

# Waterford Township Newsletter

## June 2020

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Has Anyone Seen Normal?

A CORONAVIRUS TALE



### UNUSUAL TIMES

The Waterford Town Board urges a fact-based response to COVID-19 and is following the lead of state and county officials on awareness and information dissemination about the situation.

The nonpartisan articles herein are written to disseminate information about Township business, how business is conducted in these unusual times as well as information about voting in the State Primary Election (August 11, 2020) & the General Election (November 3, 2020).

During these unusual times of COVID-19, Executive Orders, Stay Safe – Stay at Home, social distancing, capacity limits, masks, hand sanitizer, etc. there are options available to Minnesota residents to ensure that voters can cast a ballot in as “safe a manner as possible” regardless of the status of the pandemic on election day.

Voters may cast their ballot before election day:

- Absentee voting by mail – can track ballot on-line
- Absentee voting in person – no tracking necessary
- Vote early in person – seven days before the election you can insert your ballot into ballot counter without lines and at your convenience.

Voters may cast their ballot on election day:

- COVID-19 Preparedness Plan – starting on page 4
- Plan includes safety measures to protect the election judges and the voter on election day.

### FIRST TIME EVER?

Township’s annual 4<sup>th</sup> of July picnic has been cancelled due to pandemic.



### PEACETIME STATE OF EMERGENCY

- January 31, 2020 – U.S. Department of Health & Human Services Secretary Azar declared public health emergency.
- March 13, 2020 – President Trump declared National Emergency.
- March 13, 2020 – Governor Walz declared a Peacetime State of Emergency - MN Statutes § 12.31, subd. 2
- March 21, 2020 – Waterford Township on the advice of the Township Attorney and the Minnesota Township Association provides notice by way of Resolution 2020-04 that **ALL TOWN BOARD MEETINGS SHALL BE CONDUCTED BY TELEPHONE OR OTHER ELECTRONIC MEANS TIL FURTHER NOTICE.**
- March 21, 2020 – Town Clerk Wheeler posted Resolution 2020-04 on the Town Hall door and on the website under NEWS. [waterfordtownshipmn.org](http://waterfordtownshipmn.org)
- June 10, 2020 – MN Executive Order 20-74 – requires COVID-19 Preparedness Plans for Township meetings.
- Next Executive Order – issued by Minnesota Government when necessary during public health emergency.

### TELECONFERENCING DURING PUBLIC HEALTH EMERGENCY



1,780 Townships in Minnesota belong to and pay dues to the Minnesota Association of Townships (MAT). One of many benefits Townships receive from membership is information related to the duties, powers, and authority of townships in Minnesota.

Information during a Peacetime State of Emergency and Executive Orders is critical to the functioning of the Township and is in the best interest of the citizens the Township serves. On June 12, 2020, MAT updated their “COVID-19 & OPERATING THE TOWNSHIP” information.

MAT stated “Town Boards may hold regular board meetings in-person within the framework provided in MDH’s guidelines. Those guidelines require social distancing plans.

MAT wrote “The best-practice is to continue using teleconferencing during the entire length of the public health emergency in order to prevent any unnecessary public gatherings.”

Waterford has successfully hosted call-in “GoToMeetings” in April, May & June. The Board plans to continue “GoToMeetings” until it is safe to return to “in-person” meetings at the Town Hall.

JOIN a teleconferencing meeting using your phone!

- Unique phone number & access code for each meeting.
  - Information on website – 5 days prior to meeting
  - Information on Town Hall door–5 days prior to meeting.
- Agenda & Supporting documentation – uploaded to website the day before the meeting–GOVERNMENT tab.
- Call Town Clerk for information on teleconferencing.

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### VOTE EARLY WITH AN ABSENTEE BALLOT BY MAIL



### VOTE EARLY WITH ABSENTEE BALLOT IN PERSON

In Minnesota, you don't have to wait until Election Day to vote nor do you need an "excuse" – vote early with an absentee ballot.

