NEW HARTFORD TOWNSHIP

Reorganizational and Regular Monthly Meeting Agenda

Ap. 11, 2024 7:00 p.m.

New Hartford Town Hall, Nodine, MN e-mail: [Newhartfordtwp@gmail.com](mailto:Newhartfordtwp@gmail.com)

507-643-6550 [www.townshipnewhartford.org](http://www.townshipnewhartford.org/)

**\*\*Attention \*\* Meetings are voice recorded for the use of the clerk to complete minutes.**

**The recording is deleted after the minutes are approved.**

Chair to call the regular monthly meeting to order.

Pledge of Allegiance

Approval of minutes for the regular mee g of Mar. 14, 2024

Township Acknowledgement Form – request by Tim Laresn

Township Acknowledgement Form – requested in March for DakotaSun solar project

Public Comment *(10 minutes per person; please return the form to the clerk)*

Fire Department Report

Reorganizational Meeting:

(The following are current or proposals only. All items will be discussed and decided 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): Town hall posting boards and Kwik Trip Bulletin Board
4. Designate a Bank: Merchants Bank La Crescent.  *WHO? must go to Merchants Bank and present a copy of this meeting minutes to be put on the signature card for the bank.*
5. Regular Monthly Meeting: 2nd Thursday of each month at 7:00 p.m.
6. Special or Emergency meetings: called/posted when needed.
7. Annual Township meeting: 2nd Tuesday of March. Next year’s Annual Meeting will be Mar. 11, 2025, at 8:15 p.m. following the Township Election, 4-8 p.m. The weather date for the Annual Township meeting is Mar. 18, 2025, 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, old 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. Proposed 2025 date of Thursday, Feb. 20, 2025 at 2:00 p.m.
11. Wages for the Town Board:
    1. Supervisors - $35.00/Town Board meeting paid monthly and including the annual meeting and bi-monthly meetings attended in Wilson. (current)
    2. Chairman - $500.00 annually paid monthly at $41.67 (current)
    3. Any board member sitting in as chair receives chair wages.
    4. Vice chair and additional supervisor - $400.00 annually paid monthly at $33.33 (current)
    5. Any supervisor working township maintenance is paid $20.00 per hour with a 2-hour minimum (current)
    6. Supervisors may be excused from one meeting per year with pay
    7. Mileage will be reimbursed at the federal rate for training meetings, district meetings, the annual township banquet, or as referenced here. Mileage is not reimbursed for regular and special township board meetings.
    8. Winona County Annual Township Meeting, banquet fee and mileage are covered by the Township. Officers may bring 1 guest paid for by the township.
    9. Current training pay is $15.00 per hour, in 15- minute increments; mileage to be reimbursed at the federal rate.
    10. Allowance for phone calls discussion.

1. Clerk/Treasurer pay
   1. Clerk is currently paid $27.00/hour for all work done for the township. Deputy Clerk is currently paid $25.00 for all work done for the township. Clerk and Deputy Clerk will be reimbursed mileage at the federally mandated rate
   2. Treasurer is currently paid $35.00/meeting and $1500.00 annual salary, paid monthly at $125.
   3. Winona County Annual Township Meeting, banquet fee and mileage are covered by the Township. Officers may bring 1 guest paid for by the township.
   4. Training pay is $15/hour in 15 -minute increments; mileage to be reimbursed at the federal rate.
2. Minnesota Association of Townships annual meeting each December
   1. Each day will be paid at the training rate per their role.
   2. Hotel accommodation paid for up to 3 nights.
   3. One meal will be covered by the township each conference day up to $20.00 per officer per meal.
   4. Spouses of the Board are invited to attend; no additional expenses are covered for spouses.
3. Road Maintenance
   1. Main snowplow driver and grader is paid $30/hour in 15-minute increments to keep in line with pay for this type of work. This decision removes all previous pay caps; in the event of a new driver or grader, supervisors will reconsider pay based on experience.
   2. Emergency calls: Time and a half will be $45.00/hour in 15-minute intervals with a two-hour minimum at supervisor request or notification
   3. Current Sunday and Holiday work will be paid at $45.00/hour. Holidays 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/hour.
   4. Any additional training approved by the board will be paid at $20.00/hour plus mileage reimbursement at the federal rate.
   5. In addition, this staff person will be paid $500 annually, paid monthly at $41.67 to compensate for phone calls, meeting attendance, and township-related miscellaneous duties.
   6. Mileage for parts pick up will be reimbursed at the federal rate.
   7. Additional maintenance personnel will be paid $22.00/hour to work on township equipment.
4. Building Cleaning and Maintenance, and Event Reservations
   1. Currently maintenance/event person is paid at $150.00/month. *(from last year’s minutes: After discussion, the board expressed concern that the amount is low and asked that the time spent be recorded for later evaluation. AND NOW: renting is on hold; want to acknowledge that?*
5. Fire Department
   1. Fire department members will be paid $15/hour for all necessary training with mileage reimbursed at the federal rate *from Annual Meeting Mar. 12, 2024: “an advisory motion” to raise the rate of training pay to $20 per hour (from $15) and to pay $20 per hour for Fire volunteers. Approved.*
6. Election Judges
   1. Current election judge pay is $15.00 per hour. Election judge training is paid at $15.00 per hour with mileage reimbursed at the federally mandated rate.
7. Timesheets
   1. All timesheets to be turned in to the clerk by the 2nd of each month by way of the

mailbox outside of the clerk’s office in town hall, email, or text.

1. Township insurance policies *(from 2023 minutes: 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.Ask Andresa if this is an annual review by Garth.*
2. Administrative Policy
   1. 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.
3. Other

Motion to approve above reorganization items as discussed.

Road Reports

1. Permit to replace culvert on Lanes Valley Rd. update

Old Business

1. Forster Road tree issue – *if anything*
2. Department of Justice update
3. Approve Claims *any late bills to be included in motion*
4. Other

New Business

1. Clerk’s Report
2. Election Judge training for Kathy
3. Other
4. Treasurer’s Report
5. Starting balance tonight:
6. Spent tonight:
7. Balance tonight:
8. This month last year:
9. Other *–*
10. Other

Motion to Adjourn Regular Meeting