

# *New Haven Township*

OLMSTED COUNTY, MINNESOTA – EST. 1858  
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## Reorganization Meeting Minutes April 1, 2025, 4:00 PM New Haven Town Hall

Following the Pledge of Allegiance the Reorganization meeting was called to order by supervisor Fahy-Gust at 4:00 PM. In addition to Fahy-Gust, supervisors Thomforde and Andrist, treasurer Hawkins and clerk Kosmicki were present. Andrist made a motion to approve the agenda as written, Fahy-Gust seconded, motion carried.

### **Selection of Township Board members to the following roles:**

**Board chair** - Andrist made a motion nominating Fahy-Gust to remain as chair of the board, Thomforde seconded, motion carried with Fahy-Gust abstaining. Fahy-Gust accepted.

**Vice Chair** – Andrist made a motion nominating Thomforde to remain as vice chair, Fahy Gust seconded, motion carried with Thomforde abstaining, Thomforde accepted.

**Rural Fire District Representative** – Thomforde made a motion for Fahy-Gust to remain in this role, Andrist seconded, motion carried.

**Representative to Township Cooperative Planning Association** – Thomforde nominated Andrist to remain in this role, Fahy-Gust seconded, motion carried.

### **Designate**

**Road Supervisor** – Fahy made a motion to nominate Andrist to continue as road supervisor, Thomforde seconded, motion carried, Andrist accepted.

**Building Maintenance Supervisor** – Fahy-Gust nominated Thomforde to continue as Building Maintenance Supervisor, Andrist seconded, motion carried, Thomforde accepted.

**Official bank as township Depository** – Fahy-Gust made a motion that Frandsen Bank and Trust would remain the township official bank. Andrist seconded, motion carried.

**Official publication Newspaper** – Fahy-Gust made a motion to continue to utilize the Rochester Post Bulletin and Zumbrota News Record as the official newspapers for publishing notices. Thomforde seconded; motion carried.

**Locations for posted notices** – Fahy-Gust made a motion that notices will continue to be posted on the townhall door and the township's website. Thomforde seconded; motion carried.

### **Set fees and Compensation**

**Town hall Rental and designate contact person** – Fahy-Gust made a motion for rental fees to remain at \$75.00 non-commercial, \$125 Commercial, both for New Haven residents only. Andrist seconded. Motion carried. Kosmicki will remain the contact person for townhall rental interactions/questions. Discussion occurred relative to storage of equipment by those who use the townhall, specifically The Zumbro Woodturners Club. An additional cabinet has been brought in to store their equipment.

Previously, the club sought permission to bring in a storage cabinet but no supervisor was approached for approval of additional storage unit. Increasing the rental fee an additional \$25.00 per month was proposed as well as updating the rental agreement form to include a statement that storage of any equipment by anyone renting the hall without prior approval from the board is prohibited. An additional statement will indicate that the township will not be held liable for any equipment being stored at the hall. Fahy-Gust will draft a letter to send to the club informing them of the increase in rent and inviting a representative to attend a future board meeting to further discuss the issue of equipment storage.

**Town hall cleaning – hourly rate and hour limit** - Andrist made a motion that the hourly rate for cleaning the townhall will remain \$20.00 per hour with a 10-hour monthly limit, Thomforde seconded, motion carried.

**Gopher Bounty** – Thomforde made a motion for the gopher bounty to remain at \$2.50 for pocket gophers and \$1.00 for streakies. Andrist seconded, motion carried. The gopher bounty claim form will be changed from “Board Member” signature to “Officer” signature.

**Election judges** – Andrist made a motion for the election judge wage to remain at \$20.00 per hour, Thomforde seconded, motion carried.

**Township officer compensation,**

- **Supervisors**, current compensation for supervisors is \$200/month stipend; \$75.00/meeting; \$20.00/hour other duties, training. Andrist made a motion to continue this compensation, Thomforde seconded, motion carried.
- **Clerk** – current compensation for the clerk is a \$400/month stipend; \$75.00/meeting; \$20.00/hour other duties, training. Andrist made a motion to increase the stipend to \$500.00 with the other rates of pay to remaining the same. Thomforde seconded; motion carried.
- **Treasurer** – current compensation for the treasurer is \$300/month stipend; \$75.00/meeting; \$20.00/hour other duties, training. Thomforde made a motion that compensation for the treasurer remain the same, Andrist seconded, motion carried.
- **Deputy Clerk** – Fahy-Gust made a motion for the deputy clerk be compensated at \$30.00 per hour when performing duties in the absence of the clerk. Thomforde seconded; motion carried.
- **Deputy Treasurer**- Thomforde made a motion for the deputy treasurer be compensated at \$30.00 per hour when performing duties in the absence of the treasurer. Andrist seconded, motion carried.

