

Waterford Township Newsletter

DECEMBER 2021

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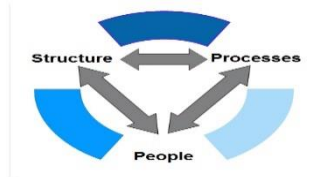
“LEAVE THE CAMPGROUND BETTER THAN YOU FOUND IT”

When backpacking in the mountains of Montana for five days thirty years ago, our trail guide (prior boy scout) continually said to us “leave the campground better than you found it.”

Since 2016, using the “campground” analogy, the Town Board has been preparing to “leave behind a more capable organization than when they entered public office”, as they in turn announce their intentions not to seek another term. See “Succession Planning” article.

The Town Board Members can leave public office now because they have done the hard things that are also the right things. They created both structure and processes for getting things done and have provided more than a short-term focus.

There will always be “town business” left to be done due to changing demographics, technology, economic variables, government regulations and mandates, but the structure and processes that are now in place will provide a solid base for new Board Members to get up to speed.



STRUCTURE & PROCESSES

The list below highlights the structure and processes that have come about from the need to “leave behind a more capable organization than when they entered public office”.

- MEETINGS – EFFICIENT & EFFECTIVE
- ZONING ORDINANCES – UPDATED
- ZONING REVIEWS – STANDARIZED FORMAT
- COMMUNICATION & TRANSPARENCY
 - Newsletter
 - Website: waterfordtownshipmn.org
 - Meeting Calendar
 - Meeting Notices
 - Hybrid Meeting Options
 - Board Packets & Supporting Documentation
 - Electronic Records
 - Open Meeting Law compliance
- FINANCIAL MANAGEMENT & STABILITY
 - Financial Policies – R2018-09
 - Contractor Contracts
 - Building Permit Revenue Fees Policy – Comp Plan
 - Road Reserves – shared & rehabbed roads
 - Grant Funding
 - Budget using Small City & Town Accounting System
 - Self-Balancing Fund Accounting
 - Internal Controls – Best Practices – “Trust but Verify”
 - Redundant Accounting – Two-Book System
- BRIDGE REHABILITATION PLAN & FUNDING
- TOWN HALL PRESERVATION PLAN
- ROAD MAINTENANCE & REHAB PLAN



FOND FAREWELL FROM SUPERVISOR LARRY ODEGARD

After a couple of years on the Planning Commission, seven years as Treasurer and now six years as a Supervisor I have decided not to run for reelection in March 2022.

The time I spent as an official of the Township has been very gratifying. I've met people I otherwise probably wouldn't have, and each of these people has in some way enriched my life.

The tasks undertaken by the Board has also been enjoyable to deal with, not only because the Board is made up of people who want to make Waterford better, but because many of you have expressed how you feel Waterford can be better.

I hope everyone reading this will involve themselves in assuring your Township continues to be the best it can, whether running for office, serving on a committee or communicating your thoughts concerning the Township.

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SUCCESSION PLANNING FOR TOWNSHIP GOVERNMENT

You often hear the words “succession planning” in the corporate world, but what about your Township government? Effective succession planning is an integral part of a government’s plan for sustainability and continuity.

The Minnesota Association of Townships (MAT) recommends Town Boards discuss and prepare for a Board Member (Supervisor, Clerk, Treasurer) becoming incapacitated or choosing not to rerun for another term.

During a Work Session on June 24, 2021, the Town Board Members discussed succession planning. With almost 400 registered voters, why don’t more people run for office?

- **Reason #1:** “I don’t want to run against an incumbent”.
 - **Solution:** Board Members are announcing their dates when they each plan to leave public office.
- **Reason #2:** “I can’t find time for multiple meetings and/or prep time”.
 - **Solution #1:** Structure & processes requires the Clerk to schedule all business of the Township on the 2nd Monday evening of the month as much as possible.
 - **Solution #2:** Once a month (the weekend before the Regular Board meeting) a Board Packet is uploaded to the website for review prior to the meeting.
- **Reason #3:** “Pay is so low I can’t even hire a babysitter”.
 - **Solution:** A goal of Board is to get Waterford’s meeting pay comparable to other Townships.
- **Reason #4:** “I lack experience in Town government”.
 - **Solution:** Structures, processes, mentoring and training will ensure new Board Member success.

