

# Waterford Township Newsletter

## December 2018

Annexation Update	1
Town Hall Septic System Compliance	1
Storm Damage Volunteers	1
Thank You Election Judges!!!	2
Thank You & Happy Retirement	2
Join a Committee – We Need You!	2
Bridge Repair Complete	2
Town Board Takes Action	3
Road Committee Updates	3
Snow Removal – State Statute 160.2715 & 169.42	4
Announcing Enhanced Services	4
Welcome to our New Website	5
Township Adds Zoning District	5
Historic Bridge – Structural Hazards - Closed	5
Township Receives Another Grant	6
Notice of Public Hearing – Zoning Ordinances	6
Notice of Public Hearing – Bridge Restoration	6
Project & Property Committee – 2019 Goals	7
Welcome New Members	7
Two Major Complications of Budgeting	7
Filing for Office	8
Annual Township Election	8
Join Us – Annual Township Meeting	8
Supervisor Roles & Responsibilities	8
Treasurer Roles & Responsibilities	8

### STORM DAMAGE VOLUNTEERS



According to the National Weather Service southern Minnesota, including the Northfield area, experienced sixteen confirmed tornadoes (six – EF0s, nine EF1s, and one EF2) between the hours of 5:52 p.m. and 7:28 p.m. on Thursday, September 20<sup>th</sup>. Weather Service link for complete report: [www.weather.gov/mpx/Sep20Tornadoes](http://www.weather.gov/mpx/Sep20Tornadoes)

Waterford Township had some storm damage and thanks to some Waterford residents, the clean-up of three areas was done quickly, quietly, and without costs to tax payers.

#### Town Hall Park



The Town Hall escaped structural damage but the adjoining park (see picture) had multiple oak tree limbs scattered throughout.

Without delay, Jerry Wicklund and Charlene Klemenhagen volunteered their time, labor and equipment to chain saw the limbs and haul away pickup loads of wood and debris. Team work at its best!

#### Waterford Bridge

During the storm an old box elder tree fell across the path to the 1909 Waterford Bridge.

JB Dudley drove his CAT skid-steer with a grapple bucket down to the old Bridge and cleared the path. Clearing the path allowed the engineering firm to continue their work on the Bridge without delay. Way to go JB!



#### Barnard Avenue



A large old soft maple tree fell across Barnard Avenue during the storm making the road impassable for emergency vehicles, school buses and residents.

By 10:00 p.m. that same evening however, the tree was cut up, the tree trunk was pulled off the road into the ditch and debris cleared by Steve & Elizabeth Wheeler with a chainsaw, chains, truck, lights, safety equipment and muscle. The road was re-opened within three hours.

*“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.” — Unknown*

Thank you Wicklund, Klemenhagen, Dudley, & Wheelers!!

### **ANNEXATION UPDATE**

On September 20, 2018 Township Attorney Mike Couri argued before Judge Arlene Perkkio in

District Court in Hastings Minnesota as to “breach of contract” of the 1980 Annexation agreement between the City of Northfield and the Township. The Judge has ninety days to rule on the law suit. **Next update: March 12, 2019 Annual Meeting.**



#### **TOWN HALL SEPTIC SYSTEM COMPLIANCE**

was completed on Tuesday, August 14, 2018 when the system was inspected, the tank was pumped and cleaned. The risers (lids to tanks) were dug up and elevated per regulation.

Because the septic system is in a public park, the Township had the elevated risers (lids to tanks) locked to prevent possible entry by unauthorized persons.

Waterford resident Steve Wheeler volunteered to manage the project, working with the County & the contractor, obtaining compliance while minimizing taxpayer’s dollars. Total cost to taxpayers was \$1,071.89.

# Waterford Township Newsletter

## December 2018



### ELECTION JUDGES

I am unabashed saying that Waterford Township has the finest group of citizen Election Judges in the State of Minnesota. Waterford's judges are reliable, trustworthy and straightforward; truly the "salt of the earth."

Election Judges train, follow protocols, check and cross check and administer the complexity of election laws to ensure your vote is secure and is cast exactly as you intended it to be.

