braaten Sand and Gravel was sold to Chris DeCook's company, Olmsted Aggregate, Inc.

Chris DeCook was present at the meeting and introduced himself to the Board. He would like to continue dumping clean fill into Keller Quarry and pushing over the edge. He is willing to dump and fill in the pit as the Board wishes. Mr. DeCook asked about dumping stumps. Beyer said that stumps could be piled at the bottom and burned. Concrete needs to be recycled, and cannot be dumped. Mr. DeCook said he is Ok with others also dumping in the pit, but they would need to pay him if he was going to be pushing it over the edge, and he doesn't want to be responsible if they dump unacceptable materials.

Beyer said he would like to see the berms pushed back to reclaim the filled in areas. This would make it look better, and hay could possibly be planted in the reclaimed areas.

The Board had no issues will Olmsted Aggregate Inc. dumping clean fill, pushing the fill into the pit, and leveling out the filled in areas. Mr. DeCook will put together a draft proposed agreement that will hold the Township harmless.

A 2018 Material Price List was submitted by Mr. DeCook. Andrist moved to accept the quote pricelist from Olmsted Aggregate, seconded by Hervey. The motion carried 3-0.

5. Public Hearing – Brandon Mensing IUP:

Chair Andrist asked Fahy-Gust to read the published legal notice for the Interim Use Permit (IUP) public hearing.

Planning & Zoning Administrator Ann Fahy-Gust read the notice that was published in the paper. The notice stated the a public hearing would be held tonight regarding an IUP request from Brandon Mensing, 11645 75st Street NW. The purpose of the request is to establish a home business to do small engine repair.

Andrist opened the public hearing.

Andrist asked if anyone would like to speak in favor of the request. Brandon Mensing (11645 75th Street NW), applicant, apologized for starting his business without a permit. He talked to Olmsted County after talking to the State, and they incorrectly told him that he didn't need to do anything else. He has been repairing engines for about 10 years, and would like to continue that business. Andrist asked if anyone else would like to speak in favor of the request. No others came forward to speak in favor of the request.

Andrist asked twice if anyone would like to speak against the request. No one came forward to speak against of the request.

Andrist asked if anyone else would like to speak about the request. No one came forward to speak about the request.

Andrist asked Planning & Zoning Administrator Ann Fahy-Gust to give her recommendation. Fahy-Gust presented her recommendation which was summarized in a handout provided. She recommended that and IUP be approved with conditions.

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

Andrist said she didn't see any problems with the request and stated that family has always kept things neat, and it is away from other neighbors. Beyer made a motion to approve the IUP with the conditions as written by Fahy-Gust, seconded by Hervey. The motion carried 3-0.

6. Public Comment Time: Andrist welcomed Sergeant Steve Kazeck, from the Olmsted County Sheriff's Office who was checking in with the Township. No one from the public came forward to speak on items that were not otherwise included in this agenda.

7. Consent Agenda:

Hervey moved to approve the August 7, 2018, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Hervey moved to approve the August 21, 2018, Special Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

8. Hoerle Event Center IUP application: Fahy-Gust has had no further conversations with the Hoerles after the cease and desist orders were issued from both the building inspector and the Township Attorney. The Hoerles have been told that they can hold no future events since they are in violation of the zoning ordinance and building code ordinance. Fahy-Gust discussed the situation with a non-profit organization that had planned an event, and explained to them that

their insurance may not cover them if they hold their event at a non-permitted venue, and that the Township would not be liable.

9. 88th Avenue bus turnaround update: After the school bus tested it, Mr. Wood enlarged the turnaround. Andrist has reviewed the completed turnaround and said it is gorgeous and lovely. No complaints have been received.

10. 110th Ave ROW dumping: The chunks of wood and concrete dumped along side of the road in the Township right-of-way (ROW) has been cleaned up by the owner.

New Business

11. 125th Street turn back plans:

Thomforde reported all the Board members received a letter from the County that there will be a public hearing on the turn back 125th Street to the Township. The public hearing will be held during the October 9th Town Board meeting, and conducted by the County. There are some residents that have some concerns that have been told about the meeting. The Board of Supervisors plan to inspect the road during the fall road inspection. It was agreed to hold the road inspection on September 18, beginning at 8:00 AM.

Paul Altrichter (9309 125th Street NW) called Thomforde to ask how residents on the east section of 125th Street could pay to have their road blacktopped. A subordinate service district could be set up to assess the cost to the property owners along the road. It would probably required all three property owners to agree to pay for it. Thomforde recommended that Mr. Altrichter come to a Board meeting and discuss it with the Town Board.

The cut-off section of Co Rd 5 will become a private driveway for Fahy-Gust.

12. Primary Election recap:

Clerk Thomforde reported the following statistics for the Primary Election on August 14:

- There were 164 voters at the poll, and 6 absentee voters.
- 904 registered voters on 7 AM, with 2 new voter registrations on election day.
- There was a 19% turnout, which is pretty good for a primary.
- 7 election judges worked for full or partial shifts.

13. Propane prepay: Clerk Thomforde contacted Ag Partners since we did not receive a propane prepay offer yet this year. The application period had past, but they offered us the old price, which is cheaper than the current price. With 20 cents a gallon down, the price can be locked in at $1.26 per gallon. Andrist moved approval of locking in 1,000 gallons at $1.26 per gallon, with 20 cents a gallon down. The motion was seconded by Hervey. The motion carried 3-0.

14. Town Hall water softener / filter: Andrist checked with Superior about purchasing an iron filter. It was found 60-80 gallons are used per recharge which would require our septic holding tank to be pumped frequently. The Township will stick with Culligan exchange tanks for now.

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

Checking Account	$7,288.65
Money Market Deposit Account (MMDA)	$102,458.81
Pine Island Bank 2 CDs	$204,394.39
Cetera Investments CD	$205,000.00
Total Balance	**$519,141.85**

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

Going forward, Thomforde will include the Treasurer's report, along with the monthly meeting minutes, on the website.

16. Review and Pay Bills:

Thomforde presented a Schedule 1 report from CTAS showing a current Total Balance of all funds of $519,141.85 on August 31, 2018.

Thomforde asked the Board to authorize a transfer of $50,000 from the General Fund to the Road and Bridge Fund to cover anticipated expenses through the end of the year. Andrist so moved, seconded by Beyer. The motion carried 3-0.

All claims received through September 10th were presented for payment consideration to the Board of Supervisors. Claims totaling $19,156.14, plus payroll, were submitted for approval. This includes $13,780.06 for road grading, maintenance, construction of the 88th Ave turnaround.

The final payroll number paid in June, including PERA (Minnesota Public Employees Retirement Association), was $1,437.02. 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.

17. Road Maintenance Report – Mike Wood:

Mr. Wood reported that he finished the 88th Ave turnaround.

Mowing was completed on September 10th.

He has a few ditches to clean out and some tree work to work on.

Thomforde contacted MnDOT about the New Haven Road speed study and they said it should be completed this fall.

18. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- There were 5 permits; 3 ag permits and 2 splits for Tower Investments.
- One IUP was processed and addressed tonight.
- Received a letter from John Zemke regarding the Kory Weis IUP. Fahy-Gust believes the home business can grow under the terms of the IUP, but cannot grow to employ outside employees.

- Fahy-Gust and Chris Hawkins met with the City of Pine Island Mayor and City Administrator. They are in agreement with the proposed land use plan. They would like to have a joint meeting to discuss the proposed plans with City of Pine Island and the Township. The next step is to work on the annexation agreements, replacing the current agreements, including how roads will be handled.
- Fahy-Gust has a meeting coming up in the beginning October with Chris Priebe, from G-Cubed, and Olmsted County, to discuss the water / septic issues in Douglas and steps that need to be taken for grant funding.

19. Miscellaneous Mail Etc. – Clerk:

Thomforde will talk to Richard Pressnall about moving his large blue drop box and mailbox steel pipe. Mike Wood will check into purchasing swing-away mailbox posts, and installing them in as needed, similar to how Kalmar Township handles them. They run about $75 to $100 a post, with installation.