Minnesota residents may vote with an absentee ballot by requesting one, completing it according to the enclosed instructions, and returning it in the envelope provided.

Residents can apply for a ballot any time during the year at [mnvotes.org](http://mnvotes.org). Election officials will send voting materials once ballots are available.

Read the instructions that come with your ballot carefully! Your ballot will not count if you do not complete all the forms.

If you are not registered to vote, you will get a registration application in your materials. You will need a MN driver's license or MN ID card or the last 4 digits of your social security number to complete the registration form.

After you finish, mail the ballot and forms back right away. Your ballot will not count if it is received after Election Day (**exception – see June 24, 2020 below**). You can also return your ballot in person to the Dakota County Government Center, 1590 Highway 55, Hastings, MN 55033

**JUNE 24, 2020** – Secretary of State Steve Simon stipulated to claims made in two different lawsuits that Minnesota's witness requirements could endanger primary voters who are self-isolating to avoid infection from the coronavirus.

Simon implemented the following changes for absentee voting for the August 11, 2020 primary election:

- Mailed-in absentee ballots for the primary will be accepted even if they don't have witness signatures.
- Ballots received within two days of the August 11<sup>th</sup> primary date will be accepted as long as they're postmarked by Election Day.

Lawsuits are anticipated for the general election in November which may or may not result in changes to election laws.

Residents that **might not have the internet available** to apply on-line for an absentee ballot can call Dakota County for assistance and/or go to the County Early Voting Center at:

Dakota County Elections – Administration Center  
1590 Highway 55 Ste 2300 - Hastings, MN 55033  
Phone: 651-438-4305  
Email: [elections@co.dakota.mn](mailto:elections@co.dakota.mn)

**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

The Center for Disease Control & Prevention (CDC) recommends voting other than on election day to limit the number of people you come in contact with or the amount of time you are in contact with others can help reduce the spread of COVID-19

Early voting is an alternative to election day voting. **Technically, "early voting" is just absentee voting without needing to be physically absent.**

#### Vote Early In-Person – Leave absentee ballot at county:

- **Primary: June 26<sup>th</sup> through August 3<sup>rd</sup>**
- **General: September 18<sup>th</sup> through October 26<sup>th</sup>**
- Obtain your absentee ballot at the Dakota County Administration Center in Hastings, Minnesota
- Mark your ballot
- Insert in envelope provided with ballot
- Leave it at the County – no mailing or tracking required.

#### Vote Early In-Person–Insert ballot into ballot counter:

- **Primary: August 4<sup>th</sup> through August 10<sup>th</sup>**
- **General: October 27<sup>th</sup> through November 2<sup>nd</sup>**
- Obtain your ballot at the Dakota County Administration Center in Hastings, Minnesota
- Mark your ballot
- **Insert your ballot in the electronic ballot counter exactly as you would on election day.**

#### WHERE DO I VOTE EARLY IN-PERSON?

Dakota County – Administration Center  
1590 Highway 55 – Hastings, MN 55033  
651-438-4305

#### HOURS FOR EARLY VOTING CENTER

- Normal business hours – (8:00 a.m. – 4:30 p.m.)
- Last Saturday before Election Day - (10 a.m. – 3 p.m.)

#### WHAT DO I NEED TO BRING WITH ME TO VOTE EARLY?

If you are registered to vote at your current address, you do not need to bring anything.

If you need to register or update your registration, or you have not voted in four years or more, you need to show proof of residence before you vote.

#### CAN I CHANGE MY VOTE ONCE I VOTE EARLY?

If you vote early, you have until seven days before the election to "claw back" your vote. Prior to the seven-day mark, none of the ballots have been opened, so an elections official can go find it and hand it back.

Information on Early Voting can be found using the following links:

<https://www.sos.state.mn.us/elections-voting/other-ways-to-vote/vote-early-in-person/>

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

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### MAP FROM WATERFORD TOWN HALL TO SCIOTA TOWN HALL 30038 ALTA AVENUE NORTHFIELD, MN 55057

### WHERE DO I VOTE ON ELECTION DAY?

**SCIOTA TOWN HALL  
30038 ALTA AVENUE  
NORTHFIELD, MN 55057**

The December 2019 Newsletter announced and detailed the Township's decision to "change polling places" for all future elections due to the Town Hall's noncompliance with State & Federal accessibility laws/regulations/code.

If you missed the article or you wish to re-read the article, you can find it on the Township website under the "ABOUT US" tab. Click on "Newsletters" then "2019-December". [waterfordtownshipmn.org](http://waterfordtownshipmn.org)

Waterford's first election at the new polling place was quite successful. Almost one hundred Waterford residents voted on March 3, 2020 (Presidential Primary).

Election Administrator Wheeler received three suggestions from voters on Waterford's new Polling Place. Both Sciota Town Board and Waterford Town Board approved funding to implement the suggestions.

- 1. Building Identification** – The Sciota Town Board designed and installed building identification making it easier for Waterford residents to recognize the building. See picture of Sciota Town Hall above.
- 2. Directional Signs** – The Waterford Town Board approved directional signs (see picture above of Vote sign) to be placed at the corner of County Road 47 & Alta Avenue as well as directional signs at the Sciota Town Hall.
- 3. Historic Sciota Town Hall or New Sciota Town Hall** – One couple went to the historic Sciota Town Hall on Biscayne Avenue first only to discover the polling place was at the new Sciota Town Hall on Alta. Wheeler promised to include an article in the newsletter to highlight the "new Sciota Town Hall".

### DIRECTIONS TO NEW SCIOTA TOWN HALL!

1. Map – page 3
2. Map is posted on Waterford Town Hall door.
3. Map is posted on website: [waterfordtownshipmn.org](http://waterfordtownshipmn.org)

The Waterford Town Board wishes to *thank* the Sciota Town Board for being such a gracious host, funding identification of the building, rental of parking lot lighting for the evening voters and allowing Waterford to share their beautiful building on election day.

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 49 ft
- ↳ Turn right onto Cornell Ave 0.1 mi
- ↳ Turn left onto Northfield Blvd 4.3 mi
- ↳ Turn right onto Alta Ave 0.6 mi
- 📍 Destination will be on the left

**30038 Alta Ave**  
Northfield, MN 55057

These directions are for planning purposes only. You may find that conditions on the road, weather, or other factors may affect your route. Please refer to the map for more information and always follow your route accordingly. You must obey all signs or notices regarding your route.

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### VOTING ON ELECTION DAY

ABC NEWS – April 29, 2020  
“52 who worked or voted in Wisconsin election on April 7<sup>th</sup> tested positive for COVID-19”

While it can't be proven that the 52 individuals (election judges & voters) contracted COVID-19 at the Polling Place on April 7<sup>th</sup>, all 52 individuals were at the Polling Place within the two-week window of exposure.

Minnesota Secretary of State Steve Simon stated that “we need to treat the upcoming statewide elections as a public health issue” and prepare the Polling Place accordingly.

In response to the public health issue, the Town Board of Waterford is committed to providing a safe and healthy environment for all the election judges and all the voters by following the CDC guidelines on polling place safety.

**COVID-19 PREPAREDNESS PLAN** Please take the time to read through the “COVID-19 Preparedness Plan” on page 4 and 5 of this Newsletter. Familiarize yourself with what the judges will do to make you safe and what we are asking you to do to make the judges safe.

The plan will be posted at the Polling Place for your review. Judges will be available at the door to help voters with the plan.



**From the Election Administrator:**  
Election judges play a critical role in the democratic process ensuring all registered voters have an opportunity to cast their ballot. Without election judges Waterford Township would not be able to staff the Polling Place.

With a COVID-19 Preparedness Plan in place, Waterford election judges have graciously, but with some trepidation, volunteered to perform their civic duty by working at the Polling Place enabling Waterford Township residents to vote on election day during the pandemic.



The majority of Waterford's election judges are over 65 years old and according to the CDC are the most “at-risk” age group for complications and/or death from COVID-19.

I can't imagine how badly we would feel if a judge's reward for doing their civic duty ended with COVID-19 or worse. In addition, if a judge gets COVID-19 from working the August 11<sup>th</sup> election, I suspect it would be very difficult to find judges willing to volunteer for the November election.

In the wake of the COVID-19 pandemic, it is hoped that residents will consider voting absentee or vote early for their own safety and the safety of the election judges.

Waterford election judges are our neighbors, our friends, our family and if we don't work cooperatively to comply with the “COVID-19 Preparedness Plan”, we risk one or more of our judges becoming infected with the virus.

### PAPER ROSTER REGISTRATION **REPLACED BY** ELECTRONIC ROSTER



Minnesota State Statutes § 201.225, § 206.805, § 206.95 authorized counties, cities and municipalities to use electronic rosters for any election.

Pilot programs began in 2013 with the larger polling places in the State (Lakeville, Mankato, Minneapolis, etc.). In 2016 all Dakota County cities began using E-pollbooks. Dakota County Townships will begin using E-Pollbooks for the State Primary (August 11, 2020) and General (November 3, 2020) Elections.

#### Benefits:

- Faster voter check-in
- Reduce wait times
- Allows poll workers to easily redirect voters in the wrong location to the correct polling place.
- Notifies poll workers if a voter already voted “absentee” or during the early voting period.
- Enhances “same-day registration”

#### Election Day:

- Check in with Roster Judge,
- Judge will print out a “voter's signature certificate”
- Voter signs the certificate. Judge retains certificate.
- Voter receives a ballot receipt.
- Voter give ballot receipt to Ballot Judge & gets Ballot.
- Voter marks ballot at Voting Booth.
- Voter inserts marked Ballot in Ballot Counter.



### COVID-19 PREPAREDNESS PLAN

Sciota & Waterford Townships are committed to providing a safe & healthy election for all our election judges & those that come to the Polling Place to vote.

To ensure we have as safe and healthy a Polling Place as possible, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

1. **TOWN BOARDS:** Sciota and Waterford Township Town Boards support enforcing the provisions of this policy by adopting the policy at their July 13, 2020 Board Meetings. The Townships are serious about the safety and health of our election judges. Only through a cooperative effort can we establish and maintain the safety and health of our election judges and voters.

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2. **ACCOUNTABILITY:** Sciota and Waterford Township Clerks are the Township's Election Administrators and are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.
3. **GOAL:** Our goal is to mitigate the potential for transmission of COVID-19 in our shared Polling Place which requires full cooperation among our election judges and voters.
4. **ELECTION JUDGES:** Election judges are the Township's most important asset during any election and more specifically during the pandemic. Without election judges the Townships would be unable to have a Polling Place for the residents of the Townships to cast their votes.
5. **PARTICIPATION:** Election judge involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Town Clerks talked with each judge regarding the COVID-19 plan and asked for suggestions and feedback.
6. **CDC – MDH – OSHA:** Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and MN Executive Order 20-48.
7. **SCREENING ELECTION JUDGES:** The following policies and procedures are being implemented to assess election judge health status prior to entering the Polling Place and for election judges to report when they are sick or experiencing symptoms.
  - 7a. Election judges who feel sick or are experiencing symptoms while at home, the morning of the election, must call the Town Clerk. The Town Clerk will immediately call a substitute judge.
  - 7b. Election judges will have a temperature check upon entering the Polling Place and before they assume their duties. Should they have a fever, they will be asked to return home and a substitute judge will be called to work their shift.
8. **SANITIZING –** Surfaces within the Polling Place will be sanitized with disinfectant before the polls open at 7:00 a.m. Surfaces (Voting Booths, tables, door handles, restrooms, pens, ballot counter, etc.) will be sanitized throughout the day.
  - 8a. **Registration Pens** used to sign the voter certificate will be used once. Voter will put the pen. after signing certificate, into a container at the Registration table. Pens will be sanitized & recycled.
  - 8b. **Ballot Pens** used to mark the Ballot will be used once, removed from the voting booth and put in a container for sanitizing and recycling.
  - 8c. **Cleaning and disinfecting** will be done frequently in high-touch areas. Appropriate & effective cleaning and disinfectant supplies have been purchased and will be used by experienced custodial staff.
9. **ELECTION JUDGE HAND SANITIZING –** Election judges are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift and after using the bathroom.
10. **ELECTION JUDGE PERSONNEL PROTECTIVE EQUIPMENT –** Election judges will be provided with masks and latex free gloves, which must be worn during their entire shift. Election judges will be provided with a choice of goggles or face shield, which must be worn for the entire shift.
11. **VOTER HAND SANITIZER -** All voters will be requested to sanitize their hands with hand sanitizer that will be distributed as the voter enters the building.
12. **VOTER MASK –** All voters will be requested to wear a mask. If the voter does not have a mask when they arrive to vote, a mask will be furnished to the voter at the entry to the Building. If you are unable to wear a mask, Curbside Voting is available.
13. **VOTER CURBSIDE VOTING AVAILABLE –** Curbside voting allows a voter to register to vote and vote without leaving their vehicle.

Curbside Voting is available for anyone who cannot enter the polling place for any reason, including a voter who has concerns for their health during this pandemic, a voter who might be feeling sick or a voter who does not wish to follow the COVID-19 Preparedness Plan,

Curbside voting process:

  - Two election judges from different political parties will bring a ballot, in a secrecy sleeve, to your vehicle.
  - If you need to register or update your registration, they will bring you an application as well.
  - When you finished voting, election judges will bring your ballot, using a secrecy sleeve, back into the building & insert ballot into the ballot counter.
14. **VOTER VISITING –**People may not gather or linger in the polling place (per Secretary of State Polling Place Rules – Minnesota Statutes 204C.06). Casual conversation among voters should be reserved for outside the Polling Place.
15. **SOCIAL DISTANCING –** Social distancing measures will be implemented and maintained between election judges and voters:
  - 15a. **A Greeter** will be stationed at the entry of the Polling Place to issue sanitizer, masks, provide directions, answer questions and maintain social distancing.

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15b. **Directional signage** will be in place to keep the voters moving in one direction. Voters will enter thru one door and exit out thru a different door.

15c. **Signage** will be placed on the floor to ensure voters waiting to Vote are at least six feet apart.

15d. **Plexiglas barriers** will be used at the Registration and Ballot tables because social distancing cannot be maintained.

16. **COMMUNICATING POLICY** - This COVID-19 Preparedness Plan will be posted on the respective Township Websites at least four weeks prior to election day, provided in advance to all election judges and mailed to each Township resident's home at least four weeks prior to election day.
17. **UPDATES** – Any updates to the policy will be posted at the Polling Place on election day.
18. **QUESTIONS** – Voters with questions about protecting their health while voting can contact either Town Clerk. Sciota – 507-645-8195, Waterford – 507-261-3235



**NOT EVERYONE IN  
WATERFORD IS  
COUNTED YET!**

On June 17, 2020, Waterford received an email regarding the status of the 2020 Census from an area Census representative.

Only **74.3%** of Waterford residents have responded to the 2020 Census. Waterford has the lowest response of four area Townships. Bridgewater Township – 82.9%; Northfield Township – 84%; Greenvale Township - 80.5%

The Census data helps to determine future funding for roads, emergency services, schools, and other services. We need a 100% response rate. Every resident is important and must be counted.

Please complete your form online, by phone, or by mail.

- Questions or need help?  
Call 1-800-923-8282 or visit <https://ask.census.gov>
- Complete the census on-line.  
[www.2020census.gov/](http://www.2020census.gov/)

### **XCEL ENERGY GAS DISTRIBUTION PROJECT**



Xcel Energy used directional boring to replace natural gas pipe in the Village of Waterford rights-of-way: 321<sup>st</sup>, Upper 321<sup>st</sup>, Cornell & Colorado. Service pipe running from the gas main to the gas meter was upgraded & new outside meters installed when required.

The project started May 6, 2020 and will conclude some time this summer with restoration of the rights-of-way.

### **WATERFORD RECEIVES \$342,818 FROM MHS**



Bridge No. L3275, constructed in 1909, is a National Register-listed historic bridge. June 1, 2017, the Township began a multi-year, multi-phased commitment to the rehabilitation and reconstruction of the Bridge.

In January 2018 the Township received grant funds (\$106,800) from the State of Minnesota from the Arts & Cultural Heritage Fund through the Minnesota Historical Society for an Engineering Study necessary before any rehabilitation or reconstruction could be attempted.

After an extensive procurement process the Township engaged LHB as the Engineering Consultant to prepare the Rehabilitation Plans and Specifications for the historic bridge. Engineering reports, drawings and estimates (\$1.75 million) for the rehabilitation and reconstruction of the abutments, bridge bearings, truss, floor system and railing replacement was signed on May 31, 2019 by a duly licensed Professional Engineer under the laws of the State of Minnesota. (Note: reports, drawings & estimates are available on the Township website under the About Us section. [waterfordtownshipmn.org](http://waterfordtownshipmn.org))

Because million-dollar grants are not available, the Township must breakdown the \$1.75 million project into phases. The Township requested LHB (Engineering Consultant) provide a “phased” breakdown of the rehabilitation and reconstruction enabling the Township to apply for another grant which was received in January 2020 for \$342,818.

The Township entered into a Joint Powers Agreement with Dakota County on April 13, 2020. The Agreement provides fiscal management of the grant funds to pay contractors when work is completed and while the Township is waiting for milestone funds which can take upwards of two months before money is released from MHS to the Township.

The next step is to prepare a Request for Proposal bid package for the first phase of the rehabilitation and reconstruction. LHB will prepare the bid package with a target date of this fall to hire the contractor.

Due to the pandemic, time lines have shifted significantly. First phase construction is estimated to be completed late next year. First phase work:

- Site Preparation & earthwork
- Slope preparation and structure excavation
- Temporary structure support
- Bearing assembly removal and replacement
- Removal of concrete/bituminous surface on deck ends, temporary blocking
- Removal of abutment backwalls
- Reconstruction of abutment concrete
- Drainage system/rip rap installation and grading at abutments

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### IF YOU DO IT YOURSELF

Last year, more than one resident performed “DO-IT-YOURSELF” building projects without getting a Building Permit.

The reason they gave: “I thought if I did the work myself, I did not need a building permit. **INCORRECT!**”

Waterford Township is within the seven metro area and therefore has an ordinance adopting the Minnesota State Building Code.

Some “DO-IT-YOURSELF” building projects don’t require a building permit (see list below) BUT generally you will need a building permit for any new construction, reconstruction, or structural change to an existing building.

A Building Permit **is required** for the following:

- Build a house
- Build or move in structures **greater than 200 sq. ft**
- Build an addition
- Build a retaining wall 4 feet high or greater
- Build a deck (attached or detached over 30” above adjacent grade)
- Re-roofing or roof repair (depends - sq. footage)
- Siding, re-siding
- Build a deck—replace parts of deck (rails, flooring)
- Replacing windows
- Finish a basement, drain tile, sump pumps, etc.

A Building Permit **is NOT required** for the following:

- Residential pools less than 3,000 gallons
- Build or move in structures **less than 200 sq. ft.**
- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.
- Installation of roof gutter systems
- Installation of soffit, fascia, trim, & other accessories,
- Installation of battery operated or plug-in type smoke & carbon monoxide detectors

Do It Yourself building projects without a building permit may result in time delays, removing it and possible penalties. A violation of the code is a misdemeanor under Minnesota Statutes, section 326B.082

<https://www.revisor.mn.gov/rules/pdf/1300/2018-07-09%2009:58:49+00:00>

Everyone has heard of “**CALL BEFORE YOU DIG**” – 811 OR 800-252-1166

Everyone should “**CALL BEFORE YOU START A DO-IT-YOURSELF PROJECT**” – 651-346-8467 – Town Clerk – leave a message and she will call you back.

The Clerk answers “building permit” inquires frequently. Call 651-346-8467, leave a message, Clerk will call you back, usually within twenty-four hours.

### RECONVENED ANNUAL MEETING

According to the Minnesota Township Association (MAT), the March Annual Meeting may be continued on any other day to conduct any business allowed to be conducted at the annual meeting.

Those in attendance at the Annual Meeting on March 10, 2020 passed a motion to “recess” the meeting and “reconvene” the meeting on September 14, 2020 at 7:15 p.m.

At the time of the March 10<sup>th</sup> meeting the State was not under a Statewide public health emergency with executive orders by the Governor.

Because of the Statewide public health emergency, the fluidity of the pandemic and the potential for additional Executive Orders from the Governor, the reconvened Annual Meeting will be held by teleconferencing to ensure the Board can adopt the 2021 Levy and officially notify the County by the September 30, 2020 deadline.

Join the “Reconvened Annual Meeting” on September 14, 2020 at 7:15 p.m. by dialing the number below & enter the access code:

Telephone # - 669-224-3412  
Access Code – 312-712-037



### ATTEND A MEETING BY TELECONFERENCE

“GoToMeeting” allows for online meetings enabling anyone with a telephone to call a number and enter an access code to connect to the meeting.

#### TELEPHONE NUMBER & ACCESS CODE:

- **Meeting Notice** - Five days before a meeting, the Clerk posts a Meeting notice (**contains the telephone number & access code**) on Town Hall door & on the Township website. [waterfordtownshipmn.org](http://waterfordtownshipmn.org)
- **Township Website Notice:** Meeting notice is upload to website under “NEWS” section on the left-hand side as you open the website. “**Join xx-xx-xx Town Board Meeting**”

#### “GOTOMEETING” PROTOCOLS:

- **Agenda & Documentation:** To follow along in the teleconferencing meeting, an agenda & supporting documentation for each meeting can be found under the GOVERNMENT tab on the Township website.
- **Muted:** All participants of the meeting will be muted except for the Town Board members. This is necessary to manage the background noises (heavy breathing, coughing, sneezing, chatter, paper rustling, household noises, children playing, TV, radio, etc.) and to avoid a “talk over” situation.



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- **Unmuted:** Two methods are available if the caller wishes to contribute/speak/address the board.
- **Request Item on Agenda:** - Call the Town Clerk at least five days prior to the meeting to request your item be put on the Agenda for Board discussion. When the Board gets to your item, the Clerk will unmute your connection so you are able to present your item.
- **Comment Period** - At the end of every Board meeting the Town Board asks for comments. Anyone wishing to speak has up to three minutes/ The Town Board will listen, but will not take action on items not on the agenda. If the item needs a motion, it will be put on the next monthly agenda.

Questions or help with teleconferencing – PLEASE call the Clerk. 651-346-8467 – Leave a message, Clerk will call you back.



### **BE AWARE OF WILD PARSNIP**

According to Minnesota State Statute 18.78 Townships are responsible for maintenance of noxious weeds in all rights-of-way within the Township.

