

**New Hartford Township  
MINUTES  
for the Monthly Meeting  
April 13, 2023, 7:00pm  
New Hartford Town Hall**

**Attendance**

Supervisors: Joe Baumgartner, Richard Johnson, Larry Moldenhauer

Clerk: Andrea Erdmann

Dep. Clerk: Caroline van Schaik

Treasurer: Michael Moor

Maintenance: Willie Erdmann

Fire Chief: Cody Gehrke

Meeting called to order by Supervisor Chairman Joe Baumgartner at 7 p.m. followed by the Pledge of Allegiance.

Township Acknowledgement Form – The board met Douglas Bosley via Zoom and approved a requisite driveway permit for a building site in Nodine.

March 9<sup>th</sup> regular meeting minutes, March 9<sup>th</sup> Board of Canvass Meeting minutes - Minutes were not read because of a long reorganization meeting agenda. Approval was deferred to the May regular meeting.

**Public Comment** – none

**Fire Department Report** - none

**Fire Department Related Business**

- Chief Gehrke reported that he has not heard the outcome of two grants recently submitted for new equipment and uniforms. Chairman Joe Baumgartner and Clerk Andrea Erdmann confirmed that the chief must alert the clerk if an invoice is for more than \$600 because it is required to be listed in the meeting minutes. There was discussion on how to transport a ladder if it is approved in a grant, and also on how to address the tires on the brush truck, which are prone to sinking in mud.
- Does the fire department want to increase the training pay from \$10 per hour – see Reorganization #16 below.
- Relief Association reimbursements – Clerk Andrea Erdmann clarified that the fire department, not the township, should pay fire department mileage.

## Reorganizational Meeting

- 1) Select a board chair and vice chair: Joe Baumgartner will remain as chair and Larry Moldenhauer will be 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. Deputy clerk Caroline van Schaik will be added to the signature card for the bank.
- 5) Regular Monthly Meeting: 2<sup>nd</sup> Thursday of each month at 7:00 p.m.
- 6) Special or Emergency Meetings: Called when needed.
- 7) Annual Township meeting: 2<sup>nd</sup> Tuesday of March, so March 12, 2024, at 8:15 p.m. with a weather date of March 19, 2024, at 8:15 p.m.
- 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 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: Thursday, February 22, 2024, at 2:00 p.m.
- 11) Wages for the Town Board: Supervisors - \$35.00/town board meeting, paid monthly. This meeting pay will now include the annual meeting as well as bi-monthly meetings held in Wilson, MN.
  - a. Chairman will be paid \$500.00 annually, paid monthly at \$41.67/month. There was discussion about changing this and related supervisor rates – the board agreed to keep the rates as is.
  - b. Any board member sitting in as chair receives chair wages.
  - c. Any supervisor working township maintenance is paid \$20.00/hour with a two-hour minimum.
  - d. Supervisors may be excused from one meeting per year with pay.
  - e. Mileage will be reimbursed at the federal rate.
  - f. Winona County Annual Township Meeting: banquet fee and mileage are covered by the township, including 1 guest per township officer to be paid for by the township.
  - g. Training pay increased to \$15/hour from \$10.00/hour. Training time will be paid in 15 minutes increments; mileage to be reimbursed at the federal rate.
- 12) Clerk/Treasurer pay:
  - a. Clerk will be paid \$27/hour for all work done for the township: the current rate is \$20.00/hour. Deputy Clerk will be paid \$25/hour for all work done for the township: the current rate is \$20/hour.
  - b. Treasurer will retain the current pay of \$35.00/meeting with an annual salary of \$1,500, up from \$1,000, paid monthly at \$125/month.
  - c. Winona County Annual Township Meeting, banquet fee and mileage are covered by the township. Officers may bring 1 guest each, to be paid for by the township.
  - d. Training pay increased to \$15/hour from \$10.00/hour. Training time will be paid in 15 minutes increments; mileage to be reimbursed at the federal rate.

