

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA – EST. 1858

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9024 COUNTY ROAD 3 NW, OROCOCO, MN 55960

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## Regular Monthly Town Board Meeting Minutes

April 11, 2023

Following the Pledge of Allegiance, Chair Dale Thomforde called the meeting to order at 6:30 PM. Also in attendance were Supervisor Ann Fahy-Gust and Supervisor David Andrist to constitute a quorum. Treasurer Robert Figy and Clerk Donna Beyer were also present.

**Set Meeting Agenda and Order** – Thomforde asked to add the Board of Appeals and Adjustments to the agenda. Andrist requested that the ditch spraying and maintenance quotes be moved to the beginning of the meeting. Thomforde made a motion to accept the agenda and order as amended. Motion seconded by Fahy-Gust and carried 3-0.

**Comments from the Chair** – “Feels like spring, finally.”

**Maintenance Quotes** – Michael Wood submitted a quote for summer maintenance of roads, winter maintenance of roads, right of way maintenance and plowing of township parking lot. Fogarty Lawn Service submitted a quote for summer lawn care and plowing of the township parking lot. NorthStar Property Solutions submitted a quote for brush spraying, brush trimming and clearing and ditch mowing. The Board contracts with Olmsted County as a back-up in case of the inability of the road maintenance contractor to perform duties.

**Summer Road Maintenance** – The Board compared the quote from Mr. Wood with the County quote. Mr. Wood’s quote was lower than the County. Fahy-Gust made a motion to accept the quote from Mr. Wood for summer road maintenance. Motion seconded by Andrist and carried 3-0.

**Ditch Spraying** – Troy Holmberg from NorthStar Property Solutions provided an overview of their services of spraying ditches in the township. Board members and township residents asked several questions regarding control of wild parsnip, potential for overspray and damage to crops. Following the discussion, Andrist made a motion to have NorthStar Property Solutions spray township roads for the next two years. Motion seconded by Fahy-Gust and carried 3-0. There will need to be some coordination between spraying and mowing of the ditches so that the spraying is effective.

**Mowing and Tree/Brush removal from road right of way** – A comparison between the County and Mr. Wood’s quote showed that Mr. Wood was lower. Thomforde made a motion to accept the quote from Mr. Wood. Motion seconded by Fahy-Gust and carried 3-0. Mr. Wood recommended that the spraying occurs right after the first mowing.

**Winter Road Maintenance** – Again, Mr. Wood’s quote was lower than the County’s quote. Fahy-Gust made a motion to accept the quote from Mr. Wood. Motion seconded by Andrist and carried 3-0.

**Town Hall Lawn Mowing** – The quote from Fogarty Lawn Service was the same as in previous years. Thomforde made a motion to accept the quote from Fogarty Lawn Service. Motion seconded by Fahy-Gust and carried 3-0.

**Town Hall Snow Removal** – Andrist stated that he would like to get the town hall parking lot paved this summer since it becomes very soft and muddy with thawing, rain etc. If the surface is paved, he would like lighter equipment on the surface. Since Mr. Wood uses larger equipment and Fogarty has a pick-up truck for plowing, Thomforde made a motion to accept the quote from Fogarty Lawn Services. Fahy-Gust seconded the motion and the motion carried 3-0.

**Consent Agenda** – Andrist made a motion to approve the March 2 Emergency meeting minutes, March 7 Regular Meeting minutes, the March 14 Annual Meeting minutes, the March 14 Board of Canvassing Meeting minutes, and the April 4 Special/Reorganization Meeting minutes. Motion seconded by Thomforde and carried 2-0 with Fahy-Gust abstaining.

**Old business:**

**Posting of Unapproved Minutes** – (Please see minutes from February and March for previous discussion) Following further discussion, Andrist made a motion to post unapproved minutes on the website. Motion seconded by Fahy-Gust and carried 2-1 with Thomforde dissenting.

**Recording of phone calls/township liability** – Discussion occurred. Minnesota is a one-party consent state so there is no way to stop someone from recording a call. The best practice would be to inform the other person that the call is being recorded. Per MAT (Minnesota Association of Townships) lawyers, if a township contractor records a call, there is no liability to the township.

**Officers' Compensation Resolution (2023-06)** – This was discussed in the Reorganization meeting with changes made. Fahy-Gust made a motion to approve Resolution 2023-06. Motion seconded by Thomforde and carried 3-0.