During the meeting, Board Members discussed the next three years. Was anyone thinking about not rerunning for office? Each Board Member announced their intention not to seek another term, although these dates are subject to change.

- Supervisor Larry Odegard – not rerunning March 2022
 - See “Fond Farewell” article – page 1.
 - Served from March 2007 – March 2022.
 - 15 years of service.
- Supervisor Liz Messner – not rerunning March 2023.
 - Served from April 1997 to March 2023.
 - 26 years of service.
- Supervisor Frank Wergin – not rerunning March 2024.
 - Served from April 1991 – March 2024.
 - 33 years of service.
- Clerk Elizabeth Wheeler – not rerunning March 2024.
 - Running for office in March 2022 – if re-elected plans to not seek office in March 2024.
 - Served from April 2014 – March 2024.
 - 10 years of service.
- Treasurer Steve Wheeler – not rerunning March 2025
 - Current term from April 2021 to March 2023.
 - Plans to re-run for Treasurer in March 2023.
 - 4 years of service.



FILING FOR OFFICE

SUPERVISOR
3 YEAR TERM
March 18, 2022 – March 22, 2025

TOWN CLERK
2 YEAR TERM
March 18, 2022 – March 24, 2024

Notice is hereby given for the time of “filing” affidavits of candidacy for township officers to be elected at the Waterford Township Annual Election on Tuesday, March 8, 2022 from 10:00 a.m. to 8:00 p.m.

Filings will open at 8:00 a.m. on December 28, 2021 and close at 4:00 p.m. on January 11, 2022. “Affidavit of Candidacy” forms can be obtained one of three ways:

- Email: waterfordtownship@gmail.com
- Phone: 651-346-8467 – leave message- Clerk will call back.
- In Person: Town Hall – 3847 321st St. W – Northfield, MN. from 12 noon to 4:00 p.m. on January 11, 2022.

Affidavit of Candidacy form:

- One-page document – all information must be provided.
- Applicant signature – Signature must be notarized.
 - Town Clerk can notarize at no charge.
- Deadline to return form to Clerk – 01/11/2022 – 4:00 p.m.



ANNUAL TOWNSHIP ELECTION MARCH 8, 2022

Annual Township Election will be held on March 8, 2022 from 10:00 a.m. to 8:00 p.m. for Waterford residents.

Polling Place: Sciota Town Hall
30038 Alta Avenue
Northfield, MN 55057

Inclement Weather may cause the Annual Election to be postponed until the third Tuesday in March at the same time and place.



CAN'T GET TO THE POLLING PRECINCT?

Absentee Ballot by mail: absentee ballot application for the Annual Election is available on the following website:

<https://www.co.dakota.mn.us/Government/VotingElections/Absentee/Pages/default.aspx>

Absentee Ballot in person: available starting February 4, 2022 at Dakota County Government Center in Hastings during regular business hours Monday through Friday. In addition, Hastings will be open at 10:00 a.m. to 3:00 p.m. Saturday, March 5, 2022.

Questions regarding Absentee Balloting can be answered by calling Dakota County Election Dept at 651-438-4305.

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HOW TO RUN FOR TOWN OFFICE

WHAT IS A TOWN BOARD?

- The Waterford Town Board consists of three supervisors, a clerk and a treasurer.
- The elected body conducts the affairs of the township.
- Supervisors serve three-year terms.
- Clerk & Treasurer serve two-year terms.
- The powers and duties of the township and the town officers are set out in state statute.

WHAT ARE THE DUTIES OF A TOWN SUPERVISOR?

- Supervisors “have charge of all town affairs not committed to other officers by law.” Minn. Stat. § 366.01, subd. 1.
- Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents.
- Common duties include awarding contracts, approving policies, motions & resolutions, authorizing township expenditures, and adopting ordinances.

WHAT ARE THE DUTIES OF A TOWN CLERK?

- Performs a variety of duties for the township, including but not limited to: keeping meeting minutes, providing notice of meetings, filing & preserving town’s records.
- Primary duties are listed in Minn. Stat. 367.11, but there are many other references to clerk’s duties spread throughout the state statutes.
- Frequently performs other tasks needed for the town to function effectively and efficiently.
- Election Administrator.
- Building Permit Administrator using web-based app.
- Website Administrator.
- Planning Commission Liaison – prepares Zoning Review Documents.
- Prepares monthly Agenda & Supporting Docs.
- Prepares financial spreadsheets for Board Packet.
- Performs CTAS monthly “two-book” accounting.
- Prepares budget using CTAS budget module for Board.
- Duties require skill in Microsoft Office, accounting software, web-based applications, grant writing & project management.

