# New Hartford Township

# MINUTES

# for the Monthly Meeting

# April 10, 2025, 7:00 pm

# New Hartford Town Hall

**Attendance**

Supervisors: Larry Moldenhauer, Richard Johnson, Douglas Stavenau

Clerk: Kathy Klawiter

Treasurer: Michael Moor

Maintenance:

Fire Chief: Cody Gehrke

Guests: Caroline van Schaik, Ed Walsh, Emma Iremonger, Patricia Van Pelt, Bob Bruno, Bill Schuldt, Lisa Radtke, Ernie Erdmann

Meeting called to order by Vice Chairman Larry Moldenhauer at 7:05 p.m. followed by the Pledge of Allegiance.

Minutes for the regular meeting of March 13, 2025 were read by Clerk, Kathy Klawiter. Motion by Doug Stavenau was made, seconded by Larry Moldenhauer and approved by all to accept the minutes as read with change to correct date..

**Public** **Comment:**

1. Ed Walsh again raised questions regarding plans going forward for seal coating more roads. Richard Johnson again stated that the feasibility was partly based on tax dollars generated by the number of residences on each road. Ed disagrees with the formula for decisions on paving. Ed countered with his calculation of the amount of real estate taxes he has paid (during the time he has lived there) approximately 65K and that there are two other houses on his road. Ed wanted to know what his tax dollars were paying for. Ed volunteered to go with Larry to a County meeting to advocate for paving all roads. Ed stated that he was even willing to help pay for some of the cost to pave Lost Valley Drive. Per Bob Bruno there is a program called LPIR (Local Road Improvement Program) that gives grants. The contact person for this is Dave Krammer.
2. Ernest Erdmann brought up several items he was concerned about: Milestone Gravel contacted Ernie about the township letting bids for gravel; in past years he has been trimming the ditch outside the hall andaround some things such as the sand barn etc. He is unable to do this any longer and it needs to be done by the townships contractor (Cornerstone); and he noted that there was an old culvert that someone pulled out and left in the yard of the hall.
3. Caroline van Schaik requested that the Township consider sending a letter of concern to Representative Finstad expressing support to save office and services such as the VA, Social Security, Post Offices, etc. that may be cut under the desire to cut excess spending. Other townships are considering this. Ed suggested that each individual supervisor send such a letter. The board stated that this was not appropriate for the board to do as a whole, but each supervisor, if they so desire could send a personal letter just as any resident can.

**Fire Department Report** –

1. DNR grant has been approved.
2. We will be getting an invoice for $1,100 for the State School that several members attended in March.
3. Summit Fire went through extinguishers.
4. Working on the AFG Grant and contacting a service Co in Brooklyn that specializes in these grants to help as they have had good results in writing these grants.
5. FD by-laws have been changed for a member to remain in good standing. They now need to respond to 25% of all calls instead of the previous 10%. Most departments require 33%.
6. Old Fire truck has sold for $7,000.
7. The new fire truck now has all new tires, and we need one new rim, they purchased two new rims because could not match the one that ws still good and will keep that good one as a spare if needed.
8. The new truck will be getting new lettering. This will cost between $2,600 to $3,000.
9. Will try to get a copy of the credit card bill to Cody so he is more aware of what charges are on the current bill and what charges may still be outstanding, so he doesn’t inadvertently go over his card limit.
10. Asked to have Carl move the piles of gravel, etc. back further so FD can use the area for training.
11. There have been requests as to whether the FD will burn houses for training purposes. The FD will not burn houses anymore. There are too many state regulations and tests (asbestos) that are required to make it feasible.
12. On April 21st FD will do anhydrous ammonia training in the township parking lot. (6:00 P.M.)
13. In September, the FD will be hosting FFI and FFII classes here. There will be 3 people from Caledonia attending along with 5 from our department.
14. FD should have over 20 members by the end of April.
15. It costs about $12,000 per person for full turnout gear and over 6 people will need new this during the year.
16. New lockers are needed.
17. Due to a legal settlement on opiate use, Big Pharma was ordered to pay out moneys. This will be distributed to the counties. When this is available and the FD will petition the county for a grant. We can use it for EMS items (i.e. for pagers, suction devices, Narcan, BP cuffs etc.). Winona County is sitting on approximately $3M at present.

**Road Reports**

1. The clerk will send a bill for the actual damage done by a semi that tried to go up Dakota Valley road on March 5th. This charge will be for equipment usage, personnel time, materials, and time from onset.
2. Current tree removal contract with Kurie was only from September through Marchs annual meeting. Kathy to put out a request for bids.

