

# Waterford Township Newsletter

## December 2019

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### CHANGE OF POLLING PLACE

**WHERE DO I VOTE?** Sciota Town Hall  
30038 Alta Avenue  
Northfield, MN 55057

### **DIRECTIONS TO SCIOTA TOWN HALL!**

1. Map is printed on last page of this Newsletter - page 8.
2. Map is posted on Waterford Town Hall door.
3. Map is posted on website: [waterfordtownshipmn.org](http://waterfordtownshipmn.org)

### **WHY DID MY POLLING PLACE CHANGE?**

Federal & state laws require that all polling places be accessible and usable by elderly voters or voters with disabilities.

- Americans with Disabilities Act Accessibility Guidelines (ADAAG) – federal law guarantees access for Americans with disabilities to public accommodations and government services.
- Minnesota Human Rights Act (MNHRA) prohibits discrimination against protected classes including requirements for providing accommodations for Minnesotans with disabilities.
- Minnesota State Building Code – The building code for public buildings in the state of Minnesota includes requirements for accessibility.
- Minnesota Election Law 204B.16 subd. 5 a-f. – requires polling place accessibility for the elderly and persons with disabilities.

The Office of the Minnesota Secretary of State (SOS) manages elections. According to SOS, “Cities & towns choose polling place locations & are responsible for polling place accessibility.” [www.sos.state.mn.us/elections](http://www.sos.state.mn.us/elections)

During a 2016 election, a Waterford Township Election Judge had significant difficulty assisting a wheelchair bound voter gain access to the Town Hall. The experience was unsafe for the Election Judge and for the disabled voter.

The 2016 experience made it a reality that the historic Town Hall is not handicap accessible as required by law.

After working with the Township Attorney, the Dakota County Elections Administration, the Building Official and evaluating the Town Hall using the “Polling Place Accessibility Diagnostic Tool” published by the State of Minnesota, the Town Board, by resolution, designated Sciota Town Hall as Waterford Township’s official polling place for all elections in 2020.

More information on the Town Hall can be found on page six of this Newsletter.



## **2020 ELECTION DATES**

[March 3, 2020 – Presidential Primary \(Super Tuesday\)](#)

[March 10, 2020 – Annual Township Election](#)

[August 11, 2020 – Primary Election](#)

[November 3, 2020 – General Election](#)

**ABSENTEE BALLOT:** A resident can vote using an absentee ballot. Absentee ballots are available 30 days before Township elections and 46 days before federal and state elections. All absentee ballots must be **returned** — not postmarked — **to Dakota County Elections Office** on or before election day.  
[www.co.dakota.mn.us/Government/VotingElections/Absentee](http://www.co.dakota.mn.us/Government/VotingElections/Absentee)

hello...  
I'M BACK

The June 2019 Newsletter never materialized due to the editor having unplanned major surgery.

The editor has recovered & is happy to be back writing articles about the Township of Waterford, Minnesota.

# Waterford Township Newsletter

## December 2019

### TOWNSHIP'S NEW WEBSITE Around the Clock Access to Information



**ELECTION JUDGES** are responsible for the administration of election procedures and help guarantee that the rights of voters are protected on Election Day. Election judges are vital to efficient & honest elections.

While the Township does not have a “brick & mortar” office to visit, nor does it have a traditional phone system, it does have methods available to ensure that someone needing information can get the information they need.

1. Township website: [waterfordtownshipmn.org](http://waterfordtownshipmn.org)
2. Message only phone #: 651-346-8467
3. Township email: [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com)

**WEBSITE:** As with all new websites it took some time to load the data. but within a short period of time the Township website became a treasure trove of information that is easily accessed twenty-four hours a day. With its cloud-based, mobile-friendly platform the website is easy to use enabling efficient access to Waterford Township government information.

Take some time, if you haven't already, to browse the website for information you can use. Below are three frequented categories:

1. **MEETING NOTICES AND CALENDAR** – home page, right side.
  - a. Click on Meeting Notices and get a list of all the meetings held in that year. 2019 had 69 meetings.
  - b. Hover over a red star on the calendar and get the meeting name, date and time.
  - c. Click on a red star and get the published meeting notice.
2. **NEWS** – home page, left side.
  - a. Click on any article of interest.
  - b. Watch for the upcoming announcement on whether the Township got the Bridge Grant.
3. **AGENDAS & DOCUMENTATION** – don't have time to attend a Board Meeting? View the agendas, financials, & other documents without leaving your living room. Hover over Government on the home page and select Agendas – Documents, then the year of interest followed by the document of interest.