The County notified us of some forfeited land that are going up for auction. The Township can take over the parcels if they are used for a public purpose. There are two woodlot parcels in New Haven Township, of which, no public use is apparent.

Couri and Ruppe Law Firm are raising their rates from $190 to $200 per hour.

Received a bill from MATIT for insurance on the Town Hall for $2564 for 2019.

Fahy-Gust received authorization from the Board to attend a land use planning training session, which has a tuition fee of $150.

Thomforde will bill Mike Frost for the field drive culvert that was installed.

Fahy-Gust will bill the land owner the cost for the building inspectors to red-tag the building violation.

20. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 8:00 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 July, 2018 statement 6627.20

Income Checking Account

8-6	Burn Permits - Bldg Permits - Variance Permit	902.22
8-8	Bldg Permit - Hall Rent	140.00
8-21	Hall Rent - Bldg Permit	560.71
8-22	Bldg Permit	1902.71
8-29	Ag Bldg Permits	50.00
8-8	Online Banking Transfer From MMDA	5500.00
Interest		.71

Total Deposits 9056.35

Debits

3974	Michael Wood LLC (Grading - Row Maint)	4739.50
3975	J2 Kruger LLC dba CSM (Insp Fee)	877.00
3976	Hemann Grover & Co LTD (Payroll)	105.00
3977	Fogarty's Outdoor Service LLC (Lawn Mowing)	200.00
3978	David O'Brien (BOA Mtg)	100.00
3979	Craig Koop (BOA Mtg)	50.00
3980	Dale Thomforde (Office Supplies - Mileage)	56.64
3981	Ag Partners (Weed Killer)	432.00
3982	Rochester-Olmsted Planning Dept (Jan-June Planning Chg)	76.87
20392	Wages	252.79
20393	Wages	566.61
20394	Wages	535.22
Bevcomm		67.22
POS Purchase	USPS	10.00
Go Daddy		8.99
PERA		92.40
Culligan		41.95
People's Energy Co-op		190.69

Total Debits 8394.90

New Ending Balance of August, 2018 statement 7288.65

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of July, 2018 statement 107,806.08

MMDA

Income

8-21 Olmsted Co. Pymt	105.22
Interest	47.51

Total Deposits 152.73

Debits

8-8 Online Banking Transfer out To Checking Acct	5500.00

Total Debits 5500.00

New Ending Balance of August, 2018 statement 102,458.81

New Haven Township

Olmsted County, Minnesota – Est. 1858

Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net

9024 County Road 3 NW, Oronoco, MN 55960

Fall Road Inspection Town Board Meeting Minutes September 18, 2018

The Pledge of Allegiance was recited and a special meeting of the New Haven Town Board was called to order at about 8:00 AM by Chair Mary Andrist. Quorum requirements were met with Supervisor Denny Beyer and Supervisor Brian Hervey also present. Also in attendance were Road Maintenance Contractor Mike Wood, and Clerk Dale Thomforde. Beyer drove the van provided by Hervey for this road inspection.

Olmsted County will not be selling salt this year for winter treatment of roads. Mike Wood got a quote from NSI of $1,331.50 for 12 ton of road salt, which he mixes with road rock for applying to the roads. The Board approved going ahead with the salt purchase.

The following items were observed (in the following order of inspection):

1. 85th Street east – no issues.
2. 60th Avenue – no issues.
3. New Haven Road – no issues. Speed limit study by MnDOT is due this fall.
4. 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 street sign at Co Rd 5 intersection (addresses 9309 to 9415);
   - Road rock is thin in some areas, especially east of Altrichter's;
   - Survey maps showing property lines and easements.
5. 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 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;
   - Survey markers for property lines are desirable to mark division of abandoned road between O'Brien and Llames;
   - Survey maps showing property lines and easements.

