

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA – EST. 1858

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9024 COUNTY ROAD 3 NW, OROCOCO, MN 55960

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## New Haven Town Board Regular Meeting Minutes

January 10, 2023

Following the Pledge of Allegiance, the meeting was called to order by Chair David Andrist at 6:35 PM. Supervisor Dale Thomforde and Supervisor Brian Hervey were in attendance to constitute a quorum. Treasurer Robert Figy and Clerk Donna Beyer were also present.

**Set Agenda and Order** – Hervey made a motion to accept the agenda and order as written. Motion seconded by Thomforde and carried 3-0.

**Comments from the Chair** – “The one thing we don’t need is the last few weeks to repeat again, as far as the weather.”

**Consent Agenda** – Motion made by Hervey to approve the December 13 Regular Town Board Meeting minutes as written. Motion seconded by Thomforde, carried 3-0.

**Public Comments** – David O’Brien, 12702 County Road 3 NW, Pine Island, commented that roads were plowed and were better than a lot of other places.

**Old Business** – None

**New Business – MPCA (Minnesota Pollution Control Agenda) Proposed Amendment to Water Quality Standards Hearing.** One of the creeks included in the proposal is the Tompkins Creek, which is upstream from New Haven Township, joining Zumbro River near Oxbow Park. The plan is to change the designation of the creek since it has a natural habitat for brook trout. There is a public comment period until Friday, February 3, 2023, and a public hearing on Thursday, February 16, 2023. Following discussion, the Board decided not to make any comments regarding the proposed change.

**Review MATIT (Minnesota Association of Township Insurance Trust) Liability Insurance policy** - This was reviewed. Hervey expressed concern that coverage on equipment and the town hall might be lower than it should be considering the increased valuations of these and replacement costs. Thomforde made a motion which was seconded by Andrist to give Hervey authority to make any changes to the policy he feels needed. Motion carried 2-0 with Hervey abstaining. Hervey will contact MATIT to reassess coverage.

**Garbage Can Placement on Roads** – There have been some complaints from residents regarding cans being struck by plows in the winter. Mike Wood, the Road Maintenance contractor has also expressed difficulty with plowing roads secondary to garbage receptacles. It was discussed that garbage cans should be placed in the driveway, not on the road right of way. It was decided that this issue would be discussed at the Annual Town Meeting in March and on the website.

**TCPA (Township Cooperative Planning Association)** – Thomforde reported that TCPA had a balance of \$465,905.31 as of December 1, 2022, which is at the high end of where they want to be. Some cities are starting to charge for permits for replacements of washers and dryers, but there is no plan for this by TCPA. Construction Management Services (CMS) does building inspections for TCPA and is raising fees by 5%. Discussion occurred at TCPA Meeting regarding TCPA increasing fees. They are going to do a comparative analysis to determine the need for an increase. If this is done, the plan would be to notify township members 6 months before increasing the fees. It was noted that fees are based on the valuation of the building being built and with increased valuations, fees have increased. TCPA is currently doing well financially but has some concerns regarding a recession occurring which could change this. Thomforde felt that it would be better to wait 6 months and reassess financial status at that time but wanted the opinion of his co-supervisors. Andrist and Hervey agreed with this. Roger Ihrke is now planning to retire on June 30, 2023. They are working on contracts for the continuation of TCPA post his retirement.

Discussion has occurred regarding accepting credit cards for payment. There are some concerns that if people can put money in, they can also take money out. There are no plans currently to accept cards for payment to TCPA.

**Vacuum** – Beyer reported that the belt was replaced in the vacuum, but the new belt broke when the vacuum was restarted, so either needs to be taken for repair or replaced. Andrist stated that he has a vacuum that he will donate.

**Bank charges for paper statements** – The bank has started to charge \$5 for paper statements each month. Discussion occurred regarding paying for this versus self-printing the monthly statements. Currently, we are not receiving a paper statement for the Money Market account. Discussion occurred. It was decided that Figy should speak with the Bank regarding not charging for the printed statement since we are a financially stable non-profit organization. If they are not willing to defer the charge for the printed statement, we will print the statement.

**Go-daddy** – When this was set up a debit card was used for payment. With change of clerk, the debit card was discontinued, and an attempt was made to change to the bank checking account. This failed and Thomforde used his personal charge card to cover the payment, with township reimbursing him for this. However, this is not best practice and Beyer is attempting to change this to the bank account. If this does not work, the option would be obtaining another debit card (the bank would require minutes showing approval of this) or obtaining a credit card which would require 2 years of township financials. Discussion occurred that either a debit card or a credit card increases risk for fraud. Hervey questioned if unable to change to direct withdrawal from the bank account if it could be changed to an annual payment via check. Beyer will attempt to set up the direct withdrawal later this month, if unable will investigate making an annual payment.

**Resolution appointing election Judges for 2023 Township Election (Resolution 2023-01)** – Proposed election judges for the Township election are Dale Thomforde, David Andrist, Ginger Carson Roberts, and Donna Beyer with Donna Beyer serving as the head election judge. Thomforde made a motion to approve, this was seconded by Hervey and approved 3-0.

**Resolution establishing Absentee Ballot Board for the March 2023 Township Election (Resolution 2023-02)** – Proposed Absentee Ballot Board consists of Dale Thomforde, David Andrist, Ginger Carson

Roberts, and Donna Beyer. Hervey made a motion to approve the resolution, seconded by Thomforde and carried 3-0.

**Resolution authorizing contract with interested officers (Resolution 2023-03)** – Hervey made a motion to approve David Andrist to serve as an election judge during 2023. Motion seconded by Thomforde and carried 2-0 with Andrist abstaining.

**Resolution authorizing contract with interested officers (Resolution 2023-04)** – Hervey made a motion to approve Dale Thomforde to serve as an election judge during 2023. Motion seconded by Andrist and carried 2-0 with Thomforde abstaining.

**Set date and time for the Board of Audit** – February 14 at 5:30 PM was the proposed date and time for the Board of Audit to convene. It was determined that this date and time works for all.

**Preliminary 2022 Financial Summary and 2023 Budget** – Thomforde presented a financial summary of 2022 including the last 3 years. Total cash reserves for the year were \$500,570.14 with cash reserves for the Township up \$64,534.05 over the year-end summary of 2021, but this includes \$67,263.21 in ARPA funds and \$44,215.84 in annexation payment. Adjusting for these, the township was \$3,812.50 under budget for the year.

Thomforde also presented a report on revenue and expenditure by account for the past year with a comparison to the two previous years' income and expenses. Property taxes increased by almost 25% from the previous year. State aid for road tax increased by 49.4% over the previous year. Town hall rentals are up. Planning and zoning permits and right of way permits were down as building permits are now through TCPA. Investment income was down due to the low interest rates in the past few years. Cropland rent was stable, but annexation payment increased other revenues significantly.

Expenditures for the governing board and administration were up about 13%, likely due to the increased stipends for township officers. Elections and legal expenses were up 34%, likely due to increased legal costs secondary to the issue of New Haven Road and an additional election due to the death of Mr. Hagedorn. Expenses for planning and zoning decreased due to fewer meetings. Street maintenance was up, this includes road rock as well as maintenance. We also rocked the portion of New Haven Road that Pine Island took over, so we had expense for that but were also reimbursed by Pine Island for this. Total revenues increased by 36% and were \$369,434.86 and total expenditures increased by 18% and were \$304,900.81 increasing cash reserves by \$64,534.05. These reports will be presented at the Annual Meeting on March 14.

He also presented a preliminary budget for 2023. Planning and zoning is expected to have some expenses secondary to Planning and Zoning Advisory Commission meetings as well as having someone represent the township at the TCPA monthly meetings. There is about \$18,000 in the fund which cannot be transferred to other funds so plan to spend down over several years for planning and zoning type functions. Anticipated revenues for road and bridge from state programs and chloride payments from patrons is \$45,210 along with the township levy income of \$98,170 will account for \$116,000 for road and bridge expenses. The plan again this year is to use the ARPA funds of \$67,263 to cover part of the road rock expenses. This should cover anticipated road and bridge costs of \$183,000. The 2023 levy for fire and first responders should cover the cost of fire protection. Cemetery expenses should remain the same. The anticipated costs of \$53,000 for general costs of the governing board, administration, and

elections will mostly be covered by the levy assessment of \$30,000 along with anticipated interest from the bank (\$9600), rental of cropland (\$5930), hall rental (\$1500), Right of way permits (\$500) and the State Ag Market Value Credit of \$4500. It is anticipated that the township will need to withdraw approximately \$43,000 from its cash reserves in 2023, leaving approximately \$460,000 in reserves at the end of 2023. It was discussed that the levy of 2024 can remain the same as 2023. The final budget will be presented at the Annual Meeting on March 14.