WHAT ARE THE DUTIES OF A TOWN TREASURER?

- Town treasurers are mostly responsible for properly handling and accounting for the towns’ funds.
- Treasurers keep a register of all demands for payments made to the town and of all checks the town issues.
- Primary duties are in MN Stat § 367.16.
- Performs CTAS monthly “two-book” accounting.
- Duties require skill in accounting & accounting software.

AM I ELIGIBLE TO RUN FOR TOWN OFFICE?

To be eligible to run for town office you must be:

- An eligible voter.
- Filed as a candidate – only one office per election.
- Be at least 21 years old at the time of assuming office.
- Be a resident of the township for at least 30 days before the election.

IF I RUN FOR OFFICE, AM I REQUIRED TO CAMPAIGN?

No, whether you choose to campaign for the office is entirely up to you.

- You may not campaign in any way at the polling place or within 100 ft of the building in which the polling place is located or on public property. Minn. Stat. § 204C.06.

WHAT RESOURCES AND TRAINING ARE AVAILABLE FOR NEW TOWN OFFICERS?

Nearly every township in the state is a member of the Minnesota Association of Townships. Every year the Association conducts numerous training sessions for town officers, including spring short courses, summer short courses, an annual meeting/educational conference and district meetings.

WHERE CAN I GO FOR MORE INFORMATION?

There are many resources available to learn more about towns and running for town office.

- Contact the town clerk for information either by email: waterfordtownship@gmail.com or by calling 651-346-8467 – leave a message – Clerk will call you.
- The county auditor is the chief elections officer for the county and can provide you with election related information.
- The Minnesota Association of Townships web page: mntownships.org contains a wide range of information on town government including a calendar showing the dates and deadlines for town elections and a Town Manual that provides an overview of many town related issues officers and prospective officers may find of interest.
- The Elections Division of the Secretary of State’s Office answers questions regarding town elections: 651-215-1440. They also have a wealth of information on elections available on their web page, including a town election guide: sos.state.mn.us



WEBSITE BOARD PACKETS AND SUPPORTING DOCS

The town clerk assembles and prepares a “Board Packet” and uploads the packet to the Township website the weekend before the Regular Board Meeting (held on the 2nd Monday of the month): waterfordtownshipmn.org

The Board Packet contains all the “business” of the Township for the month. The Supervisors review the agenda and supporting documentation independently of the other Supervisors.

All discussion among Supervisors related to Township business must be discussed in a “noticed” public meeting.

NOTE: A Supervisor discussing Town business with another Supervisor outside a public meeting **VIOLATES the OPEN MEETING LAW – Minnesota State Statute Ch. 13D.**

NOTE: Supervisors can talk, call or email the Clerk anytime for clarification, additional information and/or questions without violating the Open Meeting Law.

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MAT RECOMMENDED “REDUNDANT ACCOUNTING”

Almost all Townships in Minnesota belong to the Minnesota Association of Townships (MAT). The mission of MAT is to support and promote the township form of local government in Minnesota through educational programs, structured advocacy, vital collaboration, and procurement of critical resources fundamental to local governments.

In the 2021 Spring Edition of the Minnesota Township Insider magazine, MAT Attorney Steve Fenske recommended all Town Boards review the Town’s current financial practices and tighten those practices to ensure accuracy and avoid any opportunity for theft.

Current internal controls:

- All claims are reviewed and approved each month at the Regular Board Meeting.
- Checks with pre-printed check numbers.
- No “pre-signed” blank checks.
- Three (3) signatures are required on each check.
- Checks are signed AFTER Board approval.
- Bank statements are reconciled every month and included in Board Packet.
- All Board Members have access to bank records without needing the permission of another Board Member. Bank statement included in Board Packet.
- Township does not have petty cash or imprest funds. While petty cash or imprest funds are legal, the Township has chosen not to utilize either.

Clerk added internal control effective 04/01/2021:

- Redundant Accounting – two book system.

Prior to April 1, 2021:

- Township operated with CTAS software application only on the Treasurer’s computer.
- Clerk gathered all the accounting information, prepared a spreadsheet listing all the claims, payroll and receipts.
- Clerk uploaded the spreadsheet and supporting documents to the website for Board & public review.
- A paper copy of the spreadsheet and supporting documentation was given to the Treasurer to enter into CTAS.

