

# New Hartford Township

## Monthly Meeting

April 14, 2022, 7:00pm

### Held at New Hartford Town Hall

Attendance: Supervisors Joe Baumgartner, Larry Moldenhauer, Richard Johnson

Clerk: Andrea Erdmann Treasurer: Michael Moor

Fire Department: Chief Cody Gehrke, Vicki Baumgartner Maintenance Man: Willie Erdmann

Meeting called to order by Supervisor Chairman Baumgartner at 7:09pm. Pledge of allegiance was recited.

Minutes read by Andrea Erdmann. Motion by Joe Baumgartner and Second by Larry Moldenhauer to approve the minutes as read. All approved.

#### Fire Department Report and Related Business:

The Fire Department will be applying for some grants and will be hiring a grant writer to assist with this.

Cody is investigating Federal excess property from the state of Minnesota. Cody is putting in for an ATV or UTV to assist with grass fires.

Also, they will be applying for the DNR 50/50 grant. He would like to replace equipment on the pumper truck and then see about getting new fire boots with the rest of the money.

Cody would like to hire a company called FireCatt to get the hoses tested. Once they are tested, they would be certified for one year. The estimate from the company is for \$1900.00.

Went over the fire department budget and discussed how much they have left to spend for the year. Any fundraising money that is received will be for the fire department to use as they wish.

#### **Fire Department 2022 Budget**

**\$36,000.00**

Truck Replacement Fund

\$12,000.00

**Remaining Balance**

**\$24,000.00**

Training pay estimate for 2022	\$4,000.00
Mileage Reimbursement Estimate 2022	\$3,000.00
Fire Department Annual Dinner Estimate	\$650.00
Fuel Estimate for the Remainder of 2022 \$200/month	\$1,800.00
<b>Remaining Balance</b>	<b>\$14,550.00</b>

Amounts Spent this year as of 3/31/2022  
 April spending is not included

CPR Training	\$650.00
Township contribution Relief Association	\$1,200.00
Visa payments	\$241.28
La Crescent Hardware	\$128.17
Sandry Fire - traffic wands	\$121.75
Kwik Trip Fuel	\$317.96

Total Remaining in Budget for 2022 as of 3/31/2022 **\$11,890.84**

Estimated Bills that will be paid 4/14/2022 \$1,000.00

Estimated Remaining Balance \$11,500.00

**\*\*Any spending over the amount of \$500.00 must be pre-approved by the town board and voted on by the members of the fire department.**

Any bills that are related to the fire department are taken out of the fire department fund.

Any amounts spent over \$500.00 should be approved by the township.

Andrea will send monthly reports to the fire department with spending and receipts. These will be sent to Cody Gehrke and Vicki Baumgartner.

Cody asked a question on paying hourly for fire fighting instead of paying a mileage reimbursement. Taxes are not taken out of mileage reimbursements, but taxes would be taken out of hours paid for firefighting. Joe suggested that the fire department discuss this with the rest of the members.

Joe suggested that the fire department discuss how they would like to spend their money.

Question from Cody on money that is made from fundraising and where it would go. Vicki said that after looking into the legalities of the township reimbursing the fire department for donations received. There

is no legal issue with the township reimbursing the fire department the donation. Comment from Michael Moor on making sure that people know what they are giving to when they give a donation. Do they want to give the money to the department or to the fire fighter's relief association?

Question from Vicki on determining what should be done with the donations. This should be up to the fire department. Vicki will let the township know where each donation should go.

Vicki also found out that the department cannot legally fill anyone's pools for a donation.

Cody attended the Tri-County meeting in La Crescent. He will get the billing amounts from Tri-County. Cody will get this information to Joe.

Joe is still working on installing the cameras in the fire station and the shop.

### Reorganizational Meeting

- 1) Select a board chair and vice chair. Joe Baumgartner will remain the chair and Larry Moldenhauer will be the Vice Chair.
- 2) Designate the official newspaper: Houston County News or Winona Post? Andrea will determine which is cheaper. Houston County news is sent to everyone so that might be a good option.
- 3) Designate posting place(s): Townhall posting boards and Kwik Trip Bulletin Board
- 4) Designate a Bank: Merchants Bank
- 5) Regular Monthly Meeting 2<sup>nd</sup> Thursday of each month at 7:00pm
- 6) Special or Emergency Meetings called when needed.
- 7) Annual Township meeting 2<sup>nd</sup> Tuesday of March, Tuesday March 14<sup>th</sup>, 2023, at 8:15pm  
Weather date will be the 3<sup>rd</sup> Tuesday March 21<sup>st</sup>, 2023, at 8:15pm
- 8) Meeting Protocol: General Rules of Order. The Board determines the time limits on each topic.
- 9) Meeting Reports: Fire Department, Road, Treasurer, Clerk, ongoing business, and any new business
- 10) Board of Audit Meeting: The Board of Audit consists of the Town Board Supervisors. Meeting must be completed 1 week before the annual meeting. Proposed Date February 23<sup>rd</sup>, 2023, at 2:00pm
- 11) Wages for the Town Board: Supervisors - \$35.00/ per Town Board meeting paid monthly
  - a. Chairman \$500.00 annually paid monthly \$41.67 per month
  - b. Any board member sitting in as chair receives chairman wages
  - c. Vice chair and additional supervisor \$400.00 annually paid monthly at \$33.33 per month
  - d. Any supervisor working township maintenance is paid \$20.00 per hour
  - e. Supervisors may be excused from one meeting per year with pay
  - f. Paid mileage at the Federally Mandated rate
  - g. Winona County Annual Township Meeting, banquet fee and mileage are covered by the Township
  - h. Training time will be paid at \$12.50/hour in 15 minutes increments as well as mileage at the Federally Mandated Rate. Any meeting that is not a New Hartford Township meeting will be paid at the rate of \$12.50/hour.