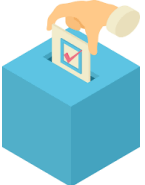
**Thank you** to the following Judges that committed themselves to three elections cycles in 2018: Annual Election (March 13<sup>th</sup>), Primary Election (August 14<sup>th</sup>) and the General Election (November 6<sup>th</sup>).

Theresa Bentz	Nola Moen
Linda Blankenberger	Jan Odegard
Jane Dilley	Larry Odegard
John Fried	Bridget Renlund
Erin Johnson	Marie Struss
Char Klemenhagen	Steve Wheeler
Lorraine Lemke	JoEllen Wrolstad
Rein Lemke	Paul Wrolstad



**Rein and Lorraine Lemke** recently told Town Clerk Elizabeth Wheeler "while we have enjoyed serving as election judges for over 20+ years, it is time to pass it on to the younger people."

The Lemke's remember the days when the ballot was dropped in a wooden ballot box and hand counted at the end of the day. Today, the ballots are counted by machine. However, while the method of ballot counting has changed,



"greeting and catching up with your Waterford neighbors never does," says Rein.

The Lemke's married in 1959 then moved to Waterford in 1963 to raise a family of three. Rein worked at Sheldahl as an engineer until 1997 and Lorraine retired from the Northfield Hospital as a nurse in 2000. Somehow during those busy years Rein found time to serve on the Waterford Planning Commission and both Rein and Lorraine served as Election Judges.

Retiring from their Election Judge commitment will allow more time with family and friends, reading, playing cards, walking & fishing at their northern Minnesota cabin.

I can't imagine voting at the Town Hall without the welcoming smiles of Rein & Lorraine. Thank you for your service to Waterford. Enjoy retirement.



### JOIN A COMMITTEE

As the old proverb says, "two heads are better than one", a group of people offer a wider range of experience, knowledge, ability and personality characteristics, a more thorough survey of facts, and a more diverse and specialized background than one person can possibly bring to bear on a problem.

The situation resulting from an oral exchange of views can clarify problems and help develop new ideas and solutions. The combined judgement of the group is superior to that obtained from individual judgement.

Please consider joining the Planning Commission or the Budget Committee or the Road Committee or the Project & Property Committee; there are vacancies. According to the Township's attorneys, you need not have a specific skill to serve on a committee.

An hour or two per month is most rewarding as you will be making a difference in the Township you live in. Call the Town Clerk for information – 651-346-8467



### BRIDGE REPAIR COMPLETE

The picture to the left, taken in the fall of 2009, shows the pouring of the deck and the tree that fell on Bridge # BR19563 or as the Town Board named it "the Dudley Bridge." The Bridge over the Cannon River on Canada Avenue was open to traffic in 2010. The tree fell in 2012 damaging the bridge railing.

The Bridge was built with \$20,000 of Township taxes and \$1.1 million dollars of State Aid. Bridge maintenance and repairs are the responsibility of the Township.

The railing repair was a deferred expense by the Township until the fall of 2018 when resident Steve Wheeler, a retired engineer, volunteered to coordinate the repair project.

Wheeler reached out to State Bridge Engineer Joe Black, Dakota County Assistant County Engineer Todd Howard and Mike Peterson of Peterson Equipment to resolve all the issues associated with the damage.

#### 2012 Storm Damage



Peterson fabricated, galvanized, and painted a new railing to specifications furnished by County, removed the damaged railing and installed the new railing. The cost to taxpayers was \$3,434.

On November 9, 2018, Dakota County took pictures and documented the repair. Driving across the Bridge now, one would never know the railing wasn't original.

# Waterford Township Newsletter

## December 2018

### Town Board

### Takes Action



Accountability of taxpayer's money is an inextricable part of

good public management and democratic government. In recent weeks, the Town Board received legal advice from the Township Attorney and the Minnesota Township Association Attorney (MAT) regarding written contracts, liability, volunteers, conflict of interest, abrogation of responsibilities & road committees.

The Township has had verbal agreements for many years with road maintenance contractors. However, according to the Attorneys, "verbal agreements are discouraged because without a physical signature, they can be very difficult to enforce," create communication issues and can create various liability issues for the Township.

The Town Board acted by approving a "Snow & Ice Control Agreement" for the winter season ending April 30, 2019. The "agreement" was drafted by the Road Committee, reviewed by legal and approved by the Town Board on November 5, 2018.

As advised within that agreement is *"a request that the Township Advisory Road Committee make recommendation as it deems appropriate regarding the administration and supervision of this Agreement. Further, the Town Board request that the Advisory Road Committee develop a Road Maintenance Work Plan, Road Maintenance Budget and study the economic feasibility of a twelve-month combined Road & Snow Maintenance Agreement for review and approval by the Town Board."*

According to the MAT attorney if the Township has and follows a written Road Maintenance Work Plan, a Road Budget, maintenance and inspection policies, it will significantly reduce the likelihood of being found liable if an accident occurs or for some other legal claim.

MAT also answered the Township's questions about committees and volunteers. For instance, the Advisory Road Committee members (Township residents) are volunteers. According to MAT, Road Committee members need not be experienced or educated in road maintenance to develop the necessary Road Maintenance plan, recommend a budget, monitor an approved budget, report road issues, develop maintenance and inspection policies and work with the contractor.

A word to the wise included a recommendation that the Advisory Road Committee seek out and document multiple sources of training & advice including MAT, the State, the County, other township road committees, & several road contractors when planning and managing the Township roads. Relying solely on one road maintenance contractor (contractor being paid by the Township) for advice or direction creates a conflict of interest and an abrogation (cast off, fail to fulfill or undertake) of responsibilities.

**Town Board Goal: Ensure accountability & transparency for good public management.**

### Advisory Road Committee Progress Report



The Road Committee advises the Town Board about road maintenance needs, works with Road Contractors, & manages the budget.

- Steve Wheeler – Chairperson – 507-261-2539
- Andy Devney – 507-581-3342
- Paul Little – 507-581-2761
- Jerry Wicklund – 612-384-4584
- Frank Wergin – Board Liaison – 612-308-1401

Goals & Accountability for 2019 \$120,000 Road budget:

1. Road Maintenance Agreements
2. Finish computerized database: road & sign inventory
3. Develop 5-year road maintenance plans
4. Develop line item budgeting
5. Develop maintenance and inspection policies
6. Monthly reconciliation & reporting
7. Road Authorization Service form – documenting authorized road services – justification (why & what & by whom & when) necessary for reconciliation & accountability of Road budget & Road Plan.
8. Competitive "quote" forms & process
  - i. protects taxpayer against misuse of public funds prevents abuses - fraud, waste, & favoritism.
  - ii. shifts mindset from self-interest to collaboration toward common goal in best interest of Township
  - iii. creates emphasis on cooperative relationships
9. Establish relationships & get assistance from MNDOT & Dakota County & surrounding Townships
10. Monitor and inspect roads – report issues
11. Economic feasibility studies to fix road problems thus eventually reducing overall road maintenance costs and increase satisfaction of road users and constituents.

Accomplishments since May 2018:

- **Complete:** Snow & Ice Control Agreement.
- **Complete:** 1<sup>st</sup> planning meeting – Greenvale Township - shared maintenance of Dresden Ave.
- **In Progress:** fix aprons along Highway 3 - 315<sup>th</sup> St. & 297<sup>th</sup> St. MNDOT requesting funds for apron fixes upcoming year.
- **Complete:** ditch repair in right of way - Highway 3 at 321<sup>st</sup> Street – MNDOT.
- **Complete:** fix apron along County Road 47 at Canada Ave - assistance from Dakota County.
- **In Progress:** drainage issues along County Road 47 & village roads - Dakota County assistance – 2019.
- **Complete:** damaged railing repaired on Dudley Bridge with assistance from County & State.
- **Complete:** review last 2 years of Road Maintenance billings – error – recovered \$133.50.
- **Complete:** 2017 & 2018 Snow Removal cost analysis:

Township Snow Removal Costs				
	2017 \$	Distance	2018 \$	Distance
Village from Treasurer's Summary	\$ 2,512	0.7	\$ 5,451	0.7
Village - Cost per Mile	\$ 3,508		\$ 7,613	
Rural from Treasurer's Summary	\$ 7,369	14.6	\$ 6,707	13.1
Rural - Cost per Mile	\$ 562		\$ 511	
Village versus Rural per Mile Cost	6 times		15 times	

# Waterford Township Newsletter

## December 2018



### SNOW REMOVAL State Statute 160.2715 & 160.42

Last year the Township had to send seven property owners a warning letter regarding clearing snow from their driveways into the roadway and/or the right of way. To avoid having to send warning letters this year, it was decided to put an article in the newsletter informing all residents of the State Statute.

During the winter months it is imperative that residents clearing snow from their driveways not deposit the snow into the road way or the right of way. Whether by plow, snow blower, shovel or any other means, leaving snow in the road way or the right of way creates a cumulating hazard for the traveling public and the Township's snowplow contractor.

Whether you are clearing your driveway yourself or a contractor is handling it for you, make sure the snow from your driveway is pushed well off the shoulder of the roadway so it does not create a road hazard for the public and provides an adequate area for the Township's snowplow contractor to push snow.

*State Statute 160.2715 Subd (5) (Statute is not stated in its entirety, if you wish to read the entire statute, the statute number is provided): Misdemeanors: It shall be unlawful to obstruct any public street or highway or to deposit any snow or ice thereon; and, 169.42 Subd (1): Littering: No person shall throw, deposit, place, or dump upon any street or highway any snow, ice, etc.*



### ANNOUNCING ENHANCED SERVICES

In the June 2018 Newsletter the Planning Commission announced a "new process" for Zoning Review requesting that the applicant call the Town Clerk to prepare the necessary documents and put the application on the Planning Commission agenda.

Having all the documentation for the zoning review before the Planning Commission meeting has proven to be a positive process for everyone involved. The process makes efficient use of the applicant's time, the clerk's time and the Planning Commission's time.

In this Newsletter the Planning Commission is announcing an "As Needed Basis" meeting protocol. The new meeting protocol will be a "win-win" for the resident, the Planning Commission members and will save an average of \$1,000 a year for the taxpayers.

#### BASIS FOR DECISION:

- Eight regular Planning Commission meetings in 2018
- Cost to taxpayers: \$1,600.
- Three (3) meetings - *conducted* Zoning Reviews.
- Five (5) meetings - *did not conduct* Zoning Reviews.

#### BENEFITS OF NEW "AS NEEDED BASIS" PROTOCOLS:

- Resident – less delay in getting the resident's project before the Planning Commission for Zoning Review.
- Planning Commission members don't need to attend a scheduled meeting every month when there are only three to four Zoning Reviews per year.
- Taxpayers – average savings of \$1,000 a year can be used to pay other expenses of the Township.

At a work session on November 29, 2018 the Planning Commission and the Town Board discussed and came to consensus on the new meeting protocol.

At the December 10, 2018 Board meeting the Town Board adopted Resolution 2018-10 adopting the new Planning Commission meeting protocols effective January 1, 2019.

#### AS NEEDED BASIS MEETING PROTOCOL

Policy: Beginning January 1, 2019, the Planning Commission will meet on an "as needed basis."

Call the Clerk: Resident will call the Clerk when wanting a building permit, an interim use permit, a conditional use permit or just to ask a question.

Clerk Will Assist: Clerk will help the resident with applications, documents, and the process to ensure that the Zoning Review is done as quickly as possible.

#### Clerk Will Coordinate & Schedule:

- Clerk will endeavor to schedule a Planning Commission meeting within two weeks of the initial request.
- Clerk will endeavor to schedule a Public Hearing as soon as possible while adhering to the State Statutes and publication requirements.
- Clerk will post appropriated meeting and publication notices based on State Statutes.

**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 way meant to mislead or misrepresent the law. Statutes are cited for your information 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](mailto:waterfordtownship@gmail.com) or call 651-346-8467.

Newsletter Editor & Publisher - Town Clerk Elizabeth Wheeler

# Waterford Township Newsletter

## December 2018



**Launch Date: March 1, 2019**

[waterfordtownshipmn.org](http://waterfordtownshipmn.org)

**CURRENT WEBSITE:** The current website was launched by the Township in September 2015. Three years later with over 9,400 visits the current website is not a novelty but a necessity for Township communications.

**DEPRECATION NOTICE:** On July 30, 2018, the Township was notified that the “classic sites” of the Google platform on which the Township’s website is built is scheduled to be deprecated starting in the fourth quarter of 2018.

**MINIMUM WEBSITE CRITERIA:** Town Clerk Elizabeth Wheeler immediately began the search and analysis of website platforms using the following criteria:

1. Purpose Driven: Local government platform
2. Scalable: local government platform within budget
3. Adaptable & flexible & relevant
4. Government legal requirements (ADA)
5. Mobile ready: all devices (computer, phone, tablet)
6. Domain name: custom design – intuitive
7. Cybersecurity: DDoS protection
8. SSL/TLS encryption
9. Hosting & Technical Infrastructure recovery
10. Upgrades & Maintenance
11. Backup & Recovery
12. Easy to Use Content Management
13. Training: setup, build, launch & future
14. Support: multiple methods, phone, web, etc.

**WEBSITE APPROVED:** On September 10, 2018 the Town Board approved [GovOffice.com](http://GovOffice.com) as the Township’s new Website & hosting platform based the following criteria:

1. **Mission:** Local governments - over 1,400 city, county & township in 44 states – over 300 in Minnesota - retention rate of 95%.
2. **Affordability:** basic design for government entities with populations of less than 1,000 - \$995 per year – two three-year price guarantees.
3. **Partnership:** International City-County Management Association & the League of Minnesota Cities.
4. **Technology:** Cloud-based, mobile friendly platform, SaaS Software, DDoS protection, ADA standards, website encryption.
5. **Technology Upgrades:** - included as developed
6. **Responsive Web Design:** ADA/accessibility requirements, search engine optimization, mobile friendly (desktop PCs - tablets - smartphones)

**LAUNCH DATE – MARCH 1, 2019:** Steve & Elizabeth Wheeler are currently building the new website with a launch date of March 1, 2019. The site will have its own domain name enabling better search engine positioning thus enhancing the Township’s visibility on the internet.

**BUDGET:** The annual cost of \$995 is funded by the Revenue Fee fund – not paid by tax levy.



## TOWNSHIP ADDS ZONING DISTRICT

Prior to September 26, 2018, the Township had three zoning districts: Rural Residential, Agricultural Preservation and Mining.

As of September 26, 2018, the Township rezoned 28 businesses in the SW quadrant (zoned Rural Residential) of the Township along Highway 3 and created a new zoning district called “Business District.” The Business District allows the business owner greater flexibility when buying, selling and/or renting their properties.

The process included the following:

- April 9, 2018 – a business owner, Len Skluzacek attended meeting of the Town Board requesting a business district to allow greater zoning flexibility.
- June 11, 2018 – Skluzacek followed up on his request.
- June 12<sup>th</sup> – September 10<sup>th</sup> – Township prepared for Public Hearing.
- September 11, 2018 – Public Hearing.
- September 17, 2018 – Adoption of Zoning Amendment.
- September 26, 2018 – Published in Northfield News.
- September 26, 2018 – Effective date of amendment.



## Historic Bridge Structural Hazards Force Closure

The historic 1909 Waterford Bridge located near the intersection of Canada Ave & County Rd 47 is currently undergoing an “Existing Condition & Rehabilitation” engineering study.

On October 10, 2018 the Town Board received a report from LHB, a Minnesota based multi-disciplined engineering firm recommending the closing of the Bridge to pedestrians.

LHB stated “the condition of the concrete deck and the advancing of deck edge failures pose a safety risk to pedestrians. In addition, the current railings do not meet modern safety standards in terms of strength, height or opening size.”

LHB recommended the Township install signage and chain link fencing at each end of the Bridge closing the Bridge until it can be rehabilitated.

Minnesota Township Attorney Steve Fenske (Township’s insurance carrier) recommended “Bridge Closed – Bridge Not Safe – No Trespassing” signage. Road Committee Chair Steve Wheeler installed signs on 12/05/18.

Wheeler volunteered to design the chain link fence barriers using CAD software. Board approved design on 12/10/18. Wheeler volunteered to install barriers.

# Waterford Township Newsletter

## December 2018



### TOWNSHIP RECEIVES ANOTHER GRANT Zoning Ordinance Update

Town Clerk Elizabeth Wheeler applied for and received \$5,000 grant from the Federal Community Development Block Grant Program as administered by the Dakota County Community Development Agency (CDA).

Reasons Waterford qualified for grant funds:

1. Waterford's Zoning ordinances are over ten years old (adopted 2001).
2. Township Attorney verified Township Ordinances were outdated, subject to potential legal misinterpretation.
3. Township experiencing increased zoning related requests.
4. Township Ordinances have multiple amendments.
5. Minnesota Township Association (MAT) recommends updating Zoning Ordinances to be in line with Comprehensive Plan every ten years.
  - Township did not update Zoning Ordinances when adopting the 2030 Comprehensive Plan in 2009.
  - Currently the Metropolitan Council is in the final phases of approval for the 2040 Comprehensive Plan per State Statute 462.3535 & 473.858.

The Town Board approved the Bolton & Menk Zoning Ordinance Update proposal with a project cost of \$9,958 on October 29, 2018.

Project will be paid with \$5,000 of grant money and \$4,958 from the "fee revenue" fund – not part of the tax levy.

The timeline for the project is aggressive:

1. First work session for Town Board & Planning Commission – 11/29/18
2. Second work session for Town Board & Planning Commission – 12/19/18
3. Third work session for Town Board & Planning Commission – 01/23/19
4. Fourth work session for Town Board & Planning Commission with Bolton & Menk – 02/04/19
5. Proposed Zoning Updates on web – 02/18/19
6. Planning Commission Public Hearing – 03/04/19
7. Town Board Meeting – 03/11/19
8. Publication & Effective date – 03/20/19

### NOTICE OF PUBLIC HEARING

Adoption of updated  
& re-formatted  
Zoning Ordinances.

NOTICE IS HEREBY GIVEN, the Waterford Planning Commission will hold a public hearing to consider the adoption of an updated and re-formatted Zoning Ordinance and Map of Waterford Township on March 4, 2018 at 7:00 p.m. at the Waterford Town Hall located at 3847 321<sup>ST</sup> ST. Northfield, MN.

The purpose of the public hearing is to take comment from the public regarding the proposed changes to the current Zoning Ordinances as follows:

- Reformatting to make the Ordinance easier to read and utilize in both electronic and printed form.
- Language changes to comply with Minnesota statutes and case law including appropriate language to address variances, special uses, and nonconformities.
- Updated maps, graphics and supporting documentation to align with Comprehensive Plan.
- Language changes for best practices and alternatives for new business district to meet the needs of existing and future commercial uses.
- Incorporate previous ordinance amendments into a single zoning ordinance.
- New or revised regulations for "shared well," improved noise ordinance, littering or ditch dumping, wind energy systems, solar systems, animals per acre, etc.
- Proposed rezoning of grandfathered Rural Residential and Ag-Preservation businesses such as Benjamin Bus, Taylor Trucking, Ben Franklin Plumbing, Castle Rock Mini Mall, Olsen Brothers, Schlutz Electric, Tony's Towing, etc. to "non-conforming" businesses with permitted uses.

The proposed Zoning Ordinance and Map can be viewed on the Township's new website: <http://www.waterfordtownshipmn.org> or by calling the Town Clerk at 651-346-8467.

Proposed changes listed above are preliminary and subject to change until 10 days prior to Hearing.

### NOTICE OF PUBLIC HEARING



### WATERFORD BRIDGE RESTORATION

NOTICE IS HEREBY GIVEN, Waterford Township will hold a public hearing at **7:15 pm on February 11, 2019** at the Waterford Town Hall at 3847 321<sup>ST</sup> ST. W. Northfield, MN.

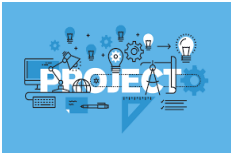
The purpose of the public meeting is to present an update of the Historic Bridge L3275 Rehabilitation project as grant funded (\$106,800) by the "State of Minnesota for the Arts & Cultural Heritage fund through the Minnesota Historical Society." LHB, the engineering consultants, will present information about the current condition and rehabilitation of the 1909 bridge.

The goals of the Rehab project are two-fold: preservation of a distinctive historic architectural engineering structure & providing a scenic trail between the Mill Towns Trail system and the Dakota County Trail system over the Cannon River.

Proposed changes listed above are preliminary and subject to change until 10 days prior to Hearing.

# Waterford Township Newsletter

## December 2018



### Project & Property Committee



### A LOOK at the BUDGET

### Two Major Complications of Budgeting for a Township!

Article by: Deputy Treasurer Jane Dilley  
for Budget Committee

**TOWN HALL PROJECT:** Leaking steeple, aging roof, crumbling foundation, non-compliant ADA accessibility (including bathrooms, parking lot, entrance/exits, interior doorway, etc.), outdated electrical wiring, egress issues, painting, flooring, windows, deteriorating plaster, etc.

**First things first:** estimates will be gathered for each item listed above. Fiduciary responsibility will include a cost benefit analysis to figure out if benefits outweigh costs.

The danger of reactive decision making instead of doing a cost benefit analysis will result in piecemealing the project and ultimately costing the taxpayers more money than necessary not only now but for years to come. Careful analysis, research and decision making is critical.

**MEMORIAL GARDEN PROJECT:** Memorial Garden remains a high priority but until the ADA accessibility entrance and exit planning designs have been completed, the Memorial Garden cannot be planned.

**ANNOUNCEMENT:** The Project & Property Committee is seeking individuals interested in joining the Committee to work on projects. Please call Clerk Wheeler for details.



**“Unless someone like you  
cares a whole awful lot,  
nothing is going to get  
better. It’s not.” – Dr. Seuss**

Waterford residents **Paul Little, Theresa Bentz and Jerry Wicklund** care an awful lot about the Township. Their volunteerism is making a difference.

**Paul Little**, a life-long resident, now living in his childhood home in the Township, joined the **Road Committee** in September knowing that it was going to be a challenging year of meetings, problem solving, planning and decision making. Paul said, “several roads need more than just a little gravel and grading, as a tax-payer and a resident, I want to voice my opinion and problem solve the issues.”

**Theresa Bentz**, a doctoral student at St. Kate’s studying rural community health, inquired about serving the Township she moved into six years ago. Theresa joined the Planning Commission in August just in time to help update the 20+ year old Zoning Ordinances. Perfect timing as Theresa shared her expertise in future rural health care delivery systems during the work session. There are changes coming in Medicare caregiver benefits impacting decisions on multi-generational housing.

**Jerry Wicklund** faithfully attends the Town Board meetings and reviews the financial reports. Jerry became concerned about the seemingly high cost of the village roads versus the rural roads and volunteered to join the Road Committee in August. Chairperson Wheeler stated Jerry has good questions, does his homework and monitors the roads after rains and snowfalls.

“Change only happens when ordinary people get involved”  
*Barack Obama*

Think about how a family budgets and manages their money:

- Housing, transportation, food, clothing, insurance, savings, taxes, discretionary spending, etc.
- Budgeting generally takes place near the end of a calendar year for the upcoming calendar year.
- Family members working outside the home receive paychecks on a regular basis.
- The recurring cash flows in and the recurring cash flows out are hopefully in step with each other.

The township faces similar decisions, but with two significant complicating factors.

**FACTOR #1:** The time between when the township files its levy request with the County and the receipt of those monies with which to operate.

- **March 2018** - Township residents were presented a proposed **2019 levy & budget.**
- **August 2018** – Town Board approves 2019 Levy at Re-Convened Annual Meeting.
- **September 2018** – Treasurer certifies 2019 Levy to Dakota County
- **May 2019 & November 2019:** Property owners pay property taxes to Dakota County.
- **July & December 2019:** Township receives the property taxes from County.

**RESULT:** A gap of 15 to 21 months between the proposed levy & budget and when the Township receives the tax money to operate the Township.

**FACTOR #2:** The other complicating factor is scope. There are many things that are unexpected or beyond our control, just as there are for families. Storm damage, washouts, snow falls, etc.

The same is true for the Township, but the scope is exponentially larger, and the Township has the duty of public safety (frequently requiring immediate attention).

The largest budget expenditure (40% of total budget) with the largest variability and visibility are the 16 miles of roads (gravel & asphalt), 4 bridges and 1 historic bridge.