- e. Training pay increased to \$15/hour from \$10.00/hour. Training time will be paid in 15 minutes increments; mileage to be reimbursed at the federal rate.
- 13) Minnesota Association of Townships annual meeting in the December:
- a. Each day will be paid at the training rate per their role.
  - b. Hotel accommodation be reimbursed for up to 3 nights.
  - c. One meal per conference day will be covered up to \$20.00 per officer per meal.
  - d. Spouses of the Board are invited to attend at their own expense: no additional expenses are covered for spouses.
- 14) Road Maintenance:
- a. Main snowplow driver and grader will be paid \$30/hour in 15-minute increments to keep in line with pay for this type of work: current pay is \$26.00/hour. This decision removes all previous pay caps; in the event of a new driver or grader, supervisors will reconsider pay based on experience.
  - b. Emergency calls: Time and a half will be \$45.00/hour at 15 minute intervals with a two-hour minimum at supervisor request or notification: current rate is \$39.00/hour.
  - c. Current Sunday and Holiday work will be paid at \$45.00/hour: current rate is \$39.00/hour. Holidays include Martin Luther King Day, July 4<sup>th</sup>, 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/hour.
  - d. Additional training approved by the board will be paid at \$20.00/hour plus mileage reimbursement at the federal rate.
  - e. In addition, this staff person will be paid a \$500 annually, paid monthly at \$41.67 to compensate for phone calls, meeting attendance, and township-related miscellaneous duties: this work currently is not compensated.
  - f. Parts pick up mileage will be reimbursed at the federal rate.
  - g. Additional maintenance personnel will be paid \$22.00/hour to work on township equipment.
- 15) Building Cleaning and Maintenance, and Event Reservations:
- a. Maintenance/event person will be paid \$150.00/month: current rate is \$100/month. After discussion, the board expressed concern that the amount is low and asked that the time spent be recorded for later evaluation.
- 16) Fire Department
- a. Fire department members will be paid \$15/hour for all necessary training with mileage reimbursed at the federal rate: current rate is \$10.00/hour.
- 17) Election Judges
- a. Election judges will be paid at \$15.00/hour at 15-minute increments with mileage reimbursed at the federal rate. Election judge training will be paid at \$15/hour. Current pay is \$12.50/hour.
- 18) Timesheets:
- a. All timesheets to be turned in to the clerk by the 2<sup>nd</sup> of each month by way of the mailbox outside of the clerk's office in town hall, email, or text.
- 19) Township insurance policies:

- a. The board will review information received from MATIT for discussion at the May 2023 regular meeting. Clerk Andrea Erdmann noted that Garth Zenke, Mound Prairie Insurance, will review township policies.

20) Administrative Policy:

- a. Anyone wishing to make a public comment at a regular monthly meeting must fill out the public comment form provided. Public comment is limited to 10 minutes per person per meeting. See Administrative Policy as needed.

21) Other – none.

22) Motion to approve all reorganization items as discussed by Richard Johnson, second by Larry Moldenhauer. All approved.

### Road Reports

- Snow wing cart – Clerk Andrea Erdmann reported that she had sent tax-exempt paperwork to the company, pending board decision. Motion to purchase by Richard Johnson, second by Joe Baumgartner. All approved.
- Garage door on shop – no action.
- Work done on Forester Drive – The culvert replacement project is complete.
- Rock bids – James Gerdes, FTX Trucking, appeared in person to ask about township rock needs. After discussion, the board gave him until Monday to submit a bid to Clerk Andrea Erdmann. Motion by Joe Baumgartner to accept the lowest bid Tuesday, second by Richard Johnson. All approved.

### Old Business

- Awning over door to townhall - Joe Baumgartner reported the project was in process.
- Driveway Permit – see above. Clerk Andrea Erdmann will return the signed form to the county.
- Camera and water sensor installation, Best Buy quote – no action.
- Animal Nuisance in Dakota Valley – ongoing, this month with chickens.
- Mowing Operation Contract and tractor lease – Clerk Andrea Erdmann contacted the township lawyer's office but feels they are not clear. She will contact MAT to clarify what they recommend by way of a contract.
- Insurance claim filed through MATIT – Joe Baumgartner said the initial offer to replace the window broken during a winter storm plow incident has been withdrawn. The next step is to seek a replacement window at Menards. Joe Baumgartner will follow up with the homeowner.
- Approve Claims – Motion to approve claims including purchase of the snow cart by Richard Johnson, second by Larry Moldenhauer. All approved.

### New Business

1. Refrigerator in town hall not cold enough – The freezer and refrigerator will be turned to maximum cold temperature and observed.
2. Mowing for townhall and shop – Joe Baumgartner will contact Gerome Beach, Cornerstone Creations, about required overdue W-9 paperwork.

3. Clerk's Report

- a. Website updates – Affordable Connectivity Program and Line Extension Connection opportunities for internet and laptops will be posted on the website.
- b. Authority at the annual meeting – Deputy Clerk Caroline van Schaik clarified several aspects of authority at the annual meeting. She advised the board that it cannot change the minutes but can issue its own motion or resolution concerning actions taken at the annual meeting and attach said resolution to the minutes. Motion by Joe Baumgartner, second by Richard Johnson to approve the following resolution: *The board recognizes the authority of registered voters who attend the annual meeting to approve a levy on a fund by fund basis. State statute recognizes the board as holding the sole authority to decide how each fund will be spent.* All approved.
- c. Annual meeting minutes – received.
- d. Resolution C6000 conflict of interest – Clerk Andrea Erdmann thought the board need to fill this out but now finds it does not apply.

4. Treasurer's report

- a. Starting balance tonight: \$289,795.26
- b. Paid tonight: \$22,869.61 (note: 45 checks)
- c. Ending balance tonight: \$266,925.65
- d. April 2022 balance: \$263,292.09 (not including American Rescue Plan funds)

Meeting adjourned at 8:59 p.m.

Respectfully submitted,  
Caroline van Schaik 5/11/2023

Approved by:

---

Chairman Joe Baumgartner

Witnessed:

---

Dep. Clerk Caroline van Schaik

Date: