

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** January 8, 2018 **Start Time:** 7:00 p.m. **Adjourn Time:** 9:13 p.m.

**MEMBERS PRESENT:** Frank Wergin-Township Supervisor/Chairperson; Liz Messner-Township Supervisor; Larry Odegard-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, John Jones, Terry Brison, Jerry Wicklund, Frank Gerdesmeier

ITEM	DISCUSSION	ACTION
Call to Order	At 7:00 p.m. Board Chair Frank Wergin called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Chairperson Wergin.
Approval of Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>None</li> </ul>	A motion was made by Supervisor Odegard and seconded by Supervisor Messner to approve the agenda as presented for January 8, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Dakota County Deputy Reiners	Reiners reported: <ul style="list-style-type: none"> <li>No real activity to report in Waterford.</li> <li>Request that "if you see something – call"</li> <li>Burglaries happen during the day because people are working.</li> <li>Take pictures, get appraisals and keep serial numbers on all valuables.</li> </ul>	Report only – no action necessary
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
Comprehensive Plan Review Meeting	Planning Commission does not meet in the months of November through March.  Clerk Wheeler stated that she had coordinated a meeting with Dean Johnson, Waterford Township Planning & Zoning Consultant for a presentation to the public on April 2, 2018 from 6:30 p.m. to 7:30 p.m. at the Township Hall.  According to State Statute 473.858 – Comprehensive Plans, Local Government Units Townships are required to review their comprehensive plans as part of the seven-county metro area comprehensive plan review. The Township's review occurs every ten years. Johnson &	Clerk Wheeler will post a notice for the Comprehensive Plan meeting & include on post card with Annual meeting notice.

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	Bolton-Menk Engineering Consultant are the consultants for the Township.	
<b>REGULAR MEETING</b>		
<p>Motion (M2018-001) Address Request – Anne Schultz – 41-03000-28-044 &amp; 045</p> <p><b>Resolution 2018-001</b> MNDOT agreement #1030227 – road reimbursement</p>	<p>Clerk Wheeler stated that Kenna Schultz e-mailed requesting an address as they want to have a separate address for the business and the home.</p> <p>Told Kenna the property owner would need to request the address (either with via a notarized letter to the Board or in person) as well as which parcel would receive the address.</p> <p>Clerk Wheeler stated she received the MNDOT agreement and promptly sent it via e-mail to the Township Attorney for review. Attorney had no issue with the agreement.</p> <p>Chairperson Wergin thanked both Deputy Treasurer Dilley and Township Road Maintenance contractor Mark Henry for their hard work and expertise in working with State officials to get a total reimbursement of costs associated with the re-build of Danbury &amp; 297<sup>th</sup> Street due to an unofficial detour resulting from a state construction project at the Highway 3 &amp; County Road 86 intersection.</p> <p>Township resident Steve Wheeler read the following resolution into the record:</p> <p><b>WHEREAS</b>, the Township via Resolution R2017-006 closed Township Road 297<sup>th</sup> Street and Danbury Avenue on August 31, 2017 due to the breakdown of the road bed because of an unofficial detour during the construction of State Highway #3 and County Road #86; and</p> <p><b>WHEREAS</b>, the Township was required to re-build the road bed prior to re-opening Township Road 297<sup>th</sup> Street and Danbury Avenue in October 2017;</p> <p><b>WHEREAS</b>, the Township experienced maintenance costs resulting from the use of Township Road 297<sup>th</sup> Street and Danbury Avenue as an unofficial detour during the construction; and</p> <p><b>WHEREAS</b>, the Township provided documentation of additional maintenance costs resulting from the use of Township Road #297<sup>th</sup> Street and Danbury Avenue as an unofficial detour during the construction and has requested payment of these costs by the State; and</p>	<p>A motion (M2018-001) was made by Supervisor Odegard and seconded by Supervisor Messner TO <b>TABLE THE ADDRESS REQUEST UNTIL THE NEXT MEETING AS THE OWNER OF THE PROPERTY WAS ABSENT.</b> All in favor. Motion carried</p> <p>Clerk Wheeler will follow up with Schultz and place the TABLED item on the February agenda.</p> <p><b>Resolution 2018-001</b> was made by Supervisor Messner and seconded by Supervisor Odegard TO ADOPT TOWNSHIP RESOLUTION R2018-001 AUTHORIZING THE TOWNSHIP CHAIRPERSON AND THE TOWNSHIP CLERK TO EXECUTE MNDOT AGREEMENT #1030227 FOR A LUMP SUM REIMBURSEMENT OF COST ASSOCIATED WITH THE REBUILDING OF DANBURY AND 297<sup>TH</sup> STREET DUE TO AN UNOFFICIAL DETOUR IN THE SUMMER OF 2017. All in favor. Motion carried</p> <p>Chairperson Wergin &amp; Clerk Wheeler will sign agreement paperwork where necessary. Wheeler will send in required documents to the State.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><b><u>Resolution 2018-002</u></b> <i>Minnesota Historical and Cultural Heritage Grant Agreement</i></p>	<p><b>WHEREAS</b>, the State is willing to reimburse the Township for the additional maintenance costs resulting from the unofficial detour as hereinafter set forth on the “detour agreement” attached; and</p> <p><b>WHEREAS</b>, the Minnesota Statutes 471.59, subdivision 10, 161.25, and 161.20, subdivision 2(b), authorized the parties to enter into this Agreement; and</p> <p><b>WHEREAS</b>, the Township did due diligence by consulting the Township’s Attorney Mike Couri prior to the road closure and as legal consultant on the MnDOT Contract # 1030227; and</p> <p><b>NOW, THEREFORE, BE IT RESOLVED, THAT THE Township Board of Supervisors of Waterford Township in Dakota County, Minnesota hereby enters into MnDOT Agreement # 1030227 with the State of Minnesota, Department of Transportation for the following purposes:</b></p> <p><b>To provide for a lump sum payment by the State to the Township as the State’s full and complete share of the costs for the use of 297<sup>th</sup> Street and Danbury Avenue as an unofficial detour route \during the contract construction performed upon, along and adjacent to Trunk Highway # 3 from 1,283 feet south of County State Aid Highway # 86 to 1,271 feet north of County State Aid Highway #86 in Dakota County under State Project #1920-42 (T.H. 3=001).</b></p> <p><b>BE IT FINALLY RESOLVED, that the Township Board Chairperson and the Township Board Clerk are authorized to execute the Agreement and any amendments to the Agreement.</b></p> <p>Clerk Wheeler told the Board that once word got out that the Township had been awarded the Minnesota Historical &amp; Cultural Heritage Grant, she has received e-mails from all ten of the professionals congratulating the Township on the Grant. Most of the professionals requested that they be included in a kick off meeting.</p> <p>Wheeler stated she did not want to get ahead of the Board, thus has not started to coordinate a “kick off” meeting of the professionals and the Board until after the Board accepts the Grant and the Minnesota Historical Society has returned the signed grant to the Township.</p> <p>Wheeler reminded the Board that the Township will need to spend some of the \$5,000 matching grant money for meeting the document and procedural requirements of the Grant.</p> <p>Township resident Steve Wheeler read the following resolution into the record:</p>	<p><b><u>Resolution 2018-002</u></b> was made by Supervisor Odegard seconded by Supervisor Messner TO ADOPT TOWNSHIP RESOLUTION R2018-002 AUTHORIZING THE TOWNSHIP CHAIRPERSON AND THE TOWNSHIP CLERK TO EXECUTE THE MINNESOTA HISTORICAL &amp; CULTURAL HERITAGE GRANT AGREEMENT #1707021477 IN ORDER TO RECEIVE \$106,800 TO BE USED FOR THE PREPARATION OF REHABILITATION PLANS FOR THE HISTORIC PRESERVATION OF THE 1909 WATERFORD TOWNSHIP BRIDGE. All in favor. Motion carried</p> <p>Chairperson Wergin will sign agreement paperwork where necessary. Wheeler will send in required documents to the State.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><b>WHEREAS</b>, the Township in March 2017 reached out to the Kristen Zschomier, Historian for the Minnesota Department of Transportation for help and guidance on the 1909 Waterford Township Bridge; and</p> <p><b>WHEREAS</b>, the Township was able to coordinate a meeting of the Township Board with ten state, county and local professionals on the Bridge on June 1, 2017; and</p> <p><b>WHEREAS</b>, the Township received advice from the professionals to apply for a Minnesota Historical and Cultural Heritage Grant; and</p> <p><b>WHEREAS</b>, the Township with the help of a Grant Writer funded by Dakota County's State Health Improvement Program (SHIP) applied for a Minnesota Historical and Cultural Heritage Grant on September 15, 2017 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; and</p> <p><b>WHEREAS</b>, the Township on December 6, 2017 was notified of a grant award of \$106,800 with a Township match of \$5,000; and</p> <p><b>WHEREAS</b>, the Township received a six-page grant agreement in late December 2017 from the Minnesota Historical Society; and</p> <p><b>WHEREAS</b>, the Township has budgeted for the \$5,000 match requirement in the 2018 budget passed at the August 14, 2017 re-convened Annual Township Meeting; and</p> <p><b>WHEREAS</b>, the Township did due diligence by consulting Township's Attorney Mike Couri as legal consultant on the grant agreement; and</p> <p><b>WHEREAS</b>, the Township is cognizant of the eleven requirements Attorney Mike Couri advised the Board to consider before entering into the Grant Agreement; and</p> <p><b>NOW, THEREFORE, BE IT RESOLVED, THAT THE Township Board of Supervisors of Waterford Township in Dakota County, Minnesota hereby has read the Grant Agreement, agree to abide by all its provisions; and administer said grant in accordance with the policies and procedures described in the Grant Agreement:</b></p> <p><b>BE IT FINALLY RESOLVED, that the Township Board Chairperson and the Township Board Clerk are authorized to execute the Grant Agreement and any amendments to the Agreement.</b></p>	<p>Wheeler will begin the coordination of a Kick Off meeting once the State has signed the Grant paperwork and returned it to the Township making it official.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-002) <i>Township Well Delinquent Accounts</i></p>	<p>Clerk Wheeler reviewed the Township Well billings. Property owners received a bill for electrical &amp; repair bills for service period March 26, 2017 through September 22, 2017. Bills were sent out on October 25, 2017 to be paid no later than November 30, 2017.</p> <ol style="list-style-type: none"> <li>1. Township Hall - 3847 321<sup>st</sup> - \$577.71 – Paid</li> <li>2. Hawkins – 3865 Upper 321<sup>st</sup> - \$577.17 – Paid</li> <li>3. JEAE Properties–3882 321<sup>st</sup> - \$1,733.13 – Paid</li> <li>4. Eagar – 32115 Cornell - \$577.17– <b><u>Outstanding</u></b></li> <li>5. Moore – 3825 321<sup>st</sup> - \$577.17 - <b><u>Outstanding</u></b></li> </ol> <p>Wheeler reported that she received a call from Moore in late November stating that she rents out the property and did not receive the bill from the renters. Moore stated she would pay her bill. Wheeler reported she has heard nothing from Eagar.</p> <p>Messner suggested that the Township send one more “non-threatening” reminder to the two property owners that have not paid. Messner suggested the Clerk mail the letters certified so a deliver date can be tracked but not require the property owner to sign.</p> <p>Wheeler stated that she mailed the original resolution, policy and letter to each property owner requiring signature in February and all parties signed for the letters at that time. Doubtful any address is wrong.</p> <p>Wheeler stated that she will send two letters to Moore, one to the property as the Dakota County Property records indicate it is homestead and Moore lives there. Wheeler will also research old records for a Farmington address for Moore as well.</p> <p>Wheeler will request payment prior to the February Board meeting or request that the property owner attend the February 12, 2018 Board meeting to discuss the delinquent account with the Township Board.</p> <p>Wheeler reminded the Board that a new six-month billing with electric and repairs will be prepared for service dates September 23, 2017 through March 25, 2018 in April 2018 with a due date of May 1, 2018. The amount will be significantly less than the previous billing as the repairs were not as extensive or costly.</p>	<p>A motion (M2018-002) was made by Supervisor Messner and seconded by Supervisor Odegard TO <b><u>TABLE ANY LEGAL ACTION ON THE DELINQUENT WELL ACCOUNTS UNTIL THE FEBRUARY BOARD MEETING ALLOWING CLERK WHEELER TIME TO SEND ONE MORE NON-THREATENING CERTIFIED LETTER TO THE DELINQUENT PROPERTY OWNERS (MOORE &amp; EAGAR) REQUESTING PAYMENT AND OR ATTENDANCE AT THE FEBRUARY 12, 2018 BOARD MEETING.</u></b> All in favor. Motion carried</p>
<p><b>COMMITTEE REPORTS</b></p>		
<p><i>Road &amp; Bridge Committee Report</i></p>	<p>Road &amp; Bridge Board Liaison Messner updated the Board on the ordering of signs. Signs will not be ordered until spring when the ground thaws. Once signs are ordered and received, Mark Henry will install.</p>	<p>Report only – no action required.</p>

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ITEM	DISCUSSION	ACTION
<p><i>Budget Committee Report</i></p>	<p>Budget Committee Chair Marie Struss stated that the committee met on January 2, 2018. Process used to project first six months of 2018 expenditures explained:</p> <ul style="list-style-type: none"> <li>• Committee took last four years of expenditures, removed large ticket items such as the Dresden asphalt repair and averaged the yearly expenditures.</li> <li>• Committee projects an average of \$11,000 per month for the next six months will be necessary to maintain services for the Township.</li> </ul> <p><b><u>Caveat</u></b> – unknown or unpredictable events such as weather and legal may cause the Township to need to go into Road &amp; Bridge savings until the Township receives its first six months of the 2018 tax levy in July 2018.</p> <p>Should the Township need to borrow from the Road &amp; Bridge savings, once the 2018 tax levy is received in July 2018 the Road &amp; Bridge savings will be restored.</p> <p>Clerk Wheeler explained to residents in attendance that the Township is currently operating on the last six months of the 2017 tax levy which was received in December 2017.</p> <p>The tax is levied for 2018, collected by the County in May 2018 &amp; November 2018 and distributed to the Township in July 2018 &amp; December 2018.</p> <p>Expenditures for 2018 begins in January 2018 using funds from 2017 tax levy received December 2017 to operate the Township.</p> <p>The delay in the tax levy and receiving the funds is the major reason the Township can no longer operate without reserve funds.</p> <p>Clerk Wheeler reported that she has requested a meeting via e-mail with Dakota County to understand the impact of the two new Solar Gardens (\$9 million) will have on the property tax for Township residents as well as to get information on the “production tax”, how it is calculated and when does the Township get payments.</p>	<p>Clerk Wheeler will follow up on her e-mail to the County for a meeting to understand the impact of the two new solar gardens and the production tax on future tax levies.</p> <p>Wheeler expects to meet with the County in February and able to make a report at the Annual Township Meeting.</p> <p><b><u>Post Meeting Note: Meeting with Dakota County Property Taxation &amp; Records department is scheduled for February 20, 2018 at 10:00 a.m. in Hastings. Emmanuel Jean, Michael Johnson &amp; Amy Smith.</u></b></p>
<p><i>Property Committee Report</i></p>	<p>Property Committee meet on 1/8/18 to review the final draft of three forms created by Wheeler. The committee has spent the last month reviewing the forms by e-mail to ensure they met accounting and legal requirements.</p> <p>Forms were created to standardize Township records, facilitate accounting processes, ensure transparency and enhance record management.</p> <p>Wheeler emphasized that with the upcoming reporting necessary for the Bridge Grant it will be imperative that all forms be standardized, consistent, legible and easily researchable.</p> <p>All forms require that the person submitting a form sign acknowledging that what they are submitting is true and factual under penalty of law. This process enables the</p>	

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ITEM	DISCUSSION	ACTION
<p>Motion (M2018-003) <i>Approve Meeting Form, Payroll Form &amp; Reimbursement Form</i></p> <p>Motion (M2018-004) <i>Reimbursement &amp; payroll protocols</i></p>	<p>Township Board to approve the disbursements of Township funds with confidence that they are performing their fiduciary responsibilities.</p> <p>The Property Committee request the Township Board approve of the following three forms:</p> <ol style="list-style-type: none"> <li>1. Reimbursement form</li> <li>2. Payroll form</li> <li>3. Meeting form</li> </ol> <p>Property Committee Chair Elizabeth Wheeler requested that the Township Board require via way of a motion the use of payroll, meeting and reimbursement forms by the Township Board, the Planning Commission, and the various committees. Payroll and or reimbursement will not be approved for payment without appropriate form, signature and receipts.</p> <p>Clerk Wheeler will upload forms to the Township website and make copies available at the Township Hall.</p> <p>Clerk Wheeler will e-mail Planning Commission members the forms and advise them of the motion.</p>	<p>A motion (M2018-003) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE PAYROLL FORM, THE MEETING COMPENSATION FORM AND THE REIMBURSEMENT FORM AS THE TOWNSHIP'S OFFICIAL DOCUMENTS FOR CLAIMS AGAINST THE TOWNSHIP. All in favor. Motion carried</p> <p>A motion (M2018-004) was made by Chairperson Wergin and seconded by Supervisor Messner TO REQUIRE ALL BOARDS, COMMISSION AND COMMITTEE MEMBERS TO UTILIZE THE APPROPRIATE FORM TO REQUEST PAYMENT OF PAYROLL, MEETING COMPENSATION OR REIMBURSEMENT EFFECTIVE IMMEDIATELY. All in favor. Motion carried</p>
CITIZEN COMMENTS		
<p>John Jones – 28587 Chippendale Avenue</p>	<p>Jones wanted to let the Board know that his taxes keep going up and he can't afford it. Jones stated he is 85 years old living in three rooms of a house that is damaged from storms. He stated that he thought someone would come out to clean up the storm damage, but no one has.</p> <p>Chairperson Wergin stated that the Township was in a financial crisis from years of not raising taxes, was unable to meet its financial obligations and had no alternative but to raise the tax levy.</p> <p>Wergin stated that the recent proposed property tax statement Township residents received was in error. The Township submitted a corrected "levy" form on November 16, 2017. New statements will be produced by the County and received by taxpayers in March 2018. The proposed property tax statement amount was in error by about 50% than the accrual Township tax.</p> <p>Wergin stated that Mr. Jones could go to Dakota County Truth &amp; Taxation hearings and he could also request someone from the county re-assess his property.</p>	<p>Klemenhagen will let Jones know of the Truth &amp; Taxation meeting to be held at Dakota County in the spring.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Terry Bison – 29701 Danbury Avenue	Bison stated he is new to the Township. After getting his “in error” tax property tax billing and reading “social media he has decided to attend Township meetings to better understand Township government.	No action required.
Jerry Wicklund – 29755 Danbury Ave.	Wicklund stated that the December 2017 eight-page newsletter was very informative and well laid out.	No action required.
<b>CLERK MINUTES &amp; TREASURER REPORT</b>		
Motion (M2018-005) <i>Approval of 11/13/18 Meeting Minutes</i>	<p>Clerk Wheeler sent the following minutes to the Board via e-mail for review and request approval:</p> <ul style="list-style-type: none"> <li>• November 13, 2017 – Regular Board Meeting</li> </ul> <p>Wheeler stated she has been down with the flu since December 22, 2018. While attending the meeting tonight she is still recovering. The December 11, 2017 Regular Board Meeting minutes will be sent via e-mail prior to the February 12, 2018 Board meeting along with the January 8, 2018 meeting minutes.</p>	A motion (M2018-005) was made by Supervisor Messner and seconded by Supervisor Odegard in TO APPROVE NOVEMBER 13, 2017 REGULAR BOARD MEETING MINUTES. All in favor. Motion carried
Motion (M2018-006) <i>Approve meeting dates for Board of Audit, Work Session, Canvas the Vote &amp; Oath of Office</i>	<p>Clerk Wheeler requested that the Board approve meeting dates and times for the following:</p> <ol style="list-style-type: none"> <li>1. Board of Audit – February 5, 2018 – 6:30 p.m.</li> <li>2. Work Session – February 5, 2018 – 7:00 p.m.</li> <li>3. Canvas the Vote – March 15, 2018 – 7:00 p.m.</li> <li>4. Certification of Election &amp; Oath of Office – March 22, 2018 at 7:00 p.m.</li> </ol>	A motion (M2018-006) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE MEETING DATES AND TIMES: BOARD OF AUDIT – FEBRUARY 5, 2018 AT 6:30 P.M.; WORK SESSION – FEBRUARY 5, 2018 AT 7:00 P.M.; CANVAS THE VOTE – MARCH 15, 2018 AT 7:00 P.M.; CERTIFICATION OF ELECTION & OATH OF OFFICE – MARCH 22, 2018 AT 7:00 P.M. All in favor. Motion carried
Motion (M2018-007) <i>Approval of Treasurer’s Report</i>	<p>Treasurer’s report – Checking – December Month End attached.</p> <p>Treasurer’s report – Savings – December Month End attached.</p> <p>Treasurer’s report – Checking – - Mid January attached.</p> <p>Treasurer’s report – Reserve Fund Accounting attached.</p>	A motion (M2018-007) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE DECEMBER MONTH END TREASURER’S REPORT – REPORT ATTACHED TO MINUTES. All in favor. Motion carried
Motion (M2018-008) <i>Transfer \$5,000 from checking to savings for Bridge Grant Matching Funds</i>	Klemenhausen requested that the Board approve a transfer from checking to savings of \$5,000 for the Township’s matching funds as required in the Bridge Grant.	A motion (M2018-008) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE TRANSFER OF \$5,000 FROM CHECKING TO SAVINGS FOR THE TOWNSHIP’S MATCHING FUNDS AS REQUIRED IN BRIDGE GRANT AGREEMENT #1707021477. All in favor. Motion carried.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Motion (M2018-009) <i>Approval of            December Claims &amp;            Payroll</i>	Clerk Wheeler explained that the claims sent to the Board via e-mail for review prior to the meeting did not include a copy of the Federal 941 fourth quarter payment of \$700.  However, the \$6,526.03 figure approved tonight does include the Federal 941 fourth quarter amount.	A motion (M2018-009) was made by Supervisor Odegard and seconded by Chairperson Wergin TO APPROVE THE DECEMBER CLAIMS FOR \$6,526.03 AND PAYROLL FOR \$461.74 WITH REPORT ATTACHED TO MINUTES All in favor. Motion carried
<b>TOWN BOARD REPORTS</b>		
	Township Chairperson Frank Wergin reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Supervisor Larry Odegard reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Supervisor Liz Messner reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None.</li> </ul> Township Deputy Treasurer Jane Dilley reported, followed up or following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.  No report – no action required.  No report – no action required.  No report – no action required.  No report – no action required.
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Messner and seconded by Supervisor Odegard to adjourn the meeting at 8:54 p.m. All in favor. Motion carried.