In the next Newsletter additional categories will be highlighted.

Can't find what you are looking for on the website?

- ❖ Email clerk - [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com) – Clerk will answer the email within 24 hours.
- ❖ Call the Town Clerk at 651-346-8467 – leave a message. Clerk will return your call within 24 hours.

**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

With recent election judge retirements, the **Township is in need of additional election judges.** Four-hour shifts are available. Wage: \$10.00 per hour. A two-hour paid training is required.

Please contact Township Clerk Wheeler either by phone or email [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com) for more information.

## ANNEXATION UPDATE

At the March 2017 Annual Meeting, 34 Township taxpayers discussed and were in favor of the Township pursuing legal action

regarding the City of Northfield's failure to honor the 1980 Joint Resolution that memorialized the agreement between Waterford and Northfield concerning annexation of the Sheldhal Industrial Park property.

In 2010, the City of Northfield notified the Township that they would no longer be honoring the 1980 agreement. The Township not only lost revenue, but more importantly the Township lost the ability to say “no” to any future annexations.

After various attempts to resolve the matter, the Township filed suit in District Court. On September 20, 2018 the Court heard arguments and on December 20, 2018 the lower court opinion was rendered in Northfield's favor.

On January 28, 2019, Township Attorney Mike Couri meet in a Special Meeting with Township residents regarding the next steps in the Annexation disagreement with the City of Northfield. On February 4, 2019 in a Special Session, the Town Board voted to have the Township Attorney file an appeal with the Court of Appeals.

On August 12, 2019, the three Court of Appeals judges concluded that the parties in 1980 entered into an “indefinite” rather than a “perpetual” agreement. Because the language did not state “perpetual” the judges considered it ambiguous and not “perpetual” and thus ruled in favor of the City of Northfield.

The Court of Appeals case A19-0234 can be found on the Township's website, [waterfordtownshipmn.org](http://waterfordtownshipmn.org) on the home page left side under the News category.

The Township had 30 days to appeal the decision of the Court of Appeals. The Board sought legal advice in a Closed Session on August 26, 2019. At a Special Session on September 9, 2019, after taking comments from those residents in attendance, the Town Board passed a motion “to discontinue all further legal action on Court of Appeals case A19-0234”.

# Waterford Township Newsletter

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### WINTER ROAD MAINTENANCE

#### ROAD STEWARD



On October 29, 2019 the Town Board took the next steps in planning and managing the sixteen (16) plus miles of Township roads by taking two actions:

1. **Award Road Maintenance Contract** - The November 1, 2019 through April 30, 2020 Road Maintenance Contract was awarded to Northland Grading & Excavating after checking references to determine the Contractor has sufficient equipment, manpower, skill and experience to provide the snowplowing services necessary.

In addition, Northland Grading & Excavating stated they would communicate & work directly with the Road Steward. Please do not contact the contractor directly as all Township Road issues are to be managed by the Road Steward. Call the Road Steward with questions or concerns.

2. **Appoint Road Steward** – Township resident Steve Wheeler was appointed Road Steward. The Road Steward reports & advises the Town Board on Roads, communicates with the Road Contractor & taxpayers, chairs the Road Committee, prepares & manages the Road Budget, manages special road & bridge projects, communicates with Dakota County & MNDot, develops & maintains road, bridge, sign & noxious weed databases, manages complaints, etc.

Wheeler can be reached via the Township email at [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com) or by calling 507-261-2539.

Policy highlights are listed below. Bulleted items highlighted in red are recommended reading for all taxpayers.

- Budgetary
- Independent Contractor
- Road Steward
- IRS definitions
- When snowplowing begins
- When Snowplowing will be delayed or suspended
- How snow will be plowed
- Sanding & salting
- Snow storage
- **Driveways, private property & mailboxes**
- **Emergency response vehicle assistance**
- **Objects within Town road rights of way**
- **Depositing snow in public rights of way**
- Complaints, requests and or comments

### ROAD COMMITTEE

#### 2020 – 2025 Planning



Township taxes pay for the maintenance of over 15 plus miles of gravel roads & 1 mile of asphalt road. The Road Committee will plan for road improvements, bridge replacements, signs, and routine maintenance of all kinds (snowplowing, patching/fixing potholes, crack sealing, mowing roadsides, cleaning culverts, brush cutting, noxious weed control, etc.).