**Road Maintenance Report** – Mike Wood, the road maintenance contractor reported that he has been plowing and trying to cut ice off the roads. He would like to work on pushing back some of the snowbanks along the roadsides and put snow fencing in some areas.

**Treasurers Report** – Figy gave a detailed report on all banking transactions for the month of December. The ending balances for the month were:

Checking Account	\$ 7,691.76
Money Market	\$ 192,852.56
CD 12 month 4-15-2023 0.49% (Frandsen Bank)	\$ 100,245.82
CD 14 month 2-23-2024 4.550% (Ozark Bank)	\$ 100,000.00
CD 12 month 12-27-2023 4.6% (Beal Bank)	\$ 100,000.00
Less Outstanding Check	\$ 220.00
<b>Total Deposits</b>	<b>\$ 500,570.14</b>

Hervey made a motion to approve the Treasurer's report, seconded by Thomforde, and carried 3-0.

**Review/Pay bills** – Beyer presented Schedule I showing a positive balance on all funds and claims this month for \$14,419.94. This included a \$1,252.34 payment to IRS for quarterly employment taxes and \$12,197.50 for snow removal and sanding. Hervey made a motion to pay all bills, seconded by Thomforde and carried 3-0.

**Mail/miscellaneous** – Hervey stated that there will be a fire meeting on Monday January 16. He will be away and wondered if Thomforde or Andrist would cover for him. He stated that the new pump truck had arrived but cost more than expected. They will also be looking at bills and the budget. Andrist and Thomforde felt that it would be better for Hervey to handle it and Hervey agreed to call in for the meeting.

With no further business before the Board, Andrist adjourned the meeting at 7:45 PM.

Approved by the Town Board,

Signed:

Attest:

Date:

Date:

(Signed copy on file)

Dave Andrist, Chair

Donna Beyer

For the New Haven Town Board

New Haven Township Clerk

**TOWNSHIP MONTHLY FINANCIAL REPORT**

Ending Balance of November 2022 statement

4354.94

Income      Checking Account

12-19 Reimbursement D.B. Hall Rent	10625
12-19 Online Banking Transfer in From MMDA	10,000.00
12-23 State of MN	3594.44
12-30 Interest	.05

Total Deposits

13,700.94

Debits

4498 Lerry Mattson (Election Judge)	140.00
4491 Forum Comm Co. (Legal Notice)	93.38
4492 Hemann Grover & Co. LTD (Payroll)	128.00
4493 Grimsrud Publishing Co (Legal Notice)	25.50
4494 Jacob Wolfe (PAC Mtgs)	50.00
4495 Ag Partners - LP Program (Propane)	311.57
4496 Fogarty's Outdoor Service LLC (Lawn Care)	60.00
4498 MATIT (Worker Comp Premium)	520.00
4499 Ja Kruger dba CMS of Roch (Insp Fees)	50.54
4500 Donna Beyer - (Mileage - Stamps)	255.00
4501 Dale J. Thomforder (Go-Daddy)	11.99
4502 Michael Wood LLC (Road Maintenance)	5317.50
20601 - Wages 323.22    20602 Wages 609.5    20603 (Wages) 1038.94	
20604 Wages 720.64    20605 Wages 323.22	
12/12 Bevcomm	77.82
12/23 PERA	82.50
12/27 Culligan	4795
12/29 PEC	171.64
12/30 Paper Statement Fee	5.00

Total Debits

10,363.95

New Ending Balance of December 2022 statement

7691.73

**TOWNSHIP MONTHLY FINANCIAL REPORT**

Ending Balance of November, 2022 statement

257,236.53

Income

M M D A

12-8	101,144.33
12-20	44,403.34
12-30 Interest	68.36

Total Deposits

145,616.03

Debits

12-14 Online Banking Transfer out to Checking Account	10,000.00
12-21 LPL - Two 100,000.00 CDs	200,000.00

Total Debits

210,000.00

New Ending Balance of December, 2022 statement

192,852.56