After April 1, 2021: Clerk implemented a two-book system upon the strong recommendation of MAT

- The two-book system requires the Town Clerk and the Town Treasurer to each have CTAS software.
- Each month, the Clerk & the Treasurer independently perform the monthly accounting of the Township on their computers.
- The two accountings are compared monthly to learn if they match.

If they match, according to Fenske, the financial information is probably correct (it’s possible both could make the same mistake, but unlikely).

If they do not match, one or more entries are incorrect. The Clerk & Treasurer must find out how and why their accountings are different & make corrections before processing checks for Board approval.

According to Fenske, the “redundant accounting” method should ensure the “township’s accounting” is correct.



HYBRID MEETING OPTIONS R2021-05

On June 1, 2021 the Minnesota Association of Townships issued “COVID-19 and Operating the Township” updates indicating that the Township could continue with teleconferencing meetings and/or return to in-person meetings. On June 14, 2021 the Town Board passed Resolution R2021-05 implementing “HYBRID” meeting options.

The Town Board chose the “HYBRID” option to provide Board Members and residents meeting options based on their individual needs during the continuing COVID pandemic.

Instructions for “teleconferencing” are included in every meeting notice. Meeting notices are posted/published in two locations:

- Town Hall door – 3847 321st St. W
- Township Website – waterfordtownshipmn.org



CHROMEBOOKS FLEXIBILITY & EFFICIENCY & SAVINGS

In 2020 the Township received funds from the federal CARES Act to help offset costs associated with the expenses of running the Town government during the “MN COVID 19 Peacetime Emergency”.

The Town Board used a portion of the funds to purchase a Chromebook for each Supervisor enabling each Supervisor to teleconference the Board Meetings from their homes.

The teleconferenced meetings ensured the official business of the Township continued without interruption.

Question: Now that the Town Board has gone to “hybrid meetings” are the Chromebooks still utilized and if so for what reasons?

Answer: Chromebooks are still used for 3 reasons.

- Supervisor flexibility: Teleconferencing provides meeting flexibility for the Supervisor if the Supervisor is unable to attend the Board meeting in-person.
- Meeting efficiency:
 - Each Supervisor downloads the monthly Board Packet from the Township website onto their Chromebook before the meeting.
 - Each Supervisor has their Chromebook before them at the Board table to reference during the discussion, deliberation, debate and motions.
- Cost savings: Clerk no longer copies the entire Board Packet for each Supervisor, saving time, paper & ink.

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TOWN ROAD FACTS

FACT: 1,780 Townships in the State of Minnesota establish, maintain and manage over 55,000 miles of road, constituting about 40% of road miles in Minnesota. These roads are a critical part of the state's transportation system. (Per Minnesota Association of Townships – MAT).

FACT: From 1950 to 2016, the US population approximately doubled; however, during that time, the number of vehicles in operation increased by six times and total vehicle-miles traveled grew by seven times. (Oak Ridge National Lab)

FACT: Rural gravel roads carry fewer vehicles per day compared to city streets, county roads and state highways, but the vehicles on rural gravel roads often bear heavier loads, such as commercial vehicles and farm equipment.

FACT: Over the decades commercial vehicles and farm equipment have increased in length, width and axle loads.

FACT: Most rural gravel roads were built decades ago when the axle loads, size of the equipment and volume of traffic was considerably less.

FACT: Town Boards are the “road authorities” for town roads. Minnesota Minn. Stat. § 160.02, subd. 25

FACT: Town roads are financed with local taxes, mainly property taxes.

FACT: Waterford has responsibility for 15.55 miles of road (1 mile of asphalt & 14.55 miles of gravel)

FACT: Waterford & Greenvale Township share the maintenance of Dresden Avenue (1 mile of asphalt & ½ mile of gravel road).

FACT: Most of the Township's gravel roads are flat allowing water to stay on the road surface. Standing water softens the road allowing potholes and ruts to form.

FACT: Waterford's gravel roads have been showing obvious signs of “distress” especially after most rain events as exhibited by ruts and potholes.

FACT: In 2019, the Town Board followed the lead of other Townships focusing on “planning” road maintenance and road rehabilitation instead of just grading.

FACT: In 2019, the Town Board followed the lead of other Townships by appointing a Road Steward.

FACT: In 2019, the Town Board hired a Road Contractor with excellent references, skilled in gravel road construction and maintenance, with skilled employees, a fleet of road construction equipment and a problem-solving attitude. See “Tax Dollars at Work” article for road projects done by this contractor.

FACT: In 2019, the Town Board committed to levying the financial resources necessary for road maintenance and rehabbing of the 14.55 miles of gravel road.

FACT: Rehabilitation of 14.55 miles of gravel road will take five to seven years at a cost of approximately \$45,000 per mile, depending upon width of road.

FACT: Roads will be scheduled for rehab based on types of vehicles, traffic volume and quality of the base materials.

FACT: Waterford Road Plan has two categories:

- **Routine Maintenance**
 - blading and smoothing
 - grading and reshaping
 - stabilizing with chloride
 - snowplowing
 - ditch maintenance
 - noxious weed management
 - culvert management
 - road signs
- **Road Rehabilitation** – distressed gravel roads at some point will require more than routine maintenance.
 - Primary causes of distress for a gravel road
 - inadequate base
 - improper drainage
 - inadequate gravel cover
 - increased traffic volume
 - heavier & wider agricultural equipment
 - increased axle weight
 - rain – multi-hour & multi-day
 - MN weather - freezing, thawing, snow, ice

FACT: Road Steward encourages every resident to read the 153-page manual on “Gravel Road Construction and Maintenance Guide” to understand gravel road maintenance and rehabilitation.

<https://www.fhwa.dot.gov/construction/pubs/ots15002.pdf>

FACT: The Road Steward is available for questions: (507) 261-2539 or email: waterfordtownship@gmail.com



SNOW & ICE CONTROL POLICY

Wondering when the township will plow the snow???

The Town Board adopted the Snow & Ice Control Policy by Resolution on November 9, 2020. The policy can be found on the Township website: waterfordtownshipmn.org on the home page under NEWS or call the Town Clerk to have a policy mailed to your home - Town Clerk - 651-346-8467 – leave a message – she will call you back.

A *TIMELY*
Reminder

MINNESOTA STATUTE
160.2715 (a) (1)
Misdemeanor/Civil Penalties

With the return of sub-freezing temperatures, it is time to remind everyone to read and understand the law expressly forbidding obstructing any public road or depositing snow or ice thereon.

Violations are considered misdemeanors, but civil penalties also apply if the placement of snow creates a hazard, such as a slippery area, frozen rut or bump, that contributes to a motor vehicle or pedestrian accident. The civil liability can extend to both the property owner and the person who placed the snow.

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KUDOS TO MNDOT

Road Steward Steve Wheeler has been in communication with the Minnesota Department of Transportation (MNDOT) reporting safety concerns and requesting "new aprons" not just "patching the aprons" since 2019.

Safety Issue – 297th: blind curve to the north causes drivers to accelerate to get onto Highway 3 before highway speed traffic comes around the curve. The driver ends up spinning their tires, digging holes in the gravel road while trying to get onto the highway.

Safety Issue – 315th: hill to the south of 315th requires driver to accelerate to get onto Highway 3 before traffic appears at the top of the hill. Same safety issues as above.

MNDOT told Wheeler, every time he called, they would put the "new" aprons in the work schedule. On October 10, 2021 both the 297th apron and the 315th apron (pictured above) were replaced with 60-foot asphalt aprons.

THANK YOU MNDOT!!!!!!



DANBURY AVENUE FROM COUNTY ROAD 86 SOUTH TO 290TH ST. W

NEWS UPDATE: Dakota County Commissioner Slavik, when visiting the Town Board meeting 11/8/2021 stated that the County is anticipating starting the C.S.A.H. 86 Road Reconstruction Project around April 1, 2022. All property owner agreements are signed except the railroad, but Slavik anticipates the agreement will be signed soon.

Dakota County will install non-movable traffic barriers on or about April 1, 2022 at the [intersection of County Road 86 and Danbury Avenue](#). During the road closure, property owners living on Danbury Avenue will be able to access their property by way of 297th St W and Danbury Avenue from the south or 290th St W from the west.



ROAD PROJECTS 2020 - 2022

For purpose of covering a lot of material in one column of the newsletter, the following bullet points are the same or similar for each "rehab".

- **Spring/early Summer Rehab:**
 - Prepare road for rehab by blading & smoothing.
 - Apply minimum of 4" crushed lime rock.
 - Grade to distribute lime rock & form 4% crown.
 - Compact the surface.
 - Apply chloride from ditch to ditch.
 - Blade & apply 2nd application of chloride in the fall
 - Techniques described in more detail in "Gravel Road Construction and Maintenance Guide".
- <https://www.fhwa.dot.gov/construction/pubs/ots15002>

- **Benefit:** Eliminates need to grade after every rainfall resulting in less grading costs and safer roads.
- **Rehab Maintenance:** Board budgets for spring grading & full chloride for each "rehabbed" road to maintain road stability and safeguard the initial rehab investment. Touch up grading when necessary.

2020 REHAB:

- **Road:** Canada Avenue (south) between State Hwy 19 & County Road 47 – 1.3 mile rehabbed – 24 feet wide.
- **Reason:** 2020 traffic count averaged 353 vehicles per day consisting of agricultural/farm equipment, commercial trucks, a short cut between Highway 19 & County Road 47, Carleton Arb and residential traffic.

2021 REHAB:

- **Road:** 300th between State Hwy #3 & Burma Avenue - 1 mile rehabbed – 27 feet wide.
- **Reason:** 2020 traffic count averaged 162 vehicles per day consisting of tree nursery and sod farm hauling, agricultural/farm equipment, commercial trucks, residential traffic and a short cut from Highway 3 to County Road 47.

2021 REHAB:

- **Road:** 290th, Danbury (between 290th & 297th) & 297th - 1.24 mile of road rehabbed – averaging 23 feet wide.
- **Reason #1:** 2020 traffic count averaged 118 vehicles per day consisting of agricultural/farm equipment, commercial trucks and residential traffic.
- **Reason #2:** anticipated detour traffic (possibly ten-fold) due to the two-year closure of C.S.A.H 86 now starting in April 2022 - road base was inadequate.
- **Reason #3:** It is not the County's responsibility if an "unofficial" detour results in damage to a Town road.

2021 CULVERT REPLACEMENT:

- **Road:** Canada Avenue.
- **Culvert Location:** ¼ mile north of State Highway 19.
- **Reason:** Erosion of road with hazardous drop offs.

2022 REHAB:

- **Road:** 320th between Canada Ave & the town line - 1.4 mile scheduled for rehab – 25 feet wide.
- **Reason:** 2020 traffic count averaged 114 per day consisting of agricultural/farm equipment, commercial trucks and residential traffic.

2022 REHAB:

- **Road:** Dresden Ave between 315th & County Road 96 ½ mile scheduled for rehab – 22 feet wide.
- **Reason #1** 2021 traffic count averaged 104 vehicles per day consisting of agricultural/farm equipment, commercial trucks and residential traffic.
- **Reason #2** maintenance & rehab of Dresden Avenue (gravel) is shared with Greenvale Township. Each Township pays ½ the cost of rehabbing Dresden Ave.

2022 ASPHALT MAINTENANCE:

- **Road:** Dresden Ave between County Road 96 & the township line (City of Northfield boundary). One mile of asphalt scheduled for crack fill.
- **Reason #1** agricultural/farm equipment, commercial trucks, residential traffic and traffic to & from the City of Northfield.
- **Reason #2** maintenance of the asphalt road is shared with Greenvale Township. Each Township pays ½ the cost of road repairs and road maintenance.

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GRANT FUNDS MADE IT POSSIBLE TO MEET OUR OBLIGATIONS

The statutory responsibilities of a Township are roads, fire service and zoning. So, what does a Township do when it is faced with the rehabilitation of an historic bridge or hasn't budgeted for state mandated noxious weed management or the Zoning Ordinances are outdated or unfunded operating expenses during a pandemic or lost revenue due to COVID? Write grants!!!

The grant writing process for government entities is a type of writing that has its own set of conventions. The highly competitive process has many steps including clear and specific language, engaging application materials, extensive research and narrative storytelling resulting in how the project will come to fruition and how the gifted funds will make a difference.

The Township had five unfunded projects (see list below). Since 2011 the Township has written nine grants. The Township received eight of the nine grants totaling **\$624,013**.