The Road Committee will be busy next year with the development of a five-year road & bridge maintenance plan, a five-year road & bridge budget, noxious weed identification, mapping & treatment, as well as special projects including drainage, culvert mapping, bridge replacement, road improvements, etc.

Road Committee members include Steve Wheeler (Chairperson/Road Steward), Andy Devney, Paul Little, Jerry Wicklund, Brett Stadler, Frank Wergin (Board Liaison)

Taxpayers are encouraged to attend Road Committee meetings. Meetings for 2020 have not been scheduled yet. Please watch the Calendar or Meeting Notices on the Township website: [waterfordtownshipmn.org](http://waterfordtownshipmn.org)



### MINNESOTA STATUTE 160.2715 (a) (1)

#### Misdemeanor/Civil Penalties

The recent snowfalls are a reminder 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 crash. The civil liability can extend to both the property owner and the person who placed the snow.

### SNOW POLICY

### SNOW & ICE CONTROL POLICY

Important "Read" for residents.

Minnesota Statute Chapter 164: Minnesota Townships are required to maintain Town roads including the road rights of way. Waterford has sixteen (16) plus miles of Town Road. The Town Board is the Road Authority and has appointed a Road Steward to manage the Roads & Bridges within the Township.

The Road Steward requested a Snow & Ice Control Policy to enhance communication between all parties: taxpayers, snowplow contractor, Road Committee, Town Board, etc.

The Town Board adopted the Snow & Ice Control Policy by Resolution on November 12, 2019. The policy can be found on the Township website: [waterfordtownshipmn.org](http://waterfordtownshipmn.org) on the home page under News or under the Government tab – Policies 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.

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### NOXIOUS WEED & INVASIVE PLANT

#### Grant – Wild Parsnip

Can you identify Wild Parsnip? Did you know that the sap can cause severe blisters/burns? Did you know that wild parsnip in the ditches when mowed & baled for livestock bedding or feed can cause harm to the livestock? Did you know that since January 1, 1993, pursuant to Minnesota Statutes, Sections 18.75 – 18.91, “persons shall control or eradicate all noxious weeds on land they own, occupy, or are required to maintain.”

Property owners must control noxious weeds on their property. The Township is required to control noxious weeds along adjacent Township road rights of way.

Wild parsnip is spreading at an alarming rate, threatening the health, safety and economy of Township property owners. Control is everyone’s responsibility.

On November 7, 2019 Road Steward Steve Wheeler was made aware of an opportunity to participate in a Minnesota Department of Agricultural (MDA) Grant program by way of a Collaborative with Bridgewater, Greenvale, and Northfield Townships.

Road Steward Steve Wheeler prepared the two-year budget for all four Townships and Clerk Elizabeth Wheeler wrote the Grant with submittal to MDA on 11/25/19. The grant application and budget spreadsheet can be found on the Township website, [waterfordtownshipmn.org](http://waterfordtownshipmn.org) on the home page under the News section.

The Grant, if awarded, will provide \$49,883 to be shared over a two-year period among the four Townships to help identify, map, treat and control Wild Parsnip. The Township will be required to use software systems to map and track the progress of the treatments.

The June Newsletter will have additional information on wild parsnip and other invasive plants. If you spot wild parsnip within the Township, notify Road Steward Steve Wheeler at 507-261-2539. Working together to control wild parsnip is the only way to eventually eradicate it.

### Annual Township Outstanding Leader of the Year Award

Dakota Electric Association, on September 19, 2019 during a Dakota County Officers Association meeting awarded Waterford Township Clerk Elizabeth Wheeler the Annual Township Outstanding Leader of the Year Award. The award is based on exemplary community service, dedication, innovation and leadership.

Dakota Electric donated \$250.00 toward the restoration of the 1909 Waterford Bridge in honor of Wheeler’s outstanding leadership.



### BRIDGE STUDY COMPLETED

In December of 2017, the Township was awarded a grant from the Minnesota Historical and Cultural Heritage Program for \$106,800. The Township hired LHB, a multi-disciplined engineering firm to conduct an engineering study of the 1909 Waterford Bridge.