#### **IMPACT:**

- Wild parsnip is highly invasive and if ignored can spread rapidly, developing into large monocultures that replace native animals and plant habitat.
- It reduces the quality of agricultural forage crops and can negatively impact livestock if ingested.
- The plant sap contains toxic chemicals that are activated by sunlight and can cause serious burns and blisters to human skin after contact.

#### **BOTANICAL BASIS:**

- Wild parsnip typically lives for two years.
- 1<sup>st</sup> year: Spindly rosette of leaves, it keeps fairly low to the ground while the plant's carrot-like taproot develops.
- 2<sup>nd</sup> year: a hollow grooved flower stalk rises 2-5 feet high, first holding clusters of yellow flowers and later dozens of flat, oval seeds.
- Leaves: Pinnately compound, with a main stem and 5 to 15 leaflets.
- Flowers: Yellow, in flat-topped umbrella-like clusters at the top of the plant.
- Season: Wild parsnip rosettes are among the first plants to become green in spring and its flowers turn a prominent yellow in midsummer.
- Habitat: Roadsides, abandoned fields, un-mowed pastures, edges of woods, prairie restorations

#### **TOXICITY:**

- Wild parsnip causes phytophotodermatitis – when skin comes in contact with plant sap in the presence of sunlight, it can cause severe rashes, blisters, and discoloration of skin.

- Appropriate protective clothing including gloves, long sleeves, and long pants should be worn and direct contact with the plant should be avoided.
- Moisture from perspiration speeds absorption.
- Symptoms usually take 24-48 hours to develop.
- Mild exposure is similar to sunburn. Severe exposure causes skin to blister.

#### **TREATMENT:**

- If sap comes in contact with skin, avoid exposure to sunlight, immediately wash skin with soap and water, and SEEK MEDICAL ATTENTION.



### **THE GOOD, THE BAD AND THE UGLY**

#### **THE GOOD:**

- A \$50,000 MN Dept. of Agriculture grant was received by the CVNOX Group (Bridgewater, Greenvale, Northfield & Waterford) in February to defray costs of mapping, treating & eradication of wild parsnip.
- Road Steward Steve Wheeler has been surveying all the rights-of-way within the Township.
- As part of the grant requirements Wheeler has been:
  - Mapping the infestations utilizing a web-based mapping system.
  - Treating (spading, spraying) smaller infestations.
  - Larger infestations were mowed in late June to cut the plants off before they are able to go to seed

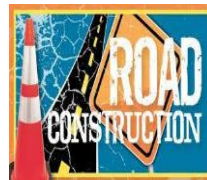
#### **THE BAD:**

- The process of surveying, mapping and treating must be repeated every June & September until eradicated.
- Wild Parsnip seed remains in the ground for 4-5 years.

#### **THE UGLY:**

- The Township will need to set aside tax dollars to treat wild parsnip for at least five years after treatment due to un-germinated seeds in the soil.

**VOLUNTEERS** are needed to train on the surveying, mapping & treating of Wild Parsnip. Volunteers would volunteer in May, June and September. Call Wheeler at 507-261-2539



### **7-YEAR ROAD PLAN**

Due to lack of space, details regarding the 7-year Road Plan will need to be postponed until the December 2020 issue.

#### **7-Year Road Maintenance & Rehabilitation highlights:**

- Traffic counts on all gravel roads
- School Bus Road rehabilitation
- Village drainage, culvert & rehab project
- Rehabilitation of south Canada Avenue
- Spot chloride in front of residents – June 1<sup>st</sup>
- Mowing the ditches – week of June 22<sup>nd</sup> & Sept 21<sup>st</sup>
- 2021 & 2022 Rehabilitation schedule
- Brush & tree removal

If you have questions or concerns regarding township roads, please contact Steve Wheeler 507-261-2539.