- **Deteriorating Waterford Bridge - National Register of Historic Places** - mandates historic restoration must be approved by SHPO (State Historic Preservation Office)
- **Outdated Zoning Ordinances**
- **Absent Noxious Weed Management** – mandated by MN State Statutes, Sec 18.75 to 18.91
- **Peacetime Emergency COVID protocols** requiring expenditure of unbudgeted funds.
- **Economic impact** – American Rescue Plan Act 2021 – H.R. 1319 – details on this in the next Newsletter.

As the spreadsheet within this article shows, the Township taxpayers paid **\$87,530** for the various projects over ten years. To date, the grant funded amount totals **\$624,013**.

Adding “in-kind professional services” and “financial donations” brings the total to \$830,557. Another way to state this would be for every dollar of tax payer money the Township spent on the various projects, the Township taxpayer received \$9.49 in grants, donations and in-kind professional services.

Grantors and their impact:

- \$449,318 -- MN Historical & Cultural Heritage
 - **Impact:** Engineering Study
 - **Impact:** Phase 1 - Historic Restoration
 - **Note:** To complete the bridge restoration, an additional \$1.85 million is required. Grant funding, donations, in-kind services & state bonding.
- \$ 95,000 – National Trust for Historic Preservation
 - **Impact:** Repair of SE Wing Wall
- \$ 53,014 – Federal - American Rescue Plan
 - **Impact:** to be determined
- \$ 20,895 – State Grants
 - **Impact:** COVID Relief (Chromebooks, technology)
 - **Impact:** Noxious Weed Plan & reduced population
- \$ 5,786 – Dakota County Grants
 - **Impact:** \$5,000 toward consulting fees
 - **Impact:** \$786 – offset unfunded COVID election expenses for the 3 election cycles in 2020.

BREAKDOWN OF GRANTS TOWNSHIP MATCH – FIANNICAL DONATIONS & IN-KIND PROFESSIONAL ASSISTANCE

BRIEF PURPOSE	GRANT AMOUNT RECEIVED	TOWNSHIP MATCH	DONATIONS THAT SAVED THE GRANT	IN-KIND PROFESSIONAL ASSISTANCE
2011 - NTHP Repair of SE Wing Wall	\$ 95,000	\$ 65,000	\$ -	\$ -
2018 – CDBG Zoning Ordinances	\$ 5,000	\$ 5,000	\$ -	\$ 1,000
2018 – MHS Bridge Restoration	\$ 106,500	\$ 7,530	\$ -	\$ 27,045
2019 - MHS Bridge Restoration	\$ 342,818	\$ 10,000	\$ 121,499	\$ 53,000
2019 – MDA Noxious Weeds	\$ 8,120	\$ -	\$ -	\$ 2,500
2020 – MMB State CARES Act	\$ 12,775	\$ -	\$ -	\$ 1,000
2020 County CARES Act	\$ 786	\$ -	\$ -	\$ 500
2021 American Relief Fund	\$ 53,014	\$ -	\$ -	\$ 500
TOTALS	\$ 624,013	\$ 87,530	\$ 121,499	\$ 85,045



STAKEHOLDERS CAME TO THE RESCUE

Who are the stakeholders? Stakeholders are entities who care about or have a vested interest in the preservation of the Bridge. Stakeholders (State, Dakota County, Mill Towns Trail, Carleton College, DNR-MN Dept of Natural Resources) stood on the Bridge on June 1, 2017 & all agreed to support Waterford's efforts to preserve the Bridge.

Since then, the stakeholders have supported the Township during every grant and construction cycle providing professional services, financial assistance and moral support.

Phase 1 construction bid to grant shortfall - \$121,499

- 05/11/2021 – Lowest construction bid - \$464,317
 - Higher than anticipated bid caused by inflation, supply & labor shortages due to COVID.
 - Township unable to fund the shortfall.
 - Township needed to return grant funds.
- 06/15/2021 – Stakeholders saved the grant funding.
 - Dakota County pledged \$91,499
 - Friends of the Mill Towns Trail pledged \$30,000
 - Waterford Township pledged \$10,000

THANK YOU, STAKEHOLDERS! Waterford Township is extremely grateful for the extraordinary time sensitive efforts undertaken by several people resulting in donations to cover the unexpected “construction bid to grant fund” shortfall.

The grant funds together with the donations enabled Phase 1 of the Bridge restoration to be funded & the work done. Support (both effort & donations) are much appreciated!!!!