In June 2019, the Township received the Engineering Estimates, Engineering Drawings, Engineering Report and the Design Exceptions for rehabilitation of the Bridge. All reports can be found on the Township website, [waterfordtownshipmn.org](http://waterfordtownshipmn.org) on the home page under the News section

### GRANT APPLICATION SUBMITTED FOR BRIDGE RESTORATION



Bridge Grant Director Elizabeth Wheeler stated that “now that the Township has received the Engineering Reports, it is imperative to move forward to apply for Grants to begin the restoration of the bridge for three reasons”:

1. The structural integrity of the bridge is compromised, especially the bridge deck, and is unsafe for public use. The Bridge was closed on 12/24/18 to everyone.
2. Every year the Bridge is not restored will result in:
  - Further weather-related deterioration.
  - The Engineering study will become outdated & need to be reviewed and updated.
  - Construction cost inflation - 23.6% increase since 2004 – Construction Building Cost Indices at [edzarenski.com](http://edzarenski.com)
3. The Mill Towns Trail is currently “in design” from downtown Northfield to the 1909 Waterford Bridge
  - Goal: The restoration of the Bridge will provide the link between the Sakatah Singing Hills Trail in Faribault to the Cannon Valley Trail in Cannon Falls providing a continuous trail from Mankato to Red Wing.
  - Once the Bridge is connected to the Mill Towns Trail, the Bridge will be maintained by the DNR while the Township retains ownership of the Bridge.

The cost to restore/rehabilitate the Bridge is estimated to be \$1,573,265. Securing a Grant for that much money is nearly impossible, so the rehabilitation will be done in phases.

In September 2019, the Township submitted a Grant application to the Minnesota Historical & Cultural Heritage Program for \$342,818 – phase one. Phase one will include area & bridge prep work, removing the deck, etc.

Grants are awarded in mid-December. If the Township receives a Grant, the Township will “let a bid” in the first quarter of 2020 with construction to be begin in the second quarter of 2020. Check the Township website, [waterfordtownshipmn.org](http://waterfordtownshipmn.org) home page under News for updates on the Grant, bidding and construction.

# Waterford Township Newsletter

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### Mass Telephone Notification System



In 2009, Dakota County Communications Center implemented a County-wide mass notification system.

The system is designed to quickly alert the public of emergencies that may affect their health or welfare including evacuation notices and missing child/vulnerable adult alerts. Upon direction by local Fire/EMS or Law Enforcement, this system is capable of sending recorded messages to targeted areas within the County at the rate of up to 60,000 calls per hour.

In addition to hard-wired home phones that are already registered, residents and businesses in Dakota County can self-register their cellular and other contact telephone numbers, along with email addresses, they would like alerted in the event of an emergency in the area of their Dakota County residence or business.

Self-register by two methods:

1. Waterford township website: [waterfordtownshipmn.org](http://waterfordtownshipmn.org) – click on About Us then click on Helpful Links
2. Dakota County website: <https://www.mn-dcc.org/community-notification/>

### BUDGET COMMITTEE

#### Transparency & Accountability



"I'm a tax-paying member of Waterford Township & I want to know where the money is going". These types of comments are both straightforward & fair.

Individuals and businesses spend their own money. Townships spend the tax payers money.

So how does a taxpayer get up to speed on the Township budget and the tax levy? Today, the following opportunities exist to witness, participate and/or keep current on the budget process:

1. Volunteer to serve on the Budget Committee – The Budget Committee is always wanting and needing volunteers. The Committee meets 6 to 8 times per year. You need not be an accountant to join, but must be a Waterford resident, have an interest in learning about the Township's budget/levy process & a desire to problem-solve.
2. Budget Committee meetings – all are welcome! Can't volunteer to serve on the Committee, but may want to attend some of the meetings? Meetings can be found on the website Calendar by clicking on the **red star** or get a list of Meeting Notices by clicking on Meeting Notices just above the Calendar.
3. Town Board meetings – The Town Clerk, Treasurer & Deputy Treasurer prepare reports every month for Board review & approval. Can't make the meetings, find the reports on the website; [waterfordtownmn.org](http://waterfordtownmn.org) Government tab - Agendas-Documents

4. Website: Can't find the time to attend the Budget Committee meetings? No worries – you can find the financial reports on the Township website:
  - a. The Town Clerk makes every effort to upload the financial reports to the Township website on the Sunday before the second Monday of the month.
  - b. Where on the website are the financials? Click on the Government tab on the home page, then click on Agenda-Documents. The Agenda on the front of the packet lists where in the packet you can find the Clerk's reconciliation & the Treasurer's report.