- 12) Clerk/Treasurer pay.
  - a. Clerk is paid \$20.00/hour for all work done for the township. Mileage is paid at the federally mandated rate for training.
  - b. Treasurer \$35.00/meeting and \$1000.00 annual salary, paid monthly at \$83.33 per month
- 13) Minnesota Association of Townships annual meeting in the fall three days.
  - a. Each day will be paid 8 hours at the rate of \$12.50 per hour in 15-minute increments
  - b. Paid for hotel accommodation for 3 nights
  - c. One meal will be covered each conference day
  - d. Spouses of the Board are invited to attend. No additional expenses are covered for spouses
- 14) Road Maintenance:
  - a. Main snowplow driver and grader paid hourly at \$26.00 per hour. Will be paid in 15-minute increments. With a yearly raise of \$.50 per hour until at max of \$30.00 per hour is reached.
  - b. Emergency calls: At supervisor request or notification will be paid 2 hours minimum at \$26.00 per hour.
  - c. Sunday and Holiday work/calls will be paid at \$39.00/hour. (Thanksgiving, Christmas Day, New Year's Day, and Easter)
  - d. Any additional training approved by the board will be paid at \$18.00 an hour plus federally mandated mileage rate
  - e. Mileage paid for picking up parts at federally mandated rate.
  - f. Additional Maintenance personnel will be paid at \$20.00 per hour to work with township equipment.
- 15) Building Cleaning and Maintenance:
  - a. Will be paid at \$100.00 per month.
- 16) Fire Department
  - a. Fire department members will be paid at an hourly rate of \$10.00 per hour for all necessary trainings and a mileage at the federally mandated mileage rate.
- 17) Election Judges
  - a. \$12.50 per hour at 15-minute increments – paid training and mileage at the federally mandated rate.
- 18) Timesheets
  - a. All timesheets should be turned in to the clerk by the 2<sup>nd</sup> of each month. Please use the mailbox outside of the clerk's office in townhall or contact the clerk.
- 19) Township insurance policies. Add TV and computers to building insurance. Andrea will look into this.
- 20) Administrative Policy- Anyone wishing to make a public comment at a monthly meeting must fill out the public comment form provided. Time allotted for public comments is 10 minutes per person per meeting. Anyone requesting copies of minutes will be charged \$.15 per copy and postage if needed. – Joe would like the requestor to also pay for the Clerk's time after the first

15 minutes. Andrea will type up a form for Information Requests to be approved by the Supervisors at the next meeting.

Old Business:

There was a motion made last meeting for apply \$2500 to the load at ESB bank. Question from Andrea on how to oversee this. For this month two checks were written in the amount of the loan \$1,011.07. Andrea will request that one of these checks be applied as the loan payment and the additional check will be applied to the loan principal. This was suggested by the bank. Next month one check from \$1011.07 will be the loan payment and \$1,488.93 will be applied to the principle.

Account at La Crescent Hardware has been updated. Rich Johnson, Larry Moldenhauer, Joe Baumgartner, Willie Erdmann, and Cody Gehrke are on the account. There is now one account for New Hartford Township.

Joe updated everyone on the holding tank to be installed at the county shop. He has cleared it with the county. The plan has been drawn up. Travis is putting the tank in. Coulee Soils has drawn up the plans for us. Joe will be getting the needed signatures. Motion from Joe Baumgartner and second by Richard to continue the process of updating the septic tank at the shop building.

Reminder from Joe to discuss the Rock bids. Question from Rich on if we need someone out there to check when rock is delivered to make sure we are not putting rock on private driveways. Joe suggested spraying the ends of the township roads, so they are marked. Motion from Joe Baumgartner to approve both rock bids 250 tons from milestone at \$10.02 a ton for the ridge roads and La Crescent rock 200 ton at \$10.50 per ton for valley roads. Second by Larry Moldenhauer. The supervisors will let the companies know which roads need the rock. Willie said that Linander Road could use some new rock.

Motion by Richard Johnson to approve claims second by Larry Moldenhauer. All approved.

Clerk's Report:

Names on the Acentek account need to be updated. Andrea will leave Joe on the account and add herself and treasurer Michael Moor.

Andrea is working on ARPA reporting due April 30<sup>th</sup>.

Andrea is getting ready for the May 24<sup>th</sup> primary election. Andrea will contact Winona County to get Rich signed up for the online training. There will be in person training available this summer. All current election judges will be completing training this summer to remain current.

Andrea has completed the 2021 financial reporting.

Treasurer's Report:

Today's balance \$273,376.17 spent \$10,084.08 balance \$ 263,292.09 last year \$185,866.11

ARPA balance \$47,672.25

Meeting was adjourned at 8:46pm

Respectfully Submitted,

Andrea Erdmann 04/26/2022

Approved by:

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Chairman Joe Baumgartner

Witnessed:

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Clerk Andrea Erdmann

Date:

UNAPPROVED