

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA – EST. 1858

PHONE: 507.356.8330 EMAIL: NHTOWNSHIP@BEVCOMM.NET

9024 COUNTY ROAD 3 NW, OROCOCO, MN 55960

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## New Haven Town Board Regular Meeting Minutes

March 7, 2023

The Pledge of Allegiance was recited, and the meeting was called to order by Chair David Andrist at 6:30 PM. Supervisor Dale Thomforde and Supervisor Brian Hervey were present to meet quorum requirements. Also present were Treasurer Robert Figy and Clerk Donna Beyer.

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

**Comments from the Chair** – Andrist offered no comments.

**Consent Agenda** – Hervey made a motion to approve the February 14 Board of Audit minutes as written with Thomforde seconding the motion. Motion carried 3-0. Hervey made a motion to approve the February 14 Regular Town Board meeting minutes as written with Thomforde seconding, motion carried 3-0. Discussion occurred over minutes of the March 2 Emergency Meeting. Thomforde made a motion to delay approval at this time. Motion seconded by Andrist. Motion carried 3-0.

**Public Comments** – No comments were offered.

### **Old Business:**

**Posting of Unapproved Minutes** – The Board was asked last month if they would post unapproved minutes approximately 2 weeks following the meeting so that residents would know what was happening. After being told by others that this should not be done, Beyer reached out to Lori Stalker, trainer for MAT (Minnesota Association of Townships) and was advised that it is not recommended but Stalker did offer some guidance if the township did decide to post unapproved minutes. Discussion occurred. Some residents stated that other townships do release their unapproved minutes and expressed that they would like to see them prior to the next Board meeting. Hervey questioned whether legal opinion should be sought. Thomforde suggested that question be asked at the MAT training course that will occur on March 21. Thomforde made a motion to table this until after the training course. Hervey seconded and motion carried 3-0.

### **New Business:**

**Fire District Meeting Recap** – Hervey reported he will be attending the meeting tomorrow, March 4, and will have the fire district budget following the meeting.

**Finalize 2023 Budget** – Thomforde presented a draft budget for 2023, which is similar to last year except that the state road tax allotment is \$22,611, about \$8000 less than last year. Last year, the road allotment jumped about \$8000 from the previous year. It is anticipated that disbursements will exceed revenues by about \$52,720, which will decrease reserves to approximately \$450,000. Hervey made a motion to approve the proposed budget. Thomforde seconded the motion and the motion carried 3-0.

**Call for Maintenance Quotes** – Current contracts expire April 15, 2023, so quotes need to be obtained shortly. Beyer asked whether the Board wished to continue to seek quotes as previously done, which has been with winter and summer road maintenance, snow removal from parking lot, and lawn care quoted separately. The Board decided to continue this practice. Beyer will publish and post the call for quotes.

**Annual Meeting and Election preparation** – Beyer stated that she has most of the information needed for the Annual meeting. The Board recommendation for the Annual Meeting is that the levy remains the same as last year. This should help obtain a slow decrease in total reserves to a range of \$300,000 to \$400,000 over several years.

**Right of Way and garbage cans** – This issue was discussed 2-3 months ago with a Board decision to talk about it at the Annual Meeting. Beyer created and presented an article for potential inclusion in the Annual Meeting packet. Andrist did not feel that the issue needed to be brought up at the annual meeting. Hervey stated that perhaps it was something that could just be talked about at the Annual Meeting. Thomforde suggested just updating the current township snow removal policy to include information regarding this.

**Refreshments for Annual Meeting** – Discussion occurred that the Board wanted to obtain pastries from Otto’s Bakery as in the past. Beyer will handle this.

**Reaffirm date for reorganization meeting** (April 4, 2023 was the tentative date set last year) – All felt that they would be able to attend.

**Road Maintenance Report** – Michael Wood, Road Maintenance contractor, stated that he had little to report. There is starting to be some pot holing on roads secondary to moisture, but at this time not much can be done to decrease this. It was noted that another storm is set to arrive later in the week.

**Treasurer’s Report** – Figy gave a detailed report of the township’s banking transactions for the month of February. Balances at the beginning of March were:

Checking account	\$ 4,678.52
Money Market fund	\$ 193,561.52
CD 12 MO 4/15/23 0.49% (Frandsen Bank)	\$ 100,369.63
Balance per Bank Statements	\$ 298,609.67
Less outstanding check #4715	\$ 1,019.60
CDs through LPL Investments	\$ 200,000.00
Total Deposits	\$ 497,590.07

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

**Review and pay bills** – Beyer presented Schedule 1 for the end of February. It concurs with the Treasurer’s report and shows all funds with a positive balance. She presented the claims sheet for March with a total of \$18,366.06 for claims. This included \$3,838.00 for insurance premium (increased due to increasing coverage on town hall building), \$4492.50 for snow removal and sanding, and \$9000.00 total in payments to the cemeteries.