The Town Board and the Budget Committee are making every effort to be transparent and accountable to Waterford taxpayers. If you can't volunteer, can't come to a meeting and can't find what you need on the website, email the Town Clerk: [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com) or call the Clerk at 651-346-8467 and leave a message.



### A YEAR OF VERY HARD WORK

69 Posted Meetings  
& 100's of Volunteer Hours

To use a concept from a famous title – "it takes a village to run a Township." In 2019, the Township of approximately 500 residents was run by 15 volunteers.

Fifteen (15) taxpayers (both elected & volunteers) attended 69 posted meetings & volunteered hundreds of hours' of time doing various work tasks from attending numerous meetings other than posted meetings, reading meeting packets, monitoring the roads, working with contractors, shoveling the sidewalk, picking up junk from ditches (tires, mattresses, refrigerators, electronics, couches, recliners, garbage, cribs, etc.), writing grants, installing road signs, communicating with residents, writing & publishing the newsletter, researching issues, problem solving, annual meeting prep, planning, budgeting, yard work, driving, etc.

#### Town Board

- Liz Messner, Frank Wergin, Larry Odegard, Elizabeth Wheeler, Charlene Klemenhagen, Jane Dilley
- Meets – 2<sup>nd</sup> Monday evening of every month
- Work - executive, administrative and legislative body

#### Planning Commission

- Bryan Nelson, Andy Devney, Paul Little, Marie Struss, Theresa Bentz, Elizabeth Wheeler
- Meets – on an as needed basis
- Work - review zoning permits, updates the Zoning Ordinances and conducts Public Hearings.

#### Budget Committee

- Maria Struss, Jake Bentz, Larry Odegard, Charlene Klemenhagen, Jane Dilley
- Meets – on an as needed basis
- Work - budget monitoring (revenue, expenditures, approved budget), budget planning for the next year's tax levy and Board of Audit.

# Waterford Township Newsletter

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### Road Committee

- Steve Wheeler, Frank Wergin, Andy Devney, Paul Little, Jerry Wicklund, soon to be appointed Brett Stadler
- Meets – on an as needed basis
- Work – 5-year road budget, manage & monitor roads, bridges, culverts, manage special projects, 5-year road maintenance plan, noxious weeds, snowplowing, etc.

### Project & Property Committee

- Elizabeth & Steve Wheeler, Liz Messner, Tom Devney, Maria Struss, Charlene Klemenhagen, Jane Dilley,
- Meets – 2<sup>nd</sup> Monday evening of every month – just prior to the Town Board meeting
- Work – current project is the Town Hall cost analysis

In addition to the posted meetings held at the Town Hall, some volunteers attended other essential meetings:

- Dakota County meetings (engineering, planning, etc.)
- Dakota County Township Officers Association
- Noxious Weed Collaborative meetings
- North Cannon River Watershed meetings
- Training – University, Dakota County, Mn Township Association,
- Historic Bridge Grant meetings
- Election Administration meetings

**NOTE:** Fifteen Waterford taxpayers, quietly volunteer their time & talents performing various work tasks. Without the volunteers, Waterford would be paying for those work tasks thus raising taxes to pay someone to get the work tasks done. Take some time to thank a Waterford volunteer or [better yet, thank them by joining a committee.](#)



### PROJECT & PROPERTY COMMITTEE

#### Cost Benefit Analysis

The historic 1885 Town Hall building continues to deteriorate. In its current condition, it fails to comply with the disability accessibility laws for government buildings.

In 2019, the Project & Property Committee began working on possible solutions. While Committee members can rely on their gut and instincts to study the aging building, conducting a Cost Benefit Analysis (CBA) will identify the overall scope of the problem and the possible solutions. Multiple options have been discussed, but what is the best option that makes the best use of taxpayer money?

The CBA will yield an evidence-based view of the Town Hall without the influences of opinion, politics, bias, sentimentality, etc. The CBA will provide concrete results that can be used to develop reasonable conclusions around the feasibility and/or advisability of any decision.

The Project & Property Committee will present information about the Town Hall & the CBA at the Annual Township Meeting on March 10, 2020 at 8:15 p.m. It is unlikely that the CBA will be complete on the 10<sup>th</sup>, but the Committee will present information that has been gathered thus far.

The Project & Property Committee will not rush this process and will take its time to do all the research and work required to provide the Town Board and the taxpayers with all the information necessary to make informed decisions.



## Planning Commission

### All Things Zoning

In 2019 the Planning Commission had twenty-three meetings – an unusually busy year. The very busy year was due in part to the challenging task of reviewing the twenty-year old Township Zoning Ordinances. Listed is a breakdown of the work done.

1. Seven (7) Meetings – Property owner project reviews
  - ❖ Recommend eleven (11) projects to Town Board
    - New home
    - New Garage
    - Remodel existing home
    - Addition to existing garage
    - Post frame Buildings – seven (7) structures
2. Eight (8) Meetings - Zoning Ordinance Review
  - ❖ Updates resulting in revisions & amendments
3. Eight (8) Meetings - Public Hearings
  - ❖ Zoning Ordinance Revisions & Amendments
  - ❖ Conditional Use Permit
  - ❖ Interim Use Permit

Sixteen meetings (Zoning Ordinance Review & Public Hearings) resulted in five Zoning Ordinance Amendments

- ❖ 2001 Waterford Township Zoning Ordinance
  - Amendment 2019-1 – Multiple amendments
  - Amendment 2019-2 – Termination of IUP
  - Amendment 2019-3 – Multiple amendments
  - Amendment 2019-4 – Permitted Uses
  - Amendment 2019-5 – Setbacks for Solar

Zoning Ordinance Amendments can be viewed on the Township website [waterfordtownshipmn.org](http://waterfordtownshipmn.org) – Building & Zoning tab, then Zoning Ordinances.

Enormous effort in 2019, resulted in a much-needed update of the Township's Zoning Ordinances. The Planning Commission will have another busy year in 2020 with additional Zoning Ordinance Amendments and property owner project reviews.

## BUILDING PERMITS

### Permitting Software & 24 Building Permits



In 2019, the Town Clerk received training on a “Building Permit” software. The software tracks all permits from start to finish. All information is collected electronically and available in searchable format. It has been a real time saver.

The Clerk issued 24 building permits for various projects throughout the year including permits for furnaces, replacement windows, re-roofing, a new garage, post frame buildings, a new home, remodeling, etc.

Most all building projects needs a permit even if the property owner does the work themselves. “When in doubt or uncertain about your project”, call the Town Clerk at 651-346-8467.

# Waterford Township Newsletter

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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, December 31, 2019 through Tuesday, January 14, 2020. Filers may apply in person at the Town Hall from 1:00 p.m. to 5:00 p.m. on January 14, 2020.

Affidavits of Candidacy forms can be obtained from the Deputy Treasurer Jane Dilley by calling 651-269-3678 or e-mailing her at [janedilley@icloud.com](mailto:janedilley@icloud.com) Dilley will provide you with the form, candidate information & notarize your signature. Filing fee is \$2.00

- (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 before February 26, 2020. 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 12, 2020. Call 651-438-4305 (Dakota County Election Department) with questions or requests.

**Annual Township Election** will be held on March 10, 2020 Waterford residents can vote at the Sciota Town Hall, 30038 Alta Avenue, Northfield, MN 55057 from 10:00 a.m. to 8:00 p.m.

**Annual Township Meeting** will be held on March 10, 2020 at 8:15 p.m. at the Waterford Township Hall, 3847 321<sup>st</sup> Street West, Northfield, MN 55057.

**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 places.



### ANNUAL TOWNSHIP MEETING

March 10, 2020 – 8:15 P.M.  
Town Hall – 3847 321<sup>st</sup> St. Northfield

The Annual Township meeting will be held at the 1885 Waterford Town Hall.

The meeting will be a fact filled session including a power point presentation by the Committees of the Township. Don't miss the opportunity to get information and ask questions. Topics this year include the Town Hall, the Town Roads, the proposed 2021 budget & tax levy.

PLEASE COME-ASK QUESTIONS, MAKE SUGGESTIONS, VOTE ON PROPOSED LEVY, THIS IS YOUR MEETING

### Supervisor Duties

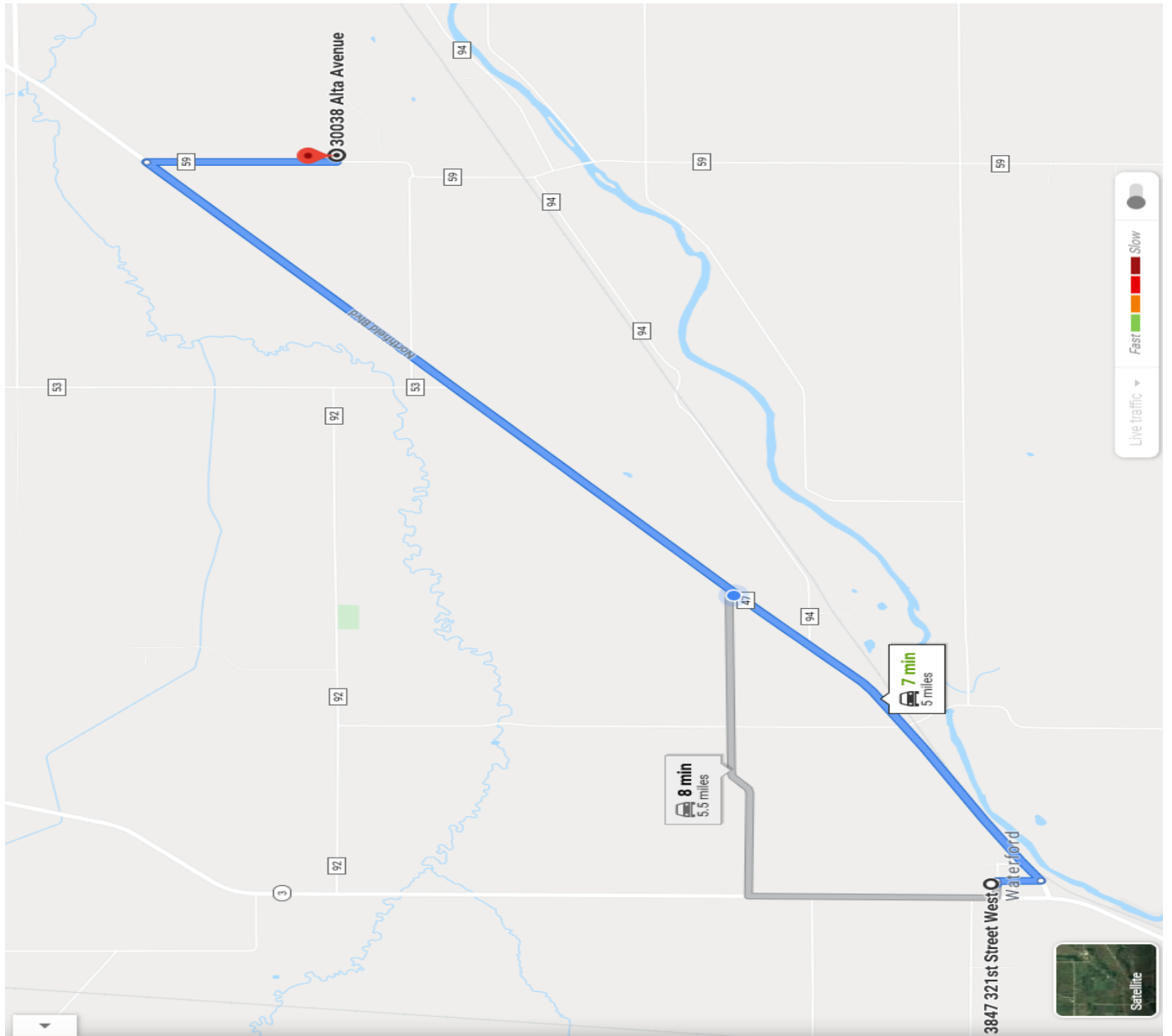
- One of three supervisors – one of three votes
- Adhere to all State Statutes, County and Township Zoning Ordinances, laws, policies, etc.
- Attend all meetings of the Township Board
- Vote on Township business
- Maintain fiduciary accountability
- Exercise due diligence in the planning, improvement & maintenance of Township roads, bridges, buildings & property
- Approve the Annual Budget & Tax Levy
- Hear complaints & propose solutions
- Serve as Board Liaison on various 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

# Waterford Township Newsletter

## December 2019



← from 3847 321st St W, Northfield, MN 55057  
to 30038 Alta Ave, Northfield, MN 55057

**7 min (5.0 miles)**  
via Northfield Blvd  
Fastest route, the usual traffic

**3847 321st St W**  
Northfield, MN 55057

↑ Head east on 321st St W toward Cornell Ave

69 ft

↗ Turn right onto Cornell Ave

0.1 mi

↖ Turn left onto Northfield Blvd

4.3 mi

↗ Turn right onto Alta Ave

ⓘ Destination will be on the left

0.6 mi

**30038 Alta Ave**  
Northfield, MN 55057

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.