6. Old Co Rd 5 dead end – Fahy-Gust driveway and abandoned road
   - Are agreements in place with Fahy and Finnegan and legal descriptions updated along with survey maps?
   - Survey markers for property lines are desirable to mark division of abandoned road between Fahy and Finnegan.
7. 110th Avenue – Downed tree to be cleaned up in Devil's Kitchen.
8. 85th Street west – Clerk will send invoice to Mike Frost for field-drive culvert. Ronald Mentjes driveway (8720 85th St NW) has been redone and may wash out road. Watch for any needed further action.
9. Genoa – Bargen Inc. hot and cold patches look good. Tractor tracks on corner are healing. Some trees need to be trimmed.
10. 88th Avenue – Pressnall large blue drop box in ROW and needs to be moved. Lamp post/mail box post not approved. Township looking into swing-away mail box post replacement. Clerk will contact Pressnall. Ditch clean out looks good. Clean out ditch below culvert next year. Some trees near and overhanging road near Pressnall's need to be removed or trimmed.

Adjournment: With no further business before the Town Board on this Special Meeting, Chair Andrist adjourned the meeting at about 9:45 AM. A total of about 32 miles were covered during this road inspection.

Approved by the Board,
Date:

Attest,
Date:

Mary Andrist – Chair
For the New Haven Town Board

Dale J. Thomforde
New Haven Township Clerk

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
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 7288.65

Income Checking Account

9-3	666 Inc (Land Split)	1050.00
9-10	Arnie-Jody Mayer (Bldg Permit)	2218.66
9-14	Brandon Mensing (CUP)	525.00
	Mark Schluttner (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	Bracken Sand & Gravel (Rock Crushing Refund)	7707.31
9-12	Online Banking Transfer in From MMOA	15000.00
	Interest	.91

Total Deposits 26941.58

Debits

3983	J2 Kruger LLC dba CSM (Insp Fee)	1600.43
3984	Fogarty's Outdoor Service LLC (Lawn Mowing)	100.00
3985	Couri & Ruppe PLLP (Professional Services)	190.00
3986	Hemann Grover & Co. LTD (Payroll)	105.00
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)	37.00
3992	Stussy Const (Road Rock)	968.04
3993	Dale Thomforde (Supplies - Mileage)	129.15
3994	Ag Partners - LP Progam (Propane Prepay)	200.00
3995	Olmsted 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
	Bevcomm 77.22 POS Purchase 150.00 GoDaddy 8.99	
	PERA 91.88 Culligan 41.95 People's Energy Coop	191.74

Total Debits 21336.55

New Ending Balance of September, 2018 statement 12893.68

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of August, 2018 statement 102458.81

MMDA

Income

Interest	34.19

Total Deposits 34.19

Debits

9-12 Online Banking Transfer Out To Checking Acct.	15000.00

Total Debits 15000.00

New Ending Balance of September, 2018 statement 87493.00

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes November 13, 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 recognized the two veterans on the Town Board, Supervisor Beyer and Treasurer Figy, and thanked them for their service.

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

5. Consent Agenda:

Hervey moved to approve the October 9, 2018, Regular Town Board meeting minutes as printed, seconded by Beyer. The motion carried 3-0.

Old Business

6. None

New Business

7. Tower property annexation:

Craig Britton, Pine Island City Engineer, was present and said the City of Pine Island received a petition from Elk Farm Four to annex almost 76 acres near the school. The City Council approved the annexation at their October meeting. There was some discrepancy in the calculation of the acreage due to the utility easement that was previously calculated wrong. Two checks totaling $28,493.41 were presented to the Board as payment under the annexation agreement between the City and Township.

Hervey asked how the people will get to the new property? Mr. Britton said they don't have a formal development plan yet, they just have a conceptual layout was presented. Ann Fahy-Gust said she has been discussing roads with Mayor Rod Steele regarding a new annexation agreement. They don't have any plan for the roads at this time but will be working on it.

8. Cropland 3-year Lease Bid Notice:

Clerk Thomforde reported the 3-year cropland lease expires at the end of this year. A draft notice was presented to the Board with a proposal to open bids for a new 3-year cropland lease at the December Regular Town Board meeting. Thomforde will publish and post the notice, and mail copies of the notice to the last couple of renters.

9. November 6 General Election recap: Clerk Thomforde reported there were 730 voters at the poll in the Township, with 913 registered voters at 7:00 AM. There were an additional 75 absentee ballots cast through the County. This results in a 77.2% turnout. Olmsted County had a total of 71,592 voters, for a turnout of 78.7% in the 84 precincts in the County. Fahy-Gust asked if we could use more election judges, so more judges could work shifts instead of the whole day. Fahy-Gust said she might know a few people that would be interested in serving as election judges for future elections.

10. CD reinvestment resolution: Treasurer Figy reported that the Township has a CD through Cetera Investments coming due on November 23. If the Pine Island Bank will match the interest rate available through Cetera Investments, he proposed that the funds be invested there. Figy has contacted the Bank to see if they want to match the Cetera interest rate for a 2-year CD. The Board agreed to go with the Pine Island Bank if they will match the Cetera Investments interest rate on a 2-year CD. Andrist made a motion to adopt *Resolution Regarding Certificate of Deposit Investments #2018-14*, seconded by Beyer. The motion carried 3-0.

11. October 13 Legal Seminar recap: Andrist asked at the seminar if the Township needs a hold-harmless agreement with the 4H group doing cleanup work for the Township. The attorneys said that if they don't have their own insurance, it would be a good idea to get a hold-harmless agreement. Thomforde reported that about 25 township officers attended the Legal Seminar, once again held at the New Haven Town Hall. Couri and Ruppe represent about 230 township in the state. They talked about road vacations and paving. Ordinance requirements and annexation payments were also discussed.

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

Checking Account	$8,190.19
Money Market Deposit Account (MMDA)	$79,524.94
Pine Island Bank 2 CDs	$204,662.72
Cetera Investments CD	$205,000.00
Total Balance	**$497,377.85**

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

13. Review and Pay Bills:

Thomforde presented a Schedule 1 report from CTAS showing a current Total Balance of all funds of $497,377.85 on October 30, 2018, matching the Treasurer's report. All funds now have positive balances after the transfer authorized by the Board last month.

All claims received through November 13th were presented for payment consideration to the Board of Supervisors. Claims totaling $6,652.15, plus payroll, were submitted for approval. This includes $2,865.00 for road grading, sanding, and installing markers on 125th Street.

The final payroll number paid in October, including PERA (Minnesota Public Employees Retirement Association), was $4,115.04. 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.

14. Road Maintenance Report – Mike Wood:

Mr. Wood reported that they have finished installing delineators on 125th Street so the road can be located by cars and snowplows when snow covered.

He plans to do some additional road blading, if the weather cooperates.

The Board discussed purchasing swing-away mail box posts. They make snowplowing easier and faster. Hervey moved to give Andrist authority to authorize the purchase swing-away posts, seconded by Beyer. The motion carried 3-0.. The swing-away posts will be installed on township roads as needed, at no charge to the residents, to assist road maintenance and for safety.

Thomforde received an email with concerns about the intersections of 117th Street with Co Rd 31 and New Haven Road. The lip at the intersection with Co Rd 31 is a result of the County grading their road and Mr. Wood has complained to them, with no improvement. The intersection at New Haven Road needs to be narrowed up since it has been widened out over time by vehicles cutting the corners, resulting in potholes. This can be reviewed next spring on the road inspection.

15. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- This month, there were 3 permits, no variances, one split, and not CUPs (Conditional Use Permits).
- She requested the Town Board approve the draft land-use plan in principal and annexation agreement, including how roads would be handled. This will make it clearer to land owners and developers the direction the Town Board is taking. The Board approved 3-0.
- She met with Chris Pribbe, County representatives, and a person that does applications for grants, regarding sewer and water in Douglas. Grant funding has run out at this time. Grant funding, when available, can be used to hold meetings and to help set up shared wells and septic systems. Fahy-Gust said in January she would like to contact the residents involved to start a conversation.

- The temporary sand mine along Co Rd 3 infringed on the County ROW (Right Of Way) and is a danger. She will be sending a letter to Don Weis letting him know that this must be fixed, or it will be filled in and he will be charged costs and fined.
- Hoerle's held another wedding event, in violation of the Township ordinances. He doesn't meeting the building code requirements and doesn't have a CUP (Conditional Use Permit). The Township attorney will be contacted to see how the Township should proceed.

16. Miscellaneous Mail Etc. – Clerk:

Road rock has been seen leaving the Keller Quarry. Thomforde will contact DeCook to check into royalty payments.

17. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:45 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 September, 2018 statement 12893.68

Income Checking Acct.

10-2-18 Michael Frost (Culvert)	638.50
10-12-18 Laura Grant (Hall Rent)	75.00
10-20-18 Lynn Hoffman (Hall Rent)	75.00
William McNallan (Land Split)	525.00
10-27-18 Jade Repair (Bldg Permit)	783.51
Donald Hoerle (Cease & desist order)	71.76
10-10-18 (Online Banking Transfer in from MMDA)	8000.00
10-31-18 State of MN	1975.11
10-31-18 Interest	.99

Total Deposits 12144.87

Debits

3987 Ginger Carson (Election Judge)	202.50
3996 JA Krager dba CMS (Insp Fee)	1452.92
3997 Couri & Ruppe PLLP (Professional Services) - Hoerle	190.00
3998 Hemann Grover & Co. LTD (Payroll)	105.00
3999 MATIT (Comm Pkg Premium)	2569.00
4000 MN Dept of Labor & Industry (Bldg Surcharge Conf)	340.60
4001 Michael Wood LLC (Mowing - Grading - Mix Salt)	4560.00
4002 Northern Salt Inc (Road Salt)	1297.67
4003 Olmsted Co. Public Works (88 Ave Culvert)	605.50
4004 Brian Hervey - (Mileage - Road Insp)	17.44
4005 Dale Thomforde - (Mileage)	59.41
20401 Wages	277.05
20402 Wages	921.54
20403 Wages	479.69
20404 Wages	900.41
20405 Wages	720.64
20406 Wages	549.48
Bevcomm 77.37 IRS Tax Pymt 1102.98 GoDaddy 8.99	
PERA 78.23 PERA 188.00 Culligan 39.95	
Peoples Energy Coop 108.99	

Total Debits 16848.36

New Ending Balance of October, 2018 statement 8190.19

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of September, 2018 statement 87493.00

Income MMDA

Interest	31.94

Total Deposits 31.94

Debits

10-10-18	
Online Banking Transfer Out	8000.00
To Checking Account	

Total Debits 8000.00

New Ending Balance of October, 2018 statement 79524.94

New Haven Township

Olmsted County, Minnesota – Est. 1858
Phone: 507.356.8330 Email: NHTownship@Bevcomm.Net
9024 County Road 3 NW, Oronoco, MN 55960

Regular Monthly Town Board Meeting Minutes December 11, 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 Brian Hervey also present. Supervisor Denny Beyer was absent with notice. 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 Andrist. The motion carried 2-0.

3. Comments from the Chair: Chair Andrist said that this is the last Town Board meeting for the year and the Township is finishing the year in good shape, especially financially.

4. Public Comment Time: Trevor Scrabeck (9455 110th Avenue NW) asked if the Township could do anything to prevent garbage and dead animal carcasses from being dumped along the road near his home. Unless a license number or ID can be provided to the sheriff, not much can be done. Possibly a trail cam could be used to catch them in the act. In the meantime, the Township will continue to pay our road maintenance contractor to pick up garbage that has been dumped.

5. Consent Agenda:

Hervey moved to approve the November 13, 2018, Regular Town Board meeting minutes as printed, seconded by Andrist. The motion carried 2-0.

Old Business

6. None

New Business

7. Cropland 3-year Lease Bid Review:

Two sealed written bids were received for leasing the Township cropland (33.5 acres, more or less) for three years, 2019-2021:

- A bid of $4,500 per year ($134.33 per acre) was received from Grady Stehr.
- A bid of $5,628 per year ($168.00 per acre) was received from Bruce and Bryce Moon Farm.