**Reorganization**

1. Motion to appoint Doug Stavenau as board chair by Richard Johnson, seconded by Larry Moldenhauer, approved.
2. Motion for Larry Moldenhauer as Vice chairman by Doug Stavenau; second by Rich Johnson; approved,
3. Designated official newspaper: Houston County News Doug 1st, Rich 2nd, approved.
4. Designated posting place(s): Town hall posting boards and Kwik Trip Bulletin Board Doug 1st, Larry 2nd, approved.
5. Designated Merchants Bank of La Crescent as township official bank. Doug 1st, Larry 2nd, approved. A new signature card is needed, Kathy will get the process started after minutes are completed.
6. Regular Monthly Meeting: 2nd Thursday of each month at 7:00 p.m. Larry 1st, Doug 2nd, approved.
7. Special or Emergency meetings: called/posted when needed.
8. Annual Township meeting: 2nd Tuesday of March. Next year’s Annual Meeting will be Mar. 10, 2026, at 8:15 p.m. following the Township Election, 4-8 p.m. The weather date for the Annual Township meeting is Mar. 17, 2026, at 8:15 p.m.
9. Meeting Protocol: Business meeting Rules of Order. The Board determines the time limits on each topic.
10. Meeting Reports: Fire Department, Road, Treasurer, Clerk, old business, and new business.
11. Board of Audit Meeting: The Board of Audit consists of the Town Board supervisors. The meeting must be completed 1 week before the annual meeting. 2026 date: February 26th, 2026.
12. Wages for the Town Board:
    1. Supervisors - $35.00 per meeting paid monthly and including the annual meeting and bi-monthly meetings attended in Wilson.
    2. Chairman - $500.00 annually paid monthly at $41.67 remains the same.
    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
    5. Any supervisor working in township maintenance is paid $20.00 per hour with a 2-hour minimum. Usually only done on an emergency basis.
    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. 2025 federal rate is .70 per mile. Adopt the federal rate as of January 1st.
    8. Winona County Annual Township Meeting, banquet fees and mileage are covered by the Township. Officers may bring 1 guest paid for by the township.
    9. Current training pay is $20.00 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. Motion made by Richard Johnson to pay all employees $35.00 per hour. This would include the clerk, (Kathy) plow and grader drivers (Loren, Charles, Larry), and shop maintenance person (Carl). Motion seconded by Larry Moldenhauer. Nay vote by Doug Stavenau. Motion carried.
   2. Clerk is to be paid $35.00/hour for all work done for the township. Clerk will be reimbursed mileage at the federally mandated rate.
   3. Treasurer is currently paid $35.00/meeting and $1500.00 annual salary, paid monthly at $125. Training pay is $20/hour in 15 -minute increments; mileage to be reimbursed at the federal rate. Mike declined the new hourly wage voted for.
   4. Winona County Annual Township Meeting, banquet fee and mileage are covered by the Township. Officers may bring 1 guest paid for by the township.
2. Minnesota Association of Townships annual meeting each December
   1. Each day will be paid at the training rate of $20 per hour.
   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. Snowplow drivers and graders paid $35/hour in 15-minute increments to keep in line with pay for this type of work.
   2. Emergency calls: Time and a half will be $52.50/hour in 15-minute intervals with a two-hour minimum at supervisor request or notification i.e. if a tree across road.
   3. Holiday work (as needed Emergency work) will be paid at $52.50/hour. Holidays include Martin Luther King Day, July 4th, Thanksgiving, Christmas Eve Day, Christmas Day, and New Year’s Day.
   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.
4. Building Cleaning and Maintenance, and Event Reservations
   1. Currently maintenance/event person is paid at $150.00/month. Since we are currently not renting out the hall Kathy to call Kate to see if she would agree to only coming in every other month until we start renting the hall again.
5. Fire Department
   1. Fire department members will be paid $20/hour for all necessary training with mileage reimbursed at the federal rate
6. Election Judges
   1. Election judge pay is $55.00 per hour. Election judge training is paid at $25.00 per hour with mileage reimbursed at the federally mandated rate.
7. Timesheets
   1. All timesheets to be turned into 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 *Garth Zenke, Mound Prairie Insurance.*
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.
3. Other

Motion to approve above reorganization items, except as noted above, made by Doug Stavenau, 2nded by Richard Johnson. Approved by all.

**Old Business**

1. Motion made by Doug Stavenau to approve claims paid tonight and outstanding claims, including Xcell energy and MI energy. Motion was seconded by Richard Johnson. Approved.
2. DOJ update-Kathy sent a letter clearing up questions the DOJ had.
3. Possible reports and formats were discussed.

**New Business**

1. Clerk’s Report
2. Treasurer’s Report:
3. Starting balance tonight: $209,789.39
4. Spent tonight: $15,344.34
5. Balance tonight: $194,445.05
6. This month last year: March 14th, 2024 $295,473.25
7. Mike brought up the possible need for gravel bids.
8. Richard Johson moved to accept treasurer report, second by Larry Moldenhauer, Approved
9. Other
   1. Road Review Meeting will be Monday, April 14th starting at 3:45 p.m. Will discuss findings at a next regular meeting. Ask Carl to attend.
   2. Electronic Sign board, to be used for community notices, to be purchased, cost is approximately $1,300 to $1,400 and it will be placed in front of building.

Motion to Adjourn - Motion to adjourn the regular meeting at 8:30 p.m. by Doug Stavenau and seconded by Richard Johnson; approved.

Respectfully submitted,

Kathy Klawiter 05/8/2025

Approved by:

Chairman, Doug Stavenau Date

Witnessed:

Kathy Klawiter, Clerk Date