Hervey made a motion to approve payment of \$3000.00 to each of the cemeteries in the township, Othello, Cedar Grove, and St. Michael’s. Motion seconded by Thomforde and carried 3-0. Thomforde made a motion to pay all claims, seconded by Hervey which carried 3-0.

**Mail/Miscellaneous** – Beyer received a communication from Olmsted County regarding lands that were annexed from townships in 2022. The list did not include the land annexed into Pine Island this fall, likely because the annexation has not been recorded.

RideAbility sent a letter updating the township on their activities showing they are in compliance with their conditional use permit.

Thomforde stated that March 23, 2023 is the date of the next OCTOA (Olmsted County Township Officers Association) meeting, although it is not known where the meeting will be at this time.

Thomforde stated that he had a communication from the clerk in Kalmar Township that, per DNR (Department of Natural Resources), townships should not be issuing burning permits. These can be obtained from DNR via internet for \$5.00. In the past, there were fire wardens, who were appointed by the Commissioner of Natural Resources, who could issue burning permits. It was noted that in the past, Gerald Postier was the fire warden in the township. He would deputize other supervisors to issue permits, so this may be how the township practice of issuing fire permits began. Thomforde will do more research into this issue. This issue may also be discussed at the March OCTOA meeting.

Thomforde mentioned that Edward Jones advertised their rates for CDs at 5%. We could have them come and talk at a future meeting, but likely the bank has similar rates. No invitation will be issued at this time.

Thomforde noted that on March 14 Pine Island will hold a public hearing for an interim use permit for mining of the property that was recently annexed into the City (Stock land). He stated that he hoped that for the sake of those living on that road that the road would be paved. Ann Fahy-Gust was asked about the status of the proposed frontage road along the west side of highway 52. She stated that a public hearing will be occurring, that the project is unfunded at this time but likely will occur with the planned resurfacing of Highway 52 in 2028.

Thomforde plans to attend the TCPA meeting tomorrow (March 8, 2023) representing New Haven Township.

Saturday, March 11, 2023 the Town Hall will be open from 10 AM to 12 Noon for absentee voting.

Thomforde received a text message from Mary Andrist about Mike Wood’s taping of phone conversations regarding the potential for township liability with this practice. It was stated that he should be telling the other person that he will be recording the call. Jared Rasmussen, 10020 75<sup>th</sup> St NW, Byron, stated that he did not believe that taped recordings could be used in a court of law if not approved by the other person so he does not see where this would be an issue for the township, but

cannot prevent someone from recording. Thomforde stated that he did not think this was a problem because Minnesota allows recordings with one party approval. Chris Hawkins, 10234 105<sup>th</sup> St NW, Pine Island suggested that this also be questioned at the upcoming training. Thomforde concurred with this suggestion that it be brought up at the MAT training.

With no further business before the Board, Chair Andrist adjourned the meeting at 7:37 PM.

Approved by the Board,

Signed:

Attest:

Date:

Date:

(Signed copy on file)

Dale Thomforde, Chair

Donna Beyer

For the New Haven Town Board

New Haven Township Clerk

**TOWNSHIP MONTHLY FINANCIAL REPORT**

Ending Balance of January, 2023 statement

3988.62

Income

Checking Account

2-7	Hall Rent - Final Tax Settlement	986.70
2-27	Hall Rent(2)	225.00
2-15	Online Banking Transfer in From mmda	10,000.00
2-28	Interest	.06
2-28	Paper Statement Refund	5.00

Total Deposits

13216.96

Debits

4511	Ag. Partners Coop (LP Gas Contract)	475.82
4512	Hemann Grover & Co. LTD (Payroll)	929.00
4513	Adam's Pest Control (Pest control)	51.50
4514	Dale J. Thom Forde (Filters - Mileage)	69.91
4515	Michael Wood LLC (Road Maintenance)	9582.50
4516	Donna Bever (Kitchen - Mileage)	79.82
4518	David An Andrist (Mileage)	47.00
20609	Wages	323.22
20610	Wages	646.45
20611	Wages	372.49
	Go Daddy	11.99
	BevComm	78.02
	Go Daddy	119.88
	Culligan	47.95
	PEC	173.41
	Paper Statement Fee	5.00

Total Debits

12,527.06

New Ending Balance of February, 2023 statement

4678.52

**TOWNSHIP MONTHLY FINANCIAL REPORT**

Ending Balance of January, 2023 statement

180,901.21

**Income**

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2-28 Interest	49.76
2-28 Olmsted County	22,610.55

**Total Deposits**

22,660.31

**Debits**

2-15 Online Banking Transfer Out to Checking Account	10,000.00

**Total Debits**

10,000.00

New Ending Balance of February, 2023 statement

193,561.52