Waterford Township Newsletter

DECEMBER 2021



STAKEHOLDER'S PROFESSIONAL SERVICES

Every grant application requires “matching” contributions. Grantors require the Grantee to contribute toward the “cause”. Contributions can be money, but in the Township’s situation, in-kind contribution of professional services has also been acceptable to the Grantors.

The Grant Manager must keep records & submit to the Grantor all the time spent administering the grant as well as the hours spent by Stakeholders providing professional services.

The spreadsheet below is an abbreviated list of the in-kind contributions by stakeholders. It is impossible to put a price on the many hours of work done by so many individuals & entities.

IN-KIND CONTRIBUTIONS	Professional Services
Professional Expertise <u>Dakota County</u> –Engineering & Planning Staff <u>Dakota County</u> – acts as the fiscal agent on behalf of Township for cash flow purposes. <u>Waterford Township</u> – Grant Manager’s time	Hours & hours of work PRICELESS
SHIP Grant Writer Grant Writing Assistance: Statewide Health Improvement Partnership (SHIP) funds. “Restoring a Legacy” brochure: development & printing of brochure – see “News” on homepage of website: - waterfordtownshipmn.org	Grant writing assistance & Legacy Brochure PRICELESS
Supporters Dakota County, Carleton College, City of Northfield, Mill Towns Joint Powers Board, Friends of the Mill Towns Trail, MN Department of Natural Resources	Support Letters for Grant Applications PRICELESS



TOWNSHIP APPLIES FOR PHASE 2 GRANT FUNDING

The Township submitted a grant application for Phase 2 of the Bridge Restoration on September 10, 2021 to the Minnesota Historical Society. The Township will be notified sometime in December if the grant is to be funded.

If the Township receives the \$244,383 grant, adjusted for inflation & possible supply chain shortages, the truss strengthening will be done during the summer of 2022.



RESTORING A LEGACY

October 26, 2021 began with a beautiful sunrise over the 1909 Waterford Bridge. At 10:00 a.m., fourteen people (historians, engineers, planner, etc.) assembled to inspect the Phase 1 restoration of the north and south abutments plus the replacement of the truss bearings.

The meeting ended with the historians approving the work done by Kraemer North American. Why was this approval so sought after and welcomed by the Township?

- The bridge was placed on the National Register of Historic Places by the Township on August 10, 2010.
 - Once on the National Register, any repairs or rehabilitation must be reviewed & approved by the State Historical Preservation Office.
 - Once on the National Register, the structure is eligible for “historic” grant funding.
- All grants contain “milestones” set by the Grantor, in this case the Minnesota Historical & Cultural Heritage Grant as managed by the Minnesota Historical Society.
- Grantee (Waterford) must comply with all “milestones” without exception to receive the grant funding.
 - Milestone 1: Grain & color of concrete for the abutments had to match the 1909 concrete grain and color. Required MHS & SHPO approval.
 - LHB, the engineering consultants & Kraemer prepared several grain & color test slabs for MHS & SHPO approval.
 - Milestone 2: On-site inspection by MHS & SHPO historians of work completed before release of grant funding.

Note: Town Clerk makes every effort to ensure accuracy in the Newsletter but makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents & expressly disclaims liability for errors & omissions in the contents.

Note: MN State Statutes are cited but not transcribed word for word due to space constraints. Printing segments or paraphrasing or summarizing the Statute is in no allowing you to look up the exact wording for further clarity and/or understanding.

Town Clerk requests respectful feedback on the Newsletter to ensure it meets the needs of the recipients. Email waterfordtownship@gmail.com or call 651-346-8467.

Newsletter Editor & Publisher - Town Clerk Elizabeth Wheeler



EFFORT DOESN'T ALWAYS LEAD TO SUCCESS

Mn Statutes 174.5 - Local Road Improvement Program (LRIP) provides funding assistance to local agencies for constructing or reconstructing local roads. The multiple step application process is competitive & the chance of funding is slim at best.

The Minnesota Association of Townships encouraged Townships, irrespective of funding, to write LRIP grants to demonstrate to the legislators the funding needs of Townships.

The Township had two projects that needed to be done:

- Canada Ave Culvert replacement (approximately \$20,000)
- Village Drainage project (approximately \$80,000)

Dakota County agreed to “sponsor” (a requirement of the application process) the Canada Culvert project as it met one of the four criteria of the grant application.

Unfortunately for the Township, the grant wasn’t funded. If in the future, funding becomes available and a Town road project meets the criteria, the Road Steward will “try again”.