**Approve 4-H project(s) and donation** – Currently the 4-H club is not charge for use of the town hall and a yearly donation of \$500.00 is made to the club. Club members alternate years to either do ditch pick up or cemetery cleaning. Andrist made a motion to continue this donation as is, Fahy-Gust seconded, motion carried.

**Mileage compensation** – Current federal mileage reimbursement is 0.70/mile. Andrist made a motion to adopt the federal rate, Fahy-Gust seconded. Motion carried.

**Temporary Construction Permits** – This permit is used mainly for ROW projects by electric and telephone companies. There has been occasion when the permit was used for seasonal garden stands. No changes to permit fee. The title of the form will be change to Right of Way Construction permit.

**Driveway permits** – Discussion held regarding increasing permit fee and statements in the form needing to be modified. Thomforde made a motion to increase the cost of a driveway permit to \$100.00 and to modify to form by removing the statement *Any culvert required shall be provided to applicant by New*

*Haven Township with the applicant paying the township's actual cost; provided that applicant may use own culvert subject to prior approval by town board prior to installation.* Andrist seconded, motion carried. When driveway permits are issued, Andrist will go to the site, complete the form and collect the fee.

**Mailbox installation** – Currently there is no charge for installation of swing away mailbox posts. It was reported that Olmsted County charges \$175.00. Discussion occurred as to whether or not the township should recover the cost of the post and installation labor. The challenge is to not disincentivize residents from purchasing a swing away and put in their own post risking being broken by the snow plow. Thomforde made a motion to charge \$100.00 for mailbox post and installation. Andrist seconded, motion carried.

**Adopt fee schedule (copies, NSF checks, etc)** – The New Haven Township Fee Policy adopted in 2019 was reviewed. Thomforde made a motion that fees remain the same with the exception of burn permits. Andrist seconded. Motion carried.

**Cemetery contributions for three cemeteries** – Andrist made a motion to keep donation to the three cemeteries at \$3000.00 each. Thomforde seconded. Motion carried

## **Review**

**Planning & Zoning Advisory Commission appointments & compensation, Supervisor representative** – Current members of the commission are C. Hawkins, K. Toft, B. Allen, K. Weis, L. Plantz, J. Wolfe, M. Bruce. Hawkins. Chris Hawkins, current chair of the commission, will confirm with members their intention to remain or not. Thomforde will be the representative supervisor replacing Andrist. Compensation will remain at \$50.00 per meeting.

**Board of Adjustment appointments & compensation** – Dave O'Brien is currently the chair. He will confirm member's intent on remaining on the BoA. There were no meetings held in 2024. Compensation will remain at \$50.00 per meeting.

**Schedule of regular meeting calendar, time, cancelation dates** – Thomforde made a motion to approve the proposed schedule, Andrist seconded. Motion carried.

**Determine Indigenous People's Day and day after Thanksgiving as holidays** – Town hall is only open by appointment.

## **Roads**

**Consider any urgent road concerns, schedule start of road rocking** – This item will be placed on the next regular meeting agenda

**Set Date and time for spring road inspection** – This item will be placed on the next regular meeting agenda.

## **Resolutions**

**Check signers** Resolution Designating Check Signer 2025-07 was reviewed and approved.

**Access to Safe Deposit Box** Resolution Designating Officers Authorized to Access Safe Deposit Box 2025-08 was reviewed and approved.

**Access to Frandsen Bank accounts information** – Any person listed as a check signer may have access to bank account information after proper paperwork is completed through on-line business banking department.

**Access to LPL Account information - Clientworks website** – Resolution Designating Officers Authorized to Access LPL Investments Online Information was reviewed and approved.

**Update MAT Officer Contact List** – This item will be place on the next regular meeting agenda.

**State Auditor Report** – This has been completed and submitted to the state.

**Adjournment** - Andrist made a motion to adjourn, Thomforde seconded. Motion carried. Meeting adjourned 6:11 PM

Approved by the Board

Signed:

Signed:

*/Signed copy on file/*

Ann Fahy-Gust, Chair  
New Haven Town Board

Bonnie Kosmicki  
Township Clerk

Date:

Date: