

Waterford Township Newsletter

December 2017

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Thank you to everyone that called or e-mailed with questions or concerns when they opened their “proposed property tax” notices on November 15, 2017.

An error was made when completing the “tax levy certification” form submitted by the Township to Dakota County on September 6, 2017. The error was due to a form formula misunderstanding. The entire Board apologizes for the error.

Instead of a tax levy of \$280,550 as authorized by the taxpayers at the re-convened Annual meeting held on August 14, 2017, the form formula error resulted in a tax levy amount of \$561,100.

The Township Treasurer & the Deputy Township Treasurer met with Emmanuel Jean in the Dakota County Property Taxation department on November 16, 2017. A corrected Tax Levy Certification form was filed.

According to the County, they are unable to re-run the “proposed property tax” notices. The County did assure the Township, however, that the corrected tax levy amount will be on the “Property Tax” billing statements scheduled to be mailed in March 2018 to Township property owners.

In addition, the County re-assured the Township that the error *will not impact* mortgage escrow accounts as the “proposed statements” are not sent to mortgage companies.



[7.02 Individual Sewage Systems](#)

Following an audit by Minnesota Pollution Control in September 2016 & a public hearing August 7, 2017, the Township adopted a zoning amendment on August 14, 2017 transferring management of sewage systems to Dakota Cty.

Dakota County now manages all sewage system issues including new or re-built septic systems, inspections and three-year pumping enforcement.

Dakota County has the expertise, technology, records management, permitting process and enforcement authority to meet the Minnesota Pollution Control’s environmental requirements for sewage systems.

The County has informed the Township that all certified septic system contractors have been notified of the change.

Should you have questions or concerns, do not hesitate to contact either of the following Dakota County employees:

dee.mcdaniels@co.dakota.mn.us – 952-891-7024
emily.gable@co.dakota.mn.us – 952-891-7008

One of the many challenges of a semi-annual Township newsletter is “[what articles or information can be most helpful for a taxpayer and/or resident of the Township?](#)” Answering that question is as variable as two hundred households.

The creation and publication of a newsletter takes six months. Once one newsletter is in the mail, the next newsletter is started. Topic selection & writing begins.

Articles are written for the following reasons:

- Transparent government.
- Provide information most people need & will use.
- **Correct misinformation, especially social media!!**
- Recognize Township residents & civil servants.
- Capture information for reference & history.

This is my [eighth](#) newsletter since I was elected Township Clerk in March 2014. Because I passionately believe in communication, information & transparent government, I suggested a Newsletter to the Township Supervisors & they were receptive. I volunteer my time writing articles, designing layout, printing, publishing, folding, stuffing, stamping and mailing. My hope is that the information in the newsletter is interesting, informative & helpful.

Most sincerely - Elizabeth Wheeler - Township Clerk

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*“Anything worth doing
is worth
over doing”*



According to Steve Struss his mother Marie Struss has lived by that motto all her life including her 60 years of marriage to her beloved Kenny, raising two children (Steve and Kris), earning a Master's degree from Mankato Teachers College, and her job as Director of Reading for the Wayzata School District leading into her retirement years.

Neither retirement nor age can keep Marie from “over doing.” In fact, according to Marie, the key to successful retirement and aging is engagement with life, self-growth encompassing novel pursuits, giving to others, social interactions and a positive attitude.

As a child Marie moved from Greenvale to Waterford Township. She attended a one-room schoolhouse and graduated from Randolph High School. As an only child she participated in all aspects of farming, working side by side with her parents.

After retirement she and Kenny wanted to move back to the family farm and did so in 2010. Waterford Township has been a grateful recipient of Marie's “over doing” including:

1. Election Judge – trained February 14, 2014
2. Ad Hoc Annexation Negotiating Committee - 2016
3. Budget Committee – appointed November 9, 2015
4. Planning Commission – appointed September 16, 2017
5. Property Committee – appointed November 13, 2017

Two years ago, Marie volunteered to Chair the Township's first ever Budget Committee. Hours and hours of analysis and numerous meetings resulted in a 2018 Budget & Tax Levy recommendation presented to the Township Taxpayers at the March & August meetings. Marie and her committee have set the Township on a course of responsible financial health.

With the hard work of the Budget Committee behind her, at least until the first Budget Committee meeting in January, Marie volunteered to be a Planning Commission member and a Property Committee member. Juggling Marie's volunteer schedule in 2018 will be quite a challenge!

When Marie is not volunteering her time at the Township she is volunteering her time at St. John's Lutheran Church, tying quilts for those in need & knitting caps for newborns.

If that isn't enough to keep the average person busy, in her spare time, she eradicates wild parsnip around her farm, drives herself to Colorado to visit her cherished granddaughter Jana and two great-grandchildren, oversees the building of a pole shed, hand shells black walnuts as gifts, tends her garden and friends.

” Marie, you are an incredibly busy volunteer, don't you get tired?”, I asked. Marie answered with a twinkle in her eye and laughter in her reply; “*I would rather wear out than rust out.*”

MARIE, THANK YOU SO MUCH FOR ALL YOU DO!

21st Annual Township Outstanding Leader of the Year



Dakota Electric Board Member Judy Kimmes together with Terry Holmes, Chairperson of the Dakota County Township Officers Association and Gloria Pinke, Vice Chairperson of the Dakota County Township Officers Association presented Waterford Township Supervisor Elizabeth (Liz) Messner with the 21st Annual Township Outstanding Leader of the Year Award given annually by Dakota Electric. Criteria for this award is based on exemplary community service, dedication, innovation and leadership.

Kimmes stated “It is my pleasure to present this year's award to Elizabeth Messner. Liz is not new to Township government. She grew up in Eureka Township, moved to Sciota Township when she got married in 1978. Liz served as Township Clerk for Sciota Township for ten years before moving to Waterford Township. She was appointed to the Waterford Township Planning Commission in 1997 and elected to Supervisor in 1999. In 2015 Liz stepped up to the plate and assumed the responsibilities of Chairperson when Chairperson Dudley became ill, took a bad fall and died two months later.

Liz is firmly planted and unwavering in the belief that Waterford remain a farming community. She is also unwavering in the importance of progressive, inclusive and transparent Township government. Her transformational leadership style of focusing on long term solutions supported implementation of a budget committee, a road committee, a semi-annual newsletter, a website, ordinance changes and numerous administrative protocols to name a few.

Major noteworthy outcomes include a substantial 2018 tax levy increase to ensure the Township's financial health within the next three years, a three-year road plan that includes bridge replacements and chloride on all Township roads, grant funding aiding in the 2014 northeast abutment restoration of the 1909 Waterford Bridge, increased tax payer participation via way of committees, etc.

Liz listens, is open to new ideas & change, does her research, tries to find a “yes” solution but has the courage to stand her ground and protect the farming community.

Dakota Electric donated \$250.00 toward the John Dudley Memorial in honor of Messner's outstanding leadership.

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Sesquicentennial

By J.B. Dudley

The John & Pat Dudley family received notice of the Minnesota Farm Bureau Sesquicentennial - 150 year - farm designation earlier this year. The fifth generation 380-acre farm is on 320th St. and contains 20-acres of woods which is a continuation of the "Oak Savanna."

History of the farm goes way back to great, great, great uncle James Boulger an Irish immigrant who bought the farm in 1861. Great, great uncle Christ Boulger and his wife Nell Healy Boulger took over the farm in 1903. Chris served on the Township Board and facilitated the building of the old Waterford Bridge in 1909, which took a portion of the farm to allow the bridge to be built.

Ed Dudley, nephew of Nell, came from Shieldsville with his bride Margaret to live and work on the farm in 1913. Ed and Margaret eventually bought the farm and raised 10 children there, including their son John.

John Dudley, upon returning from World War II in 1946 farmed the land with Pat, until his death in February 2016 at age 90. John also served on the Township Board from 1970 until 2016. Pat passed in July 2017.



\$106,800

As was reported in the June 2017 Newsletter, one of the challenges facing the Township is "what to do about the 1909 Waterford Bridge."

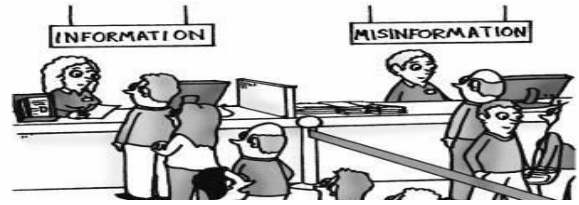
Township resident Elizabeth Wheeler reached out to State, County & local professionals for guidance & help. She coordinated an "on-the-bridge" meeting with ten professionals & the Township Board. Minutes of the June 1, 2017 meeting are posted on the website.

It was recommended that the Township apply for a "legacy" grant with the Minnesota Historical Society (MNHS) to acquire funds necessary to hire professionals to perform detailed on-site inspections, finalize the rehabilitation scope, design and prepare rehabilitation construction plans and project specifications.

The Grant application was submitted on September 15th. John Fulton, MNHS Grant Associate, accepted the application stating, "*the grant process is very competitive with MNHS receiving 105 grant applications totaling more than \$11 million with only \$3 million available.*"

On December 6, 2017 the Township received notice of a Grant award for \$106,800. The Township has no doubt that the talents of so many professionals and supporters, was the reason the Township received the grant funding. The Township website has a list of the people responsible for this unbelievable outcome.

Wheeler, a retired project director, will manage the project and hold public informational meetings in late 2018.



Information or Misinformation

FACT: Township Clerk Wheeler manages an average of 1,500 e-mails and phone calls per year.

FACT: The inquiries, requests or questions are as varied as the 1,500 e-mails and phone calls.

FACT: If the Clerk doesn't have an immediate answer, she will get you an answer or refer you to someone who can answer your questions or request you attend a Board meeting to get a consensus of the Township Supervisors.

FACT: Within the last year a couple of residents acquired misinformation that resulted in violations of the Township Zoning Ordinances and the Minnesota Building Code.

FACT: The violations resulted in frustration, time, effort and significant financial consequences.

FACT: If you live in Waterford Township, Zoning Ordinances, the Minnesota Building Code and Dakota County Subsurface regulations apply to everyone!!

BEST ADVICE: Ask the Township Clerk (651-346-8467) and/or the Building Official (952-442-7520).

FACT: A phone call to the Clerk and/or MNSPECT will only cost you a few minutes of your time.



Early in my government career, I graduated from a three-year training program with the University of Minnesota in "best practices" for a government clerk. The training was extensive & included how to write motions & resolutions for detail, clarity, accountability & historical integrity.

To enhance transparency of Township government and make it easier for residents to research Township business, I prepared & posted three spreadsheets (2015, 2016, 2017) on the website. The spreadsheets can be found on the "Minutes of the Meeting" page highlighted with yellow.

Each spreadsheet lists the date of the meeting, the type of meeting, the motion or resolution number and a short description identifying the action taken. Once you locate what you are looking for, simply scroll down to the applicable meeting minutes on the same web page for details of the action. Have ??-Call me (Elizabeth-the Clerk)

<https://sites.google.com/site/waterfordtownshipwebsite>

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Permanent and temporary are two terms causing confusion for the property owners of the Township. The Minnesota Building Code and Township Zoning Ordinances regulate the building & zoning of permanent and temporary structures.

The manufacturers of pre-fab, modular structures often call the structure portable or temporary. They base this description on the “temporary” nature of the foundation as well as the types of materials used for easy assembly and disassembly.

Examples of pre-fab, modular structures include: carport, greenhouses, planting sheds, storage structures, free standing structures, gazebos, arbors, etc.

“Temporary” or “portable” does not eliminate compliance with the Minnesota Building Code or the Township Zoning Ordinances.

Minnesota Building Code – definition of temporary:

- *Removed or disassembled within 180 days.*

Zoning Ordinances – Per Township Attorney Mike Couri:

- *Temporary or permanent is not differentiated in the Zoning Ordinances – setbacks are the same for both types of structures.*

Zoning setbacks is a separate issue from a building permit.

- **Temporary or portable structures require a building permit. Failure to get a building permit can initiate a “stop work and or demolition” order and be costly to resolve.**
- **Temporary or portable structures must comply with Zoning Ordinances setbacks. Non-compliance with setbacks can result in the removal of the structure.**

Two sources of accurate information pertaining to temporary or portable structures are:

- Minnesota Building Code
 - MNSPECT – Building Official - 952-442-7520
 - Township Clerk–651-346-8467 (leave message)
- Zoning Ordinances
 - Planning Commission Meeting
 - Requires a majority vote
 - Township Clerk - 651-346-8467 (leave message)

The Minnesota Building Code can be found at:

<https://www.revisor.mn.gov/statutes>

Waterford Township Zoning Ordinances on website:

<https://sites.google.com/site/waterfordtownshipwebsite>

AGRICULTURAL BUILDING EXEMPTION

Over the past several months, there have been questions and misunderstandings as to the “Agricultural Building Exemption.”

Neither the Planning Commission nor the Township Board has the authority to determine if a building is Ag-exempt or not. Determination is made by the Minnesota Building Code.

The following situations do not necessarily qualify as Ag exempt:

- I live in a rural area or township.
- My property is surrounded by farm land.
- Part of my building will be used for agriculture.

State Statute 326Bl.103 subd. 23 and State Statute 273.13 subd. 23 dictate the “Agricultural Building Exemption”.

Anyone applying for a building permit to build a “Ag-Exempt” building **must read and sign a six-page document**. The signed document is submitted with the building permit application.

Key items for an Exemption are briefly summarized below:

- Building will not be used for any purpose other than Agriculture
- Building will be designed, constructed, and used to house farm implements, livestock, or agricultural products only.
- The public is not allowed to enter, occupy, or otherwise inhabit the building.
- The building may not contain or provide any type of living space within the building.
- Any changes in use, other than ag use, requires it meet Minnesota Building Code.

If you have questions about “Ag-Exempt”:

- E-mail waterfordtownship@gmail.com or call the Clerk with questions or request copy of the form.
- Download the Agriculture Exemption form from the Township Website.
- Call MNSPECT at 952-442-7520.

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DO I NEED A BUILDING PERMIT?



It has been an interesting spring, summer and fall with lots of building permit questions and a few building code violations. The violations have been costly in time, money and penalties. The Township Clerk or the Building Official are just a phone call away – so call before you build, remodel or demo!

The questions and answers below are just a sampling of building questions/violations, but hopefully helpful as you contemplate a building project. It is much easier and cheaper to comply with the building code up front than to experience the costly consequences.

The permit process is based on whether you're making changes to a structure, building a new structure, moving in a structure, or demolishing a structure.

QUESTIONS & ANSWERS:

1) Do I need a permit for a greenhouse?

Greenhouses greater than 200 square feet require a permit. Greenhouses for “ag” production are subject to the Zoning Ordinances setbacks -- permit required.

2) Why do I need a permit for a “pre-fab, modular, pre-built, temporary” structure? Example: storage shed or carport or greenhouse, etc.

Any structure, regardless of manufacturer terminology, that is over 200 square feet must comply with the Minnesota Building Code and the Township Zoning Ordinances setbacks. A carport or garage of any size requires a permit.

3) Do I need a permit to “repair” or “remodel” my house?

Minor repairs such as re-roofing, window replacement, door replacement, re-siding, replacement of plumbing, furnace or water heater can be done by an “over-the-counter” building permit issued by the Township Clerk.

Major repairs or remodeling (changing the size or number of windows or doors, moving walls or joists) requires a plan review. Permit is issued by the Building Official after the plan review is completed.

4) Do I need a permit to erect an open sided carport?

Carports must have wind and snow load resistance as required by the Minnesota Building Code and must comply with the Township Zoning Ordinances regarding setbacks - thus a permit is required.

5) Do I need a permit to demolish a structure?

Several Minnesota laws prohibit demolishing, burning and or burying building materials. A permit is required.

Waterford Township and MNSPECT take the process of acquiring a building permit very seriously. We understand that every day a homeowner or builder is waiting to start a project is a day you are not working on your project.

Factors which affect turnaround time begin when the homeowner or the builder decides they want to acquire a building permit. Steps & timeline of process include:

- 1) **STEP 1 - Application & Forms:** Call or e-mail the Township Clerk requesting an application & necessary forms. Forms must be complete before Step 2. Call or e-mail Clerk anytime for help.
- 2) **STEP 2 - Zoning Review:** Planning Commission – 1st Monday of the month except for November - March.
- 3) **STEP 3 - Building Permit Application Approval:** Regular Board Meeting – 2nd Monday of the month
- 4) **STEP 4 – Township Clerk:** Collects paperwork & down payment. Prepares records & submits to MNSPECT.
- 5) **STEP 5 – Building Official:** MNSPECT starts the recordkeeping process that includes recording the day MNSPECT receives the permit, the number of days spent sitting in MNSPECT’s queue, plan review, waiting for information from applicant, issuing the permit and returning it to the Clerk.
- 6) **STEP 6 – Township Clerk:** Clerk receives paperwork, plans & permit from MNSPECT. Clerk calls to arrange exchange of building permit & balance of fees.

APPLICANT’S RESPONSIBILITY: The more complete the plans, the fewer plan review questions MNSPECT will be required to follow up on. The quicker the applicant responds to plan review question from MNSPECT, the quicker the plan review can be completed.



At the time of this newsletter publication, the Township is waiting for a response from the City of Northfield to a letter that was prepared by Township Attorney Mike Couri accepting the City’s offer of non-binding mediation with a mutually agreeable State certified mediator.

Couri strongly advised the Township to accept the City’s mediation offer before taking legal action in District Court. If mediation fails however, the Township will file suit.

NEXT UPDATE: Annual Township Meeting-March 13, 2018.

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Waterford Township is governed by a three-member-elected Board of Supervisors. Like many rural areas of the nation, these supervisors are not professional politicians, nor are they professional administrators.

In the American tradition of citizen government, they are regular folks who believe that they have something to give back to their home community.

Supervisors establish Township policy, adopt ordinances and resolutions, determine the level of service provided to the citizens, adopt the budget and set the tax levy. Supervisors provide for law enforcement & fire protection, planning and zoning, road maintenance and snow removal, regulate land use and building construction, etc.

Effective Township governance is more complex and challenging than ever. The Supervisors depend on advisory Commissions and Committees to help with governing the Township. Township residents volunteer for these advisory positions.

The Advisory Commission & Committees share their respective expertise with the Board of Supervisors on a variety of topics including administrative protocol, accounting practices, budget & fiscal health, building codes, communication, contractor interaction, grant writing, roads & bridges, state statutes, zoning, etc.

- Planning Commission – Consistently and accurately apply the Township Comprehensive Plan and the Township Zoning Ordinances to make sure they are applied fairly and consistently to building permit applications, zoning variance applications, zoning amendments and public hearing processes. Six-member Commission.
- Budget Committee – Responsible for financial analysis, evaluation of monthly expenses to annual budget, annual budget & tax levy recommendation to Township residents. Four-member committee.
- Road & Bridge Committee - Maintain a detailed inventory of 16 miles of Township Roads and Bridges. Oversee road, bridge and right of way maintenance (overlay, seal coating, blading, gravel, chloride, snow removal, mowing, invasive weed control, shrub & tree removal). Recommend annual budget. Four-member committee.
- Property Committee – Assist the Board of Supervisors in the maintenance, improvement and/or historic restoration of Township property. Maintains an “open items list” for Township properties including the hall, the well, the park, the memorial garden and the 1909 Iron Bridge. Oversee contracted services for building maintenance, lawn care, snow removal. Conduct research on TABLED items and special projects, make recommendations, monitor & follow-up with the Supervisors. Five-member committee.

An unexpected and unfortunate consequence following the closing of Highway 3 & County Road 86 by the Minnesota Department of Transportation (MNDOT) on July 24, 2017 required the Township to close Danbury Ave & 297th St. as of August 30, 2017 because of excessive traffic.

Upwards of 1,500 vehicles (cars, semis & delivery trucks) on a road that normally gets 50 vehicles per day resulted in the rapid deterioration of the peat bog roadbed. Damage was not repairable without re-building the road.

Based on pre-rebuild negotiations, MNDOT agreed to reimburse the Township for the “rebuild” of the road based on a state formula requiring analysis of three years of Township road maintenance records.

The rebuild (90 loads of gravel, grading, shaping and curb to curb chloride application) was done in four-days-time thanks to Township Road Contractor Mark Henry's years of experience in road maintenance.

Thanks to the expertise, persistence, and negotiations of Jane Dilley, Township Deputy Treasurer and Mark Henry, Township Road Contractor the State agreed to reimburse the Township for the entire cost of the re-build.

A special thanks to Todd Howard, Assistant Dakota County Engineer for his professional analysis and letter supporting the Township.

Thanks to Sulmann Khan, MNDOT's South Area Support Engineer for his willingness to look at the Township's situation being outside the usual set of circumstances and using MnDOT's Cost Participation policies for “unofficial detours” to calculate the reimbursement.

The outcome would not have been possible without the professional dedication & respectful relationships of all branches of government working together. Thank you!



Marie Struss “hit the ground running” with a Public Hearing, a Zoning Amendment, and an Interim Use Permit at her very first Planning Commission meeting on October 2, 2017. She jumped right in, asked questions, made decisions and confidently managed her responsibilities as a Planning Commissioner. Welcome Marie!

Elizabeth Wheeler joined the Planning Commission on October 2, 2017 as Board Liaison. As Board Liaison, Clerk Wheeler will coordinate Public Hearings, Zoning & Variance requests, Building Permit reviews, etc. She is responsible for transcription resulting in Finding of Facts.

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CALCULATING VALUATION

Neither the Township nor MNSPECT has an issue with someone building their own deck or house or garage or pole shed to save labor costs. You may be spending less money on hired services; however, that doesn't mean the services you are supplying are without value. *If you build a deck or house or pole shed or garage, wouldn't you include the value of the structure in the selling price of your home instead of just the cost of materials?*

When applying for a building permit, the value of the job is what the building permit costs are based on.

The Minnesota Building Code (MN Rule 1300.0160) requires that permit valuations include the total value of all construction work, including materials and labor.

To clarify, valuation is not cost. It is the value of the work, or what it would cost to have the work done by a disinterested third party (a contractor).

CALCULATING FEES

Building permit and plan review fees are calculated in accordance with Minnesota Statute 326B.153. Surcharge fees are calculated in accordance with Minnesota Statute 326B.148

Because MNSPECT works with many municipalities, they must be consistent and unbiased with all applicants in all municipalities. There are specific rules that, by law, MNSPECT and the Township are required to follow.

To provide a consistent and equitable estimate of value, as required by MN Rule 1300.0160, MNSPECT periodically surveys contractors for "per square foot estimated costs" along with State supplied valuation figures.

For instance, a recent contractor survey for a per square foot estimate for deck construction was \$19 to \$35 per square foot. In 2017, MNSPECT used the low end of the range for decks at \$18.96 per square foot to calculate valuation.

ADOPTED FEE SCHEDULE

MN Rule 1300.0160 Subpart 1 requires that the Township adopt a fee schedule. Waterford Township uses *a 20-year old fee schedule from the 1997 Uniform Building Code.*

The Township does not have any immediate plans to update the adopted fee schedule. However, the Property Committee will in 2018 survey surrounding Townships to determine what fee schedule they have adopted.

At a recent Township Board meeting, the Township Clerk was asked to include a "*word to the wise*" in the Newsletter. Some property owners are still unaware or unclear as to the Township's "meeting notice" process, procedures and or protocols. *SUMMARIZED REVIEW:*

- Minnesota Statute § 13D.04, subd. 2 – "the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room."
- Posting and/or Publishing of Notice
 - Designated Bulletin Board
 - Door of Township Hall
 - Designated Newspaper
 - Northfield News
 - NON-designated
 - Waterford Township Website
- Type of Meeting & Time Period
 - Work Sessions-Special Meetings
 - Door of Township Hall
 - Three (3) days before meeting
 - Public Hearings
 - Door of Township Hall
 - Northfield News
 - Ten (10) days before meeting
- E-mail notification option
 - Receive notices via e-mail
 - Request via e-mail to Township Clerk
 - waterfordtownship@gmail.com

The Township has chosen to maintain a website for the public. The website provides the following:

- Meetings: Notices, Agendas, Minutes
- Zoning: Ordinances, Amendments, Resolutions
- Policies: Fees, Speaking at Meetings, etc.
- Applications: Building Permit, Sign, CUP, IUP, etc.
- Contact Info: Board, Commission, Committees
- History – Newsletters – Announcements – etc.

The Clerk will *endeavor* to maintain the "Meeting Notice" web page concurrent with the Township Hall meeting notice postings. However, the website is *not* an official designated bulletin board by the Township for two reasons:

- Not everyone has internet access.
- Technical difficulties, from time to time, may hamper maintenance of the website.

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Filing for Office

Notice is hereby given to qualified voters of the TOWNSHIP OF WATERFORD, Dakota County, State of Minnesota, that filing for township office will be held from Tuesday, January 2, 2018 through Tuesday, January 16, 2018.

Affidavits of Candidacy forms be obtained from the Township Clerk Elizabeth Wheeler by calling 507-261-3235 or e-mailing her at waterfordtownship@gmail.com Wheeler will provide you with the form, candidate information & notarize your signature. Filing fee is \$2.00

Offices to be filled at the March 13, 2018 Annual Election from 10:00 a.m. to 8:00 p.m. at the Waterford Township Hall, 3847 321st Street West, Northfield, MN 55057 are:

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

Your *Vote Counts* 

Sample Ballot will be posted on the Township Hall door and on the Township website on or about February 9, 2018. 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 9, 2018. Call 651-438-4305 (Dakota County Election Department) with questions or requests.

Public Accuracy Testing will be held on March 2, 2016 at 8:30 a.m. at Dakota County Hastings Government Center.

Annual Township Election will be held on March 13, 2018 Waterford residents can vote at the Waterford Township Hall, 3847 321st Street West, Northfield, MN 55057 from 10:00 a.m. to 8:00 p.m.

Annual Township Meeting will be held on March 13, 2018 at 8:15 p.m. at the Waterford Township Hall, 3847 321st 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.

Please Note: Every effort is made to provide accurate & complete information in this newsletter. Cannot guarantee that there will be no errors. Township Clerk makes no claims, promises or guarantees about the, completeness, or adequacy of the contents of the newsletters & expressly disclaims liability for errors & omissions in the contents.

Supervisor Duties

- One of three supervisors – one of three votes
- Adhere to all State Statutes, County and Township Zoning Ordinances, laws, policies, etc.
- Attend all meetings of the Township Board
- Vote on Township business
- Maintain fiduciary accountability
- Exercise due diligence in the planning, improvement & maintenance of Township roads, bridges, buildings & property
- Approve the Annual Budget & Tax Levy
- Hear complaints & provide solutions
- Serve on Ad Hoc/Advisory Committees
- Attend Intergovernmental Township Meetings
- Attend bi-annual Township Association meetings

Clerk Duties

- Attend all meetings of the Township Board
- Adhere to all State Statutes, County and Township Zoning Ordinances, laws, policies, etc.
- Create & post meeting notices per State Statute
- Create & post agenda for all regular meetings
- Record & transcribe township meeting minutes
- Manage TABLED and outstanding items
- Research & prepare resolutions as necessary
- Research & prepare “ordinance” changes/updates
- Motions & resolutions- maintain spreadsheets
- Planning Commission Board Liaison
- Coordinate, notice and facilitate Public Hearings
- Manage the IUP, CUP, and Variance process
- Reconcile Public Hearing Costs
- Record & prepare “Finding of Facts”
- Website Administrator-maintain & update website
- Semi-Annual Newsletter-creator, editor, reporter
- Manage primary/general/township elections
- Archive township records per State Statute
- Respond to records request per State Statute
- Research questions or inquires
- Property Committee Chairperson
- Board liaison to Township Attorney
- Respond to complaints & manage follow up
- Respond to 1,500 emails & phone calls annually
- Draft correspondence, create forms as necessary
- Manage MNSPECT issued Permit process
- Issue over-the-counter Building Permits
- Reconcile Building Permits
- Complete State & County Building Permit reports
- Complete federal, state & county reports/surveys
- Manage quote/bid process for contracted services
- Create & mail semi-annual Township Well billings
- Reconcile Township Well billings
- Create & mail post card notifications
- Notarize documents
- Requires expertise in Microsoft Word, Excel, etc.
- Must have in home office space, computer hardware/software, internet service & cell phone