**Planning and Zoning Advisory Commission** – Chris Hawkins, Chair of the Planning and Zoning Advisory Commission presented a list of township members willing to serve on the Planning and Zoning Advisory Commission. These are Jake Wolfe, Barbara Allen, Kory Weis, Michael Bruce, Kari Toft, Leon Plantz and Chris Hawkins. No alternate member has been named. Fahy-Gust made a motion to accept these township members for a one-year term. Motion seconded by Andrist and carried 3-0.

**Fee Schedule Policy** – Fahy-Gust made a motion to accept the fee schedule policy as written. Motion seconded by Andrist and carried 3-0.

**Town hall rentals** – Beyer presented a list of groups using the town hall and the status of payments from these groups, which included the Zumbro Valley Woodturners Club, the Island Riders Saddle Club, and the New Haven Sodbusters 4-H Club. Discussion occurred. The Board decided to continue to waive the fee for the 4-H club. It was decided to ask the Woodturners Club and the Saddle Club to attend a future town board meeting. Beyer will contact them.

**Review official newspaper** – During the April 4, 2023, town board meeting, both the Post Bulletin and the Zumbro Shopper were approved to be the official newspapers for the Township. In discussion with Township Planning Cooperative Association (TCPA), Thomforde was told that TCPA only publishes in the

Post Bulletin. Discussion occurred. No action was taken on the issue. Fahy-Gust will discuss further with TCPA at their upcoming board meeting.

**New Business:**

**Chloride** – Beyer presented a list of potential suppliers of chloride. Following discussion, Thomforde made a motion to accept the quote from Quality Propane and to charge township residents the same shared cost as last year, \$99.00 for the first 300 feet and \$66.00 for each additional 100 feet. Fahy-Gust seconded the motion and the motion carried 3-0.

**Rock Testing** – Andrist asked Jim at Bruening Sand and Gravel for a copy of the rock testing that is done on the rock when it is crushed. There has been some concern that rock applied last year did not hold up well, so he wants to ensure that we get good rock this year. He has also been assured that there will be an adequate number of trucks to haul rock when road rocking is done this spring.

**Future of Board of Appeals and Equalization** – In the past, the Township has been involved in the appeal of property evaluations and classifications, with the meeting held at the town hall. But in the past two years, it has been done by the county due to lack of training of board members. The Board discussed whether to continue this as a county function or resume township involvement in the process. The Board felt that this was a benefit to residents to be able to come to Town hall rather than going into Rochester for their concerns. Andrist has completed the training, and Thomforde and Fahy-Gust will complete the necessary training. Following their completion of the course, a resolution will need to be completed.

**Resolution for CD maturing 4-15-2023 (Res 2023-07)** Fahy-Gust made a motion to approve the resolution giving the Treasurer authority to reinvest \$100,000.00 in a new CD and deposit the rest of the fund in the Money Market account. The motion was seconded by Andrist and carried 3-0.

**2023 Tax Mill Rate** – Thomforde presented information on the 2023 Tax mill rates for the Township and County. This included information on how taxes are calculated and a comparison of mill rates for all townships in Olmsted County. This year, New Haven Township has the second lowest mill rates in the County.

**OCTOA (Olmsted County Township Officers Association) Recap** – The meeting was attended by all three supervisors. Andrist noted some of the planning taking place in the County for new roads and resurfacing of roads. Fahy-Gust noted that much of the information related to greater Rochester rather than to township issues. Thomforde mentioned that the County Attorney spoke about the arrest of an individual involved in theft of catalytic converters and that the County Attorney is interested in pursuing a dog ordinance.

**TCPA (Township Cooperative Planning Association) Recap** – Thomforde attended the meeting and reported that TCPA has reserves of about \$400,000.00 and that requests for permits for new buildings have decreased. Dave Meir is planning to retire in the next couple of years, so TCPA is looking for another staff person. They recently hired Jared who is currently in training.

**MAT (Minnesota Association of Townships) Spring Short Course Recap** – Thomforde, Andrist and Beyer attended this course. Andrist felt he learned much about township law. Beyer noted she received

information regarding record retention. Thomforde mentioned learning more about social media recommendations and township manuals purchased for each of the board members.