- Snow: can’t control how often and or how much
- Wind: causes drifting that causes re-plowing
- Ice: melting & refreezing requires ice control
- Rain: flooding, washouts, potholes, wash boarding
- Road Maintenance: gravel, grading, chloride
- Ditch maintenance: mowing, brush removal
- Culvert maintenance: water flow
- Signs: directional traffic, street signs

The Township formed an Advisory Road Committee and an Advisory Budget Committee to work together to put together a realistic budget. Processes for accountability and transparency have been implemented to ensure the taxpayer’s money is spent prudently.

# Waterford Township Newsletter

## December 2018

### Filing for Office

NOTICE IS HEREBY GIVEN, qualified voters of Waterford Township, Dakota County, State of Minnesota, that filing for township office will be held from Tuesday, January 2, 2019 through Tuesday, January 15, 2019.

Affidavits of Candidacy forms and candidate information can be obtained from Supervisor Liz Messner starting Tuesday, January 2, 2019 by calling 507-581-9067 or e-mailing her at [lmessner@northfieldwifi.com](mailto:lmessner@northfieldwifi.com)

All areas of the form must be complete, and your signature must be notarized. Incomplete forms will be rejected by Dakota County. The completed form must be returned to Liz Messner by no later than 5:00 p.m. January 15, 2019. Filing fee is \$2.00.

- (one) Township Supervisor – Three-year term
- (one) Township Treasurer – Two-year term



### Annual Township Election

**Annual Township Election** will be held on March 12, 2019 Waterford residents can vote at the Waterford Township Hall, 3847 321<sup>st</sup> Street West, Northfield, MN 55057 from **10:00 a.m. to 8:00 p.m.**

**Sample Ballot** will be posted on the Township Hall door and on the Township website February 10, 2019. Candidate names will be on the sample ballot.

**Absentee Ballot** will be available at Dakota County Government Center in Hastings or Apple Valley starting Monday, February 10, 2019. Call 651-438-4305 (Dakota County Election Department) with questions or requests.



### Annual Township Meeting

March 12, 2019 at **8:15 p.m.** at the Waterford Township Hall, 3847 321<sup>st</sup> Street West, Northfield, MN 55057. Opportunity to:

- Get the facts on proposed Annual Budget & Tax Levy
- Ask questions about Township business
- Propose changes or request alternative solutions
- Vote on proposed Annual Budget & Township Levy
- Communicate with Township taxpayers

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

### Supervisor Role & Responsibilities

**ROLE:** Town 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.

#### RESPONSIBILITIES:

- Attend all meetings of the Town Board
- Adhere to all State Statutes & County Ordinances
- Adhere to Township Zoning Ordinances
- Adopt Ordinances & Resolutions
- Fiduciary health of the Township
- Act as Board of Appeal & Adjustments
- Approve Interim Use and/or Conditional Use
- Award Contracts
- Approve Annual Budget & Tax Levy
- Authorize Township Expenses
- Set compensation levels for all township officers
- Conduct Board of Audit
- Conduct Board of Canvass
- Establish, alter or vacate roads
- Maintain Rights of Way - ditches, trees, culverts
- Noxious Weed Control

### Treasurer Role & Responsibilities

**ROLE:** Elected Treasurer & Treasurer's Appointed Deputy maintain the Township's financial system, utilizing best practices according to all federal and state statutes and regulations. Note: Positions are bonded through the Minnesota Township Association.

#### RESPONSIBILITIES:

- Attend at all meetings of Town Board
- Accounting
  - Software – CTAS & Excel
  - Principles – GAAP
  - Standards – GAGAS
  - Chart of Accounts
  - Line item Budget
- Monthly Accounting & Reporting
  - Payroll
  - Revenue & Expense
  - Reconciliations
  - Treasurer's Report
  - Claims Report
- Quarterly Accounting & Reporting
  - State & Federal
- Annual Accounting & Reporting
  - Town Meeting
  - State Auditor
  - Dakota County
  - Board of Audit
    - Protect against fraud & theft
  - Compliance with relevant laws & statutes
  - Develop & implement policies & procedures to ensure effective internal control.

Note: Deputy Treasurer is appointed by the Treasurer. When the Treasurer leaves office then the Deputy Treasurer also leaves the office. Treasurer is responsible for the acts of his or her deputy. State Statute 367