Hervey moved to accept the high bid from Bruce and Bryce Moon Farm, seconded by Andrist. The motion carried 2-0.

Clerk Thomforde will put together the lease agreement and obtain the needed signatures.

8. Annual Resolution Designating Polling Place for 2019: Andrist made a motion to adopt a *Resolution Designating Polling Place #2018-15*, seconded by Hervey. The motion carried 2-0.

9. March 2019 Township Election Calendar: Clerk Thomforde presented a two page summary of the March 2019 Township Election calendar. The candidate filing period will be from January 1 until January 15, at 5:00 PM. This has been posted and published in the Post Bulletin. It will be published in the News Record tomorrow, December 12. Notice will be given to the County Auditor by December 28 of the township election and any ballot questions. There are no township ballot questions this year. More to come at the January Town Board meeting.

10. CD reinvestment: Treasurer Figy reported that the Township has replaced the CD through Cetera Investments with a 2-year CD at the Pine Island Bank. They are matching the Cetera interest rate of 2.68% per year. The next CD will come up for renewal next April 2019.

11. Review Corey's Cleaning Service quote for Town Hall cleaning: Thomforde received a quote from Corey's Cleaning Service in Dodge Center to clean the town hall floors and apply 3 coats of polish, clean the carpets, and clean 6 chairs. Hervey moved to have Corey's Cleaning Service perform the work that was quoted at $1,195, seconded by Andrist. The motion carried 2-0.

12. October 10 Rural Fire Association meeting recap: Hervey reported that the fire department would like to purchase a new fire truck that costs about $400,000. That was tabled for now. They recently discovered that they have an extra $50,000 in the bank in a CD that they weren't aware that they owned. The numbers aren't in yet for the townships' Rural Fire Association costs for next year.

13. November 29 OCTOA meeting recap: Beyer and Thomforde attended the meeting. They reviewed the MAT annual conference in Duluth. There is a power-generated tax in the state of $1.20 per megawatt hour for solar farms and wind farms. 80% goes to the state, and 20% goes to the township. Fahy-Gust pointed out that solar farms are not permitted by ordinance in New Haven Township. Personal wind farms are allowed. A map of the 2019 road projects was received from the County. It does include extending CSAH 5 near the new school.

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

Checking Account	$5,210.88
Money Market Deposit Account (MMDA)	$103,672.61
Pine Island Bank 3 CDs	$412,857.09
Minus 2 Outstanding Checks	-$352.50
Total Balance	**$521,388.08**

The MMDA balance includes the annexation payment of $28,493.41 received last month from Elk Farm Four, LLC.

Andrist moved to approve the Treasurer's report, seconded by Hervey. The motion carried 2-0.

15. Review and Pay Bills:

All claims received through December 11th were presented for payment consideration to the Board of Supervisors. Claims totaling $6,278.05, plus payroll, were submitted for approval. This includes $3,272.50 for road maintenance.

The final payroll number paid in October, including PERA (Minnesota Public Employees Retirement Association), was $2,005.15. This number matches the cleared payroll checks in Treasurer's written report, with the addition of 1 outstanding payroll check.

Andrist made a motion to pay all bills, seconded by Hervey. The motion carried 2-0.

16. Road Maintenance Report – Mike Wood:

Mr. Wood reported that they have been plowing and sanding. He received a complaint from a resident in Douglas that they had plowed 4 feet into his yard on a corner.

He received permission from the Board to do tree work, as time and weather permits.

17. Planning & Zoning Report – Ann Fahy-Gust

Planning & Zoning Administrator Ann Fahy-Gust reported:

- This month, there were 2 permits issued, no variances, and lots of discussions about possible splits.
- There have been discussions on a CUPs (Conditional Use Permits) for sand mines. No additional temporary construction permits will be issued.
- She requested maps from the County on the proposed land-use plan. Still waiting for the County to get their broken printer fixed.
- There was a meeting regarding the sewer and water issues in Douglas, but with the holidays, not much action is expected until next year.
- She will be going to the consultation meetings on CSAH 5 extension.
- She attended a couple of meeting on the Pine Island well head protection plan.
- Parking on the road issues were reported in Genoa, possibly causing problems with snow removal. They will be plowed in if they continue parking on the road.
- There is a problem in Trophy Lakes with a garage built on the wrong property. Fahy-Gust may be called to testify in the case.
- She has been working with the Township Attorney to draft ordinances for administrative enforcement and fines. A first draft was distributed for review. Her plan is to have the final version ready review in January.
- New rates have been received from CMS. It doesn't appear the Township will need to increase its rates at this time.

18. Miscellaneous Mail Etc. – Clerk:

The laser printer has been acting up recently. Thomforde proposed buying a color inkjet printer to supplement the laser. Andrist made a motion to authorize the Clerk to spend up to $400 on a new printer, seconded by Hervey. The motion carried 2-0.

Thomforde presented excerpts from the Minnesota State Auditor 2017 Town Finances Report. Once again, it shows that New Haven Township has the lowest property taxes in Olmsted County. It also shows New Haven Township has some of the highest cash reserves for townships in the County, with reserves of about 2.23 times the annual expenditures. The report has been included on the Township website and will be presented at the Annual Town Meeting on March 12, 2019.

The proposed 2019 tax statement for the taxable township property (quarry and cropland) was received. The proposed taxes are going to $3076 next year, up from $2820 this year.

A state pay equity report must be filed by January 31, 2019. With no full time employees, the township may not have anything to report. The Clerk will handle.

The township received documentation on the 125th Street transfer to the township.

Olmsted Aggregate (bought out Braaten Sand and Gravel) will be sending a rock royalty check for the road rock removed from the Keller Quarry.

Preliminary year-end financials will be distributed at the regular Town Board meeting next month, so they can be reviewed before the annual Board of Audit.

19. Adjournment: With no further business before the Board, Chair Andrist adjourned the meeting at about 7:55 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 October, 20 18 statement 8190.19

Income Checking Acct

11-3-18 Kim Luckey (Hall Rent)	75.00
11-10-18 Ann Fahy Gust (Bldg Permit)	199.43
Robert Pike (Temp Permit)	25.00
11-14-18 Lynn Glamm (Cert of Survey)	525.00
Elk Farm Four LLC (Land Annex)	575.66
Elk Farm Four LLC (Land Annex)	27977.75
11-14-18 Online Banking Transfer From MMDA	4500.00
11-30-18 Interest	1.06

Total Deposits 33,818.90

Debits

4006 JJKrueger LLC dba CMS (Insp Fee)	1343.08
4007 Bruening Rock Products Inc (Road Rock)	1,034.44
4008 Fogarty's Outdoor Service LLC (Lawn Mowing)	200.00
4009 Gopher Septic (Tank Pumping)	185.00
4010 Hemann Grover & Co. LTD (Payroll)	105.00
4011 Ginger Carson (Election Judge)	232.50
4013 Mary Andrist (Election Judge)	39.00
4014 Dale Thomforde (Election Food - Supplies - Mileage)	115.52
4015 Michael Wood LLC (Grading - Clean-up - Sanding)	2865.00
20407 Wages	434.55
20408 Wages	105.00
20409 Wages	735.83
20411 Wages	540.25
Bevcomm	77.37
Go Daddy	8.99
11-19-18 Online Banking Transfer out To MMDA	28493.41
PERA	84.52
Culligan	41.95
People's Energy Co-op	156.80

Total Debits 36,798.21

New Ending Balance of November, 20 18 statement 5210.88

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of October, 2018 statement 79 524.94

Income MMDA

11-19 Online Banking Transfer from Checking Acct	28493.41
11-23 Cetera Investment Dividend	2616.14
11-26 Reorg Cetera Investment	204,994.00
11-30 Interest	44.12

Total Deposits 236147.67

Debits

11-14 Online Banking Transfer Out To Checking Acct	4500.00
11-27 Checking Withdrawl	207,500.00

Total Debits 212,000.00

New Ending Balance of November, 2018 statement 103 672.61