

NEW HARTFORD TOWNSHIP

Monthly Meeting and Reorganizational Meeting Agenda

April 13th, 2023, 7:00 pm

New Hartford Town Hall, Nodine, MN e-mail: Newhartfordtwp@gmail.com

Website: www.townshipnewhartford.org

****Attention**** Meetings are voice recorded for the use of the clerk to complete minutes. The recordings are deleted after the minutes are approved.

Chairman to call the regular monthly meeting to order.

Pledge of Allegiance

Township Acknowledgement Form

March 9th regular meeting minutes, March 9th Board of Canvass Meeting minutes

Public Comment – 10 minutes per person, form must be filled out.

Fire Department Report

Fire Department Related Business:

Does the fire department want to increase the training pay from \$10 per hour.

Relief Association reimbursements

Reorganizational Meeting:

(The following are proposals only. All items will be discussed and decided on by the town board)

- 1) Select a board chair and vice chair.
- 2) Designate the official newspaper: Houston County News
- 3) Designate posting place(s): Townhall posting boards and Kwik Trip Bulletin Board
- 4) Designate a Bank: Merchants Bank La Crescent Vice Chair must go to Merchants Bank and present a copy of the meeting Minutes to be put on the signature card for the bank.
- 5) Regular Monthly Meeting 2nd Thursday of each month at 7:00pm
- 6) Special or Emergency Meetings called when needed.
- 7) Annual Township meeting 2nd Tuesday of March, Tuesday March 12th, 2024, at 8:15pm
Weather date will be the 3rd Tuesday March 19th, 2024, at 8:15pm
- 8) Meeting Protocol: Robert's 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 Thursday February 22nd, 2024, at 2:00pm
- 11) Wages for the Town Board: Supervisors - \$35.00/ per Town Board meeting paid monthly. Proposed change: This meeting pay will include the annual meeting as well as bi-monthly meetings attended in Wilson.
- a. Chairman \$500.00 annually paid monthly \$41.67 per month (current)
 - 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(current)
 - d. Any supervisor working township maintenance is paid \$20.00 per hour(current)
 - 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. Officers may bring 1 guest paid for by the township.
 - h. Current training pay is \$10.00 per hour. Proposing training pay be increased to \$15.00 per hour. Training time will be paid in 15 minutes increments as well as mileage at the Federal Rate
- 12) Clerk/Treasurer pay.
- a. Clerk is currently paid \$20.00/hour for all work done for the township. Proposed pay for 2023-2024 is \$27.00 per hour. Deputy Clerk is currently paid \$20.00 for all work done for the township. Proposed pay for Deputy \$25.00/hour. Clerk and Deputy Clerk will be reimbursed mileage at the federally mandated rate
 - b. Treasurer is currently paid \$35.00/meeting and \$1000.00 annual salary, paid monthly at \$83.33 per month
 - c. Winona County Annual Township Meeting, banquet fee and mileage are covered by the Township. Officers may bring 1 guest paid for by the township.
- 13) Minnesota Association of Townships annual meeting in the December
- a. Each day will be paid at the rate training rate agreed to per their role.
 - b. Paid for hotel accommodation for up to 3 nights.
 - c. One meal will be covered by the township each conference day up to \$20.00 per officer per meal.
 - 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 is currently paid hourly at \$26.00 per hour. Proposing an increase to \$30.00 per hour to keep in line with pay for this type of work. Will be paid in 15-minute increments.
 - b. Emergency calls: At supervisor request or notification will be paid 2 hours minimum. Current pay would be time and a half of \$39.00/hour. Proposing that time and a half would be \$45.00/hour at 15 minute increments.

- c. Current Sunday and Holiday work is paid at \$39.00/hour. Proposing that Sunday and Holiday work will be paid at \$45.00/hour. Holidays will include Martin Luther King Day, July 4th, Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Day. If a holiday falls on a Sunday and road work is needed pay will be \$60.00 per hour.
 - d. Any additional training approved by the board will be paid at \$20.00 per hour plus federally mandated mileage rate
 - e. Federally mandated mileage paid for picking up parts
 - f. Currently Additional Maintenance personnel will be paid \$22.00 per hour to work with township equipment.
- 15) Building Cleaning and Maintenance, and Event Reservations
- a. Currently maintenance/event person is paid at \$100.00/month. She is proposing an increase to \$150.00/month
- 16) Fire Department
- a. Fire department members are currently paid at an hourly rate of \$10.00 per hour for all necessary training and mileage at the federally mandated mileage rate
- 17) Election Judges
- a. Current election judge pay is \$12.50 per hour. Proposing \$15.00 per hour at 15-minute increments for work as an election judge. Election judge training will be paid at \$15.00 per hour and mileage at the federally mandated rate.
- 18) Timesheets
- a. All timesheets to be turned in to the clerk by the 2nd of each month. Please use the mailbox outside of the clerk's office in town hall or contact the clerk.
- 19) Township insurance policies. See information received from MATIT.
- 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. See Administrative Policy as needed.
- 21) Other
- 22) Motion to approve above reorganization items as discussed.

Road Reports:

Snow Wing Cart

Garage Door on Shop

Work done on Forester Drive

Rock Bids La Crescent Rock \$10.75/ton valley \$12.95/ton ridge

Old Business:

Awning over door to townhall

Driveway Permit

Camera and water sensor installation Best Buy Quote

Animal Nuisance in Dakota Valley

Mowing Operation Contract and tractor lease Andrea to contact the township lawyer.

Insurance claim filed through MATIT

Approve Claims

New Business:

Refrigerator in town hall not cold enough.

Mowing for townhall and shop. Paperwork needed.

1. Clerk's Report

- a. Website updates – Affordable Connectivity and Line Extension Connection
- b. Authority at the annual meeting.
- c. Annual meeting minutes
- d. Resolution C6000 conflict of interest, everyone to fill on out.

2. Treasurer's Report

Motion to Adjourn Regular Meeting