

New Haven Township

OLMSTED COUNTY, MINNESOTA – EST. 1858

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9024 COUNTY ROAD 3 NW, OROCOCO

New Haven Town Board Regular Meeting Minutes

February 14, 2023

Following the Pledge of Allegiance, the meeting was called to order by Chair David Andrist at 6:30 PM. Also in attendance were Supervisor Brian Hervey and Supervisor Dale Thomforde 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. The motion was seconded by Thomforde and carried 3-0.

Comments from the Chair – “We could do without the bad weather we are having, but at least it is not snowing.”

Consent Agenda – Hervey made a motion to approve the January 10 Regular Town Board Meeting minutes as written. The motion was seconded by Thomforde and carried 3-0.

Public Comments – Chris Hawkins, 10234 105th St NW, Pine Island, asked if the unapproved minutes could be posted so that citizens could review them prior to the monthly meeting. He feels that this would allow township residents to provide feedback or ask questions in a timely manner, rather than just before the meeting or when posted after approval by the Board. Discussion occurred and it was felt that minutes could be posted approximately 2 weeks after the meeting.

Old business:

MATIT (Minnesota Association of Townships Insurance Trust) liability insurance policy - Hervey contacted MATIT for a review of coverage. It was suggested that the township should increase coverage for the town hall to \$700,000 now and MATIT will do an assessment to determine appropriate coverage, at no cost to us.

Bank fees – We are no longer receiving statements in the mail for the Money Market Account with the new bank owners, so Figy has been printing these for the past several months and feels that it would not be a problem to print out the statement for the checking account as well. He will speak to the bank regarding the printing/mailing fees.

Go-Daddy – We were successful in converting payment for Go-Daddy to an automatic withdrawal from the checking account. However, we received a communication from Go-Daddy that the monthly rate was increasing from \$11.99 to \$14.99 which included an option to go to annual billing. Beyer contacted Go-Daddy regarding this option. Cost would be \$119.88 per year, which equates to \$9.99/month. Thomforde made a motion to change to annual billing. The motion was seconded by Hervey and carried 3-0.

New Business:

TCPA (Township Cooperative Planning Association) Recap – Thomforde reported that TCPA did a comparative analysis of permit fees from previous years and decided to increase fees for building permits by 5% with fixed fees remaining unchanged. Financially, TCPA is doing well, with a balance of \$430,648.60 at the end of December, but TCPA anticipates that expenses will increase with the addition of new staff. TCPA took in about \$500,000 in permit fees last year.

Fire Association Meeting Recap – Hervey reported that there were some changes made in the order for the new water tanker resulting in a \$5000.00 difference in cost. This was approved by the Fire Association. He will try to get their next meeting scheduled prior to our next regular meeting so that we will have the fire budget available to prepare for the annual meeting.

OCTOA (Olmsted County Township Officers Association) Meeting Recap – Andrist stated he was impressed with the new county maps that were received at the meeting, stating that he thought they did a great job on them. Thomforde spoke about the Omni machines that are replacing the AutoMark in assisting people with marking their ballot. This system consists of a laptop computer and printer and allows voters to either mark their ballot by touch screen, a hand device or by foot controls if unable to use their hands. After being marked, ballots then need to be placed in the ballot box. Beyer reported that Sheriff Torgerson stated that the department is fully staffed, that there are some retirements happening in his department resulting in shifting of staff as others step forward to fill those positions, and that the department has hired its first female canine officer. It was also reported that the County is working on funding for redoing the intersection of 60th Avenue and US Highway 14 as well as looking at changes for the intersection of 18th Avenue NW and Highway 63.

Minnesota State Auditor 2021 Minnesota Town Finances Report – Thomforde presented portions of the State Auditors Town Finances Report for 2021 which was released in January. He extracted information related to townships in Olmsted County. This showed that New Haven Township continues to have the lowest mill rate at 6.24 and lowest levy per capita at \$118.00 in the County. As for total reserves, New Haven Township ranked 5th in the County and has a ratio of reserves to expenditures of 1.69. Recommendations for reserve/expense ratio is 0.67 to 1.50 to accommodate for cash flow as expenses occur in the beginning of the year and payments tend to come in the middle and end of the year.

Preparation for the Annual Meeting – There is one more town board meeting prior to the Annual Meeting. The Board will work to put together a packet for the annual meeting with a final budget. Hervey will obtain the necessary information from the Rural Fire Association. Based on preliminary findings, it is hopeful that the levy can remain unchanged for 2024.

Road Maintenance Report – No report as Michael Wood was not able to attend the meeting.

Treasurer's Report – Figy gave a detailed report of all banking transactions for the month of January. The ending balances for the month were:

| | |
|---|---------------|
| Checking account | \$ 3,988.62 |
| Money market account | \$ 180,901.21 |
| CD 12 month 4-15-2023 0.49% (Frandsen Bank) | \$ 100,369.63 |

| | |
|--|---------------|
| CD 14 month 2-23-2023 4.55% (Ozark Bank) | \$ 100,000.00 |
| CD 12 month 12-27-2023 4.6% (Beal Bank) | \$ 100,000.00 |
| Total Deposits | \$ 485,259.46 |

Thomforde made a motion to approve the Treasurer’s report. The motion was seconded by Hervey and carried 3-0.

Review/Pay Bills – Beyer presented a Schedule 1 for the end of January which agrees with the Treasurer’s report and showed a positive balance on all funds. She also presented the claims list for the month totaling \$12,059.62. This included \$9582.50 for ice and snow removal, \$1,019.60 for OCTOA/MAT (Minnesota Association of Townships) dues, and \$429.00 to Hemann and Grover for payroll and completion of W-2’s and 1099’s. Hervey made a motion to pay all bills, which was seconded by Thomforde and carried 3-0.

Mail/Miscellaneous – The Township received a letter for MATIT stating that MATIT was a victim of business email compromise. They received a request from their reinsurance broker requesting payment and wired payment as directed. Later they received a notice of non-payment from the broker and realized the fraudulent nature of the wire transfer. This has been investigated and steps taken to protect against future e-commerce threats. While MATIT has not been able to recover the \$834,197.00, MATIT was able to pay the reinsurance premium and is financial solvent without jeopardizing the operations of the Trust.

Residents can vote absentee for the township election in March until Monday, March 13. If interested in voting absentee, contact the township clerk.

Gaylen Figy presented a report from the Center Grove Cemetery, He reported that the cemetery does need to reseal the blacktop road in the cemetery this year but goals for 2022 were met.

With no further business before the Board, the meeting was adjourned by Chair Andrist at 7:10 PM.

Approved by the Town Board,

Signed :

Attest:

Date:

Date:

[Signed copy on file]

David Andrist, Chair

Donna Beyer

For the New Haven Town Board

New Haven Township Clerk

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of December, 2022 statement

7691.76

Income Checking Account

| | | |
|---------|---|-----------|
| 1-13-23 | Deposit Hall - Filing fee | 81.00 |
| 1-11-23 | Online Banking Transfer in From MMDA | 12,000.00 |
| 1-19-23 | Refund Service Charge | 5.00 |
| 1-31- | Interest | .06 |
| 1-31 | Paper Statement Fee Refund | 5.00 |
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Total Deposits

12091.06

Debits

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|------|--|-----------|
| 4497 | Gopher Septic Service Inc. (Septic Tank Pumping) | 220.00 |
| 4503 | Forum Communications Co. - Candidate Filing | 30.59 |
| 4504 | Ag Partners (L.P. Program) | 293.58 |
| 4505 | Michael Wood LLC (Road Maintenance) | 12,197.00 |
| 4506 | Donna Beyer (Supplies - Mileage) | 36.50 |
| 4507 | Dale J Thom Forde (Goddy - Mileage) | 36.99 |
| 4508 | Hemann Grover & Co, LTD (Payroll) | 128.00 |
| 4509 | Olmsted Co, (Tax) | 160.08 |
| 4510 | David A Andrist (Mileage) | 46.25 |
| | Wages | 2,531.96 |
| | Wages | 503.31 |
| | Wages | 392.49 |
| | BevComm 1-10 | 78.06 |
| 1-17 | IRS Tax Pymt | 1,452.34 |
| 1-24 | Lulligan | 47.95 |
| 1-25 | Peoples Energy CO-op | 162.10 |
| 1-31 | Paper Statement Fee | 5.00 |
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Total Debits

15,794.20

New Ending Balance of January, 2023 statement

3988.62

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of December, 2022 statement

192,852.56

Income MMDA

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|--------------------|-------|
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| 1-31-2023 Interest | 48.65 |
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Total Deposits 48.65

Debits

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|--|-----------|
| 1-11-2023 Online Banking Transfer out to Checking Acct | 12,000.00 |
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Total Debits 12,000.00

New Ending Balance of January, 2023 statement

180,901.21