**Board of Adjustments** – Thomforde stated that a Board of Appeals and Adjustments is required by State statute. Fahy-Gust stated that she is working on changing the ordinance so that there would be a Board of Adjustments Advisory Commission with the Town Board serving as the Board of Appeals and Adjustments. She feels this will be ready for review at the May Town Board meeting.

**Spring Road Inspection** – it was decided to do the spring road inspection on Thursday, April 20, starting at 8:00 AM. This inspection is open to all township residents.

**Town Hall furnace** – The main furnace (in storage room) has developed a squeal when it starts. This was checked by K & S Plumbing and Heating and determined to be a bearing that is failing. Since the furnace is about 20 years old, their recommendation is that the furnace be replaced. Beyer will obtain quotes for replacement of the furnace for the May meeting.

**Road Maintenance Report** – Mike Wood, road contractor, reported that he has done some grading to pull the shoulders towards the center of the road.

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

Checking account	\$ 9,072.67
Money Market account	\$ 174,631.37
CD 12 MO 4/15/23 (Frandsen Bank)	\$ 100,369.63
<b>LPL Investments</b>	
Bank of the Ozarks (Little Rock) 4.6% 12/23/23	\$ 100,000.00
Beal Bank (Las Vegas) 4.55% 12/27/23	\$ 100,000.00
<b>Total Deposits</b>	<b>\$ 484,073.67</b>

Fahy-Gust made a motion to approve the Treasurer’s report. Motion seconded by Andrist and carried 3-0.

**Review and Pay Bills** – Beyer presented Schedule 1 for the end of March. It concurs with the Treasurer’s report and shows all funds with a positive balance except the cemetery fund, which is -\$912.65 due to payments to the three cemeteries in the township last month. This will become positive again after the first ½ property tax payments from the County in July. Claim sheets for the month were presented with a total of \$10,303.58. Most of this (\$7900.00) was for road maintenance. We also paid 1<sup>st</sup> quarter FICA and Medicare taxes. Fahy-Gust made a motion to pay all bills, seconded by Andrist and carried 3-0.

**Mail/Miscellaneous**

A thank you was received from St. Michaels Cemetery Board for the contribution from the Township.

Property Taxes – First half taxes are due May 15. The Board decided to pay the full amount in May.

Couri-Ruppe Seminar – They are again offering a free legal seminar this year, but the closest one to New Haven Township is in June in St. Michael, Minnesota.

Pine Island Fire Department will hold a hamburger feed on Sunday, May 7, with free will offering. They also invite residents to the Pine Island Cheese Fest.

With no further business before the Board, the meeting was adjourned by Chair Thomforde at 8:51 PM.

Approved by the Town Board,

Signed:

Attest:

(Signed copy on file)

Date:

Date:

Dale Thomforde – Chair

Donna Beyer

For the New Haven Town Board

New Haven Township Clerk

TOWNSHIP MONTHLY FINANCIAL REPORT

Ending Balance of February, 2023 statement

4678.52

Income      Checking Account

3-8 online Banking Transfer in From MMDA	19000.00
3-31 Interest	.06
3-31 Paper Statement refund	5.00
3-31 Randall Mensing Land Rent	5927.50

Total Deposits

24934.56

Debits

4517 OCAT + MAT Dues	1019.60
4519 MAT IT (Insurance Dues)	3838.00
4520 Bill Brown (Gopher Bounty)	100.00
4521 Hemann Grover & Co. LTD (Payroll)	135.00
4522 Michael Wood LLC (Road Maintenance)	4492.50
4523 Ag Partners Co-op (L.P. Gas contract 220.1 gal)	380.77
4524 Dale Thomsford (Copy Paper (Garbage Bags))	70.17
4525 David Andrist (Mileage)	22.50
4526 St. Michaels Cemetery % Colleen Sorum	3000.00
4527 Center Grove Cemetery % Gaylen Figg	3000.00
4528 Orhelo Cemetery % Judith Jacobson	3000.00
4529 Forum Communications Co, Legal Notices	48.30
20612 Wages	350.93
20613 Wages	475.60
20614 Wages	323.22
Bevcomm	78.02
Culligan Water	43.95
People's Co-op Electric	156.90
Paper Statement Fee	5.00

Total Debits

20540.41

New Ending Balance of March, 2023 statement

9072.67