Recorded & Transcribed by



Elizabeth Wheeler – Township Clerk

# WATERFORD IRON BRIDGE

“where the path from the past & the future meet”



Waterford Township-Northfield, MN-est. 18

## WATERFORD TOWNSHIP – BOARD OF AUDIT

**Date:** February 5, 2018 **Location:** Township Hall – 3827 321st. St W – Northfield, MN 55057

**Start Time:** 6:34 p.m. **Adjourn Time:** 6:56 p.m.

**Members Present:** Frank Wergin -Township Supervisor/Chairperson; Liz Messner -Township Supervisor; Elizabeth Wheeler-Township Clerk; Larry Odegard-Township Supervisor; Charlene Klemenhagen – Township Treasurer; Jane Dilley – Deputy Treasurer; Marie Struss-Budget Committee Chair

**Others present:** None

Item	Discussion/Conclusions	Action
<p>Purpose of meeting is to perform an internal audit of the Township’s accounts/financial records, develop a statement of the fiscal affairs of the township and an estimate the sum necessary to be raised for the upcoming year.</p>	<p>Many of the duties required to be performed at the annual board of audit under Minn. Stat. § 366.21 are a culmination of the activities performed by the board at each regular meeting.</p> <p>When the board examines each account or claim presented for payment monthly at their regular board meetings, it is performing a part of the duties of the board of audit. It is then not necessary for the board to reexamine each claim in detail at the annual board of audit.</p> <p>The Board of Audit examines the full transaction from confirming the expenditure was a public purpose and properly authorized, through the record keeping of the transaction and accounts, to the returned check or statement reflecting the transaction.</p> <p>Each claim pulled randomly was reviewed from the initial claim to the bank reconciliation to ensure all relative claim documentation was in order, claim expenses were legitimate and all expense cleared prior to the end of 2017</p>	<p>Treasurer Klemenhagen and Deputy Treasurer Jane Dilley provided all twelve months (January – December 2017) of bank statements, CTAS reports and claim documentation to the Board of Supervisors for a randomly selected audit of claims.</p> <p>Each Supervisor (Wergin &amp; Messner &amp; Odegard) pulled at random one claim per month from the monthly financial records for review.</p>

# WATERFORD IRON BRIDGE

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Item	Discussion/Conclusions					Action
Motion M2018-011 Supervisor Wergin randomly selected one claim from the Township’s bank statement for the following months: January, April, July, and October 2017	<b>Month</b>	<b>Chk</b>	<b>Amount</b>	<b>Claim</b>	<b>Purpose</b>	A motion(M2017-0xx) was made by Supervisor Messner and seconded by Supervisor Odegard to <b>ACCEPT THE RANDOMLY AUDITED CLAIMS FOR 2017 AS PULLED BY SUPERVISOR WERGIN AS LEGITIMATE EXPENSES OF THE TOWNSHIP AND CERTIFY THAT THE SUPPORTING DOCUMENTATION SUBSTANTATED THE PAYMENT OF THE CLAIMS.</b> All in favor. Motion carried.
	Jan	7260	\$ 1,071.25	Cannon River Tree Service	Tree Removal	
	April	7365	\$ 405.00	Bolton & Menk	Solar Garden	
	July	7415	\$ 2,845.00	Madsen Painting	Paint Township Hall	
	Oct	7483	\$ 363.00	Frank’s Land Scaping	Village Road Work	
Motion M2018-012 Supervisor Messner randomly selected one claim from the Township’s bank statement for the following months: February, May, August, November 2017.	<b>Month</b>	<b>Chk</b>	<b>Amount</b>	<b>Claim</b>	<b>Purpose</b>	A motion (M2017-0XX) was made by Supervisor Wergin and seconded by Supervisor Odegard to <b>ACCEPT THE RANDOMLY AUDITED CLAIMS AS PULLED BY SUPERVISOR WERGIN FOR 2017 AS LEGITIMATE EXPENSES OF THE TOWNSHIP AND CERTIFY THAT THE SUPPORTING DOCUMENTATION SUBSTANTATED THE PAYMENT OF THE CLAIMS.</b> All in favor. Motion carried.
	Feb	7282	\$64.78	ADP-Nfld News	Ad for Election	
	May	Auto Pay	\$129.45	Excel Energy	Electric for Town Hall & Well	
	Aug	7421	\$46.25	Couri	Annexatio Review	
	Nov	7501	\$104.00	Klemen hagen	Roll of Stamps	
Motion M2018-013 Supervisor Odegard randomly selected one claim from the Township’s bank statement for the following months: March, June, September, December 2017.	<b>Month</b>	<b>Chk</b>	<b>Amount</b>	<b>Claim</b>	<b>Purpose</b>	A motion (M2017-0XX) was made by Supervisor Messner and seconded by Supervisor Wergin to <b>ACCEPT THE RANDOMLY AUDITED CLAIMS AS PULLED BY SUPERVISOR ODEGARD FOR 2017 AS LEGITIMATE EXPENSES OF THE TOWNSHIP AND CERTIFY THAT THE SUPPORTING DOCUMENTATION SUBSTANTATED THE PAYMENT OF THE CLAIMS.</b> All in favor. Motion carried.
	Mar	7392	\$616.52	Dakota County	Election Equipmen	
	June	7392	\$375.00	Frank’s Land Scaping	Village Road Work	
	Sept	7439	\$461.75	Klemen hagen	Payroll	
	Dec	7514	\$49.00	Klemen hagen	Stamps & Supplies	

**WATERFORD IRON BRIDGE**

“where the path from the past & the future meet”

Item	Discussion/Conclusions	Action
<b>AUDIT FINDINGS</b>		
Audit findings	No audit findings.	No audit findings.
<b>Audit Conclusions</b>		
<i>None</i>		
<b>Adjourn</b>		
Adjourn meeting		A motion was made by Supervisor Messner and seconded by Supervisor Odegard to <b>adjourn</b> the <b>Board of Audit</b> meeting at 6:56 P.M. All in favor. Motion carried.

Transcribed by:



Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** February 12, 2018 **Start Time:** 7:02 p.m. **Adjourn Time:** 9:14 p.m.

**MEMBERS PRESENT:** Frank Wergin-Township Supervisor/Chairperson; Liz Messner-Township Supervisor; Larry Odegard-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, Jerry Wicklund, Frank Gerdesmeier, John Devney, Tom Devney, Andy Devney, Bryan Nelson, Kenna Schultz

ITEM	DISCUSSION	ACTION
Call to Order	At 7:02 p.m. Board Chair Frank Wergin called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Chairperson Wergin.
Approval of Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>None</li> </ul> <p><u>NOTE: After the approval of the agenda, the following residents arrived and asked to address the Board – see Citizen Comment section of minutes:</u></p> <ul style="list-style-type: none"> <li>Tom Devney – Borrow Pit</li> <li>John Devney – New House</li> </ul>	A motion was made by Supervisor Odegard and seconded by Supervisor Messner to approve the agenda as presented for February 12, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Dakota County Deputy Reiners	Reiners reported: <ul style="list-style-type: none"> <li>No real activity to report in Waterford.</li> <li>Castle Rock, Lakeville &amp; Farmington area are experiencing burglaries.</li> <li>Hot items include sleds, tractors and snowmobiles.</li> <li>Burglaries happen during the day because people are working.</li> <li>Take pictures, get appraisals and keep serial numbers on all valuables.</li> </ul>	Report only – no action necessary
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
Comprehensive Plan Review Meeting	Planning Commission does not meet in the months of November through March.  Clerk Wheeler stated that she had coordinated a meeting with Dean Johnson, Waterford Township Planning & Zoning Consultant for a presentation to the	Planning Consultant Dean Johnson will publish the required legal notice in the Northfield News.  Clerk Wheeler will post a notice for the Comprehensive Plan meeting and will upload the notice to the Township website.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>public on April 2, 2018 from 6:30 p.m. to 7:30 p.m. at the Township Hall.</p> <p>According to State Statute 473.858 – Comprehensive Plans, Local Government Units Townships are required to review their comprehensive plans as part of the seven- county metro area comprehensive plan review. The Township’s review occurs every ten years. Johnson &amp; Bolton-Menk Engineering Consultant are the consultants for the Township.</p>	
<b>REGULAR MEETING</b>		
<p>Motion (M2018-010) <i>Address Request – Anne Schultz – 41-03000-28-044 &amp; 045</i></p>	<p>Kenna Schultz stated she had been e-mailing the Clerk regarding an “address request.”</p> <p>Schultz stated that her husband Michael Schultz acquired the Schultz Electric business from Anne Schultz thus there would be a need to get a separate mailing address for the business and Anne Schultz’s residence.</p> <p>Wheeler stated she had contacted Dakota County on February 12, 2018 to request the transfer of Anne Schultz’s house number (32110) to the Schultz Electric building (Parcel # 41-03000-28-021, 41-03000-28-044) and the house (Parcel ID # 41-0300-28-45) receive a new address.</p> <p>The County was fine with the request and suggested that 32118 Dresden be used for the residence.</p> <p>Wheeler stated she requested that Anne Schultz, still the owner on the house, would need to request the address in writing and have her signature notarized. Wheeler stated that once she got the notarized request she would contact the County.</p>	<p>A motion (M2018-010) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE TRANSFER OF THE ANNE SCHULTZ’S HOUSE NUMBER (32110 DRESDEN) TO THE SCHULTZ ELECTRIC BUSINESS (PARCEL # 41-03000-28-021, 41-03000-28-044) AND A NEW ADDRESS (32118 DRESDEN) BE ASSIGNED TO THE ANNE SCHULTZ PROPERTY (PARCEL #41-0300-28-03) All in favor. Motion carried</p>
<p>Motion (M2018-011) <i>Delinquent Well Bills</i></p>	<p>Wheeler reported that Sonja Moore owner of the house at 3825 321<sup>st</sup> Street W. and Arianna Eagar at 32115 Cornell Avenue were sent bills on October 24, 2017 for payment by no later than November 30, 2017.</p> <p>Wheeler reported that Moore called her the end of November to say she had just gotten the bill from her renters and would be paying by the end of the November. Wheeler reported she finally paid in early February.</p> <p>Treasurer Klemenhausen stated that she received a call from Eagar. Eagar stated that she could pay ½ the bill on 02-06-18 and the other half the bill on 02-16-18.</p>	<p>A motion (M2018-011) was made by Supervisor Odegard and seconded by Supervisor Messner TO ACCEPT THE TWO CHECKS (DATED 02-06-18 &amp; 02-16-18) FROM ARIANNA EAGAR AS PAYMENT ON HER DELINQUENT BILLING DATED 10-24-17 FOR WELL WATER AND REPAIRS WITH THE UNDERSTANDING THAT PAYMENT PLANS ARE NOT ACCEPTABLE IN THE FUTURE AND THE \$.54 CENTS SHORT FOR BOTH EAGAR AND MOORE BE ADDED TO THEIR NEXT WELL BILLINGS SCHEDULED FOR LATE MARCH 2018. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><b><u>Resolution 2018-003</u></b> <i>Appoint &amp; Set rate of pay for Election Judges for all 2018 elections.</i></p>	<p>Klemenhagen said she received two checks – one to be cashed upon the Board’s approval of the payment plan and one post-dated ten days later. Deputy Treasurer Jane Dilley stated that the check for Moore &amp; the checks for Eagar were fifty-four (\$.54) cents short. Must have been some type of misunderstanding and or billing error. Dilley suggested that the \$.54 be added to the next billing that will be mailed the end of March 2018.</p> <p>Wheeler requested that the Board appoint the election judges as listed for all three elections in 2018 to satisfy the statutory requirements of election protocol.</p> <p>Wheeler stated that all Township’s must take the three-hour training between now and the March Annual Election. The training however would not be adequate to work the March 2020 Annual Election as the County announced they would no longer be training judges in February/March.</p> <p>Wheeler stated that she has alerted her judges to re-train either this summer or this fall to be certified to work the March 2020 election.</p> <p>Wheeler reminded the Supervisors that she would not be able to work as an Election Judge as she was running for office and Bridget Renlund would not be able to work as an Election Judge because her husband is running for office. Wheeler stated that she is recruiting election judges constantly to ensure she has enough judges for the Presidential Election in 2020. Wheeler stated she has recruited one new judge (Jane Dilley) and is currently talking with another Township resident that recently moved to the area. Wheeler declined to name the individual until she had a firm commitment.</p> <p>Wheeler stated that the rate of was set to stay at or above the State minimum wage. The \$8.00 per hour remains slightly above minimum wage. Wheeler is requesting that the Budget Committee when budgeting for 2019 raise the rate of pay for Election Judges from \$8.00 to \$9.00 per hour and Head Judge pay from \$10.00 to \$11.00 per hour to remain competitive.</p> <p>The Northfield School district had referendum this past summer and they paid their Election Judges \$11.00 hours. If Waterford raises the Election Judge pay to \$9.00 per hour it is two dollars below the School District rate of pay in 2018.</p>	<p><b><u>Resolution 2018-003</u></b> was made by Supervisor Messner and seconded by Supervisor Odegard TO APPOINT ELECTION JUDGES AS LISTED ON ATTACHED SPREADSHEET FOR THE ANNUAL TOWNSHIP ELECTION, THE PRIMARY ELECTION AND THE GENERAL ELECTION AT THE HOURLY RATE OF \$8.00 FOR ELECTION JUDGES AND \$10.00 FOR HEAD JUDGES.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><b>WHEREAS</b>, Waterford Township wishes to execute a flawless Annual Township election on March 13, 2018. A Primary election on August 7, 2018 and General election on November 6, 2018; and</p> <p><b>WHEREAS</b>, the Waterford Township Clerk has the individuals listed on the attached exhibit scheduled for a three-hour training session on either February 15, 2018 or March 10, 2018 at the Dakota County Government Centers; and</p> <p><b>WHEREAS</b>, the hourly rate of pay approved by the Board on February 12, 2018 via Resolution R2018-003 exceeds the 2018 minimum wage for the State of Minnesota; and</p> <p><b>WHEREAS</b>, the Waterford Township Clerk recommends appointment of election judges who can fulfill their duties and responsibilities as required by law; and</p> <p><b>WHEREAS</b>, the following election judge guidelines are hereby established.</p> <p>Judges must be able to:</p> <ul style="list-style-type: none"> <li>• Read, write, and speak English;</li> <li>• Carry out instructions given by election administrators and head judges;</li> <li>• Learn and follow current election laws as provided in the Election Judge Guidebook and by the Minnesota Secretary of State's Office;</li> <li>• Answer questions and provide clear instructions to voters;</li> <li>• Work well with other election judges and the public</li> </ul> <p><b>NOW THEREFORE BE IT RESOLVED:</b> by the Board of Waterford Township, Minnesota that the individuals listed on the attached exhibit are appointed to serve as election judges for the Annual Township Election, the Primary Election and the General Election at the hourly rate of \$8.00 for election judges and \$10.00 for head judges.</p> <p><b>BE IT FURTHER RESOLVED</b> that the Waterford Township Clerk and/or Deputy Clerk are authorized to appoint additional judges as needed to conduct this election.</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION																																																						
	<p>Spreadsheet listing judges and training dates attached.</p> <table border="1" data-bbox="412 237 1005 1079"> <thead> <tr> <th data-bbox="412 237 646 310">2018 ELECTION JUDGE</th> <th data-bbox="646 237 802 310"></th> <th data-bbox="802 237 1005 310">TRAINING DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 310 646 352">Blankenberg</td> <td data-bbox="646 310 802 352">Linda</td> <td data-bbox="802 310 1005 352">15-Feb-18</td> </tr> <tr> <td data-bbox="412 352 646 394">Dilley</td> <td data-bbox="646 352 802 394">Jane</td> <td data-bbox="802 352 1005 394">15-Feb-18</td> </tr> <tr> <td data-bbox="412 394 646 436">Fried</td> <td data-bbox="646 394 802 436">John</td> <td data-bbox="802 394 1005 436">15-Feb-18</td> </tr> <tr> <td data-bbox="412 436 646 478">Johnson</td> <td data-bbox="646 436 802 478">Erin</td> <td data-bbox="802 436 1005 478">15-Feb-18</td> </tr> <tr> <td data-bbox="412 478 646 520">Lemke</td> <td data-bbox="646 478 802 520">Lorraine</td> <td data-bbox="802 478 1005 520">15-Feb-18</td> </tr> <tr> <td data-bbox="412 520 646 562">Lemke</td> <td data-bbox="646 520 802 562">Reinhold</td> <td data-bbox="802 520 1005 562">15-Feb-18</td> </tr> <tr> <td data-bbox="412 562 646 604">Malecha</td> <td data-bbox="646 562 802 604">Ines</td> <td data-bbox="802 562 1005 604">15-Feb-18</td> </tr> <tr> <td data-bbox="412 604 646 646">Odegard</td> <td data-bbox="646 604 802 646">Larry</td> <td data-bbox="802 604 1005 646">15-Feb-18</td> </tr> <tr> <td data-bbox="412 646 646 688">Struss</td> <td data-bbox="646 646 802 688">Marie</td> <td data-bbox="802 646 1005 688">15-Feb-18</td> </tr> <tr> <td data-bbox="412 688 646 730"></td> <td data-bbox="646 688 802 730"></td> <td data-bbox="802 688 1005 730"></td> </tr> <tr> <td data-bbox="412 730 646 804"><b>HOT SPOT TEAM</b></td> <td data-bbox="646 730 802 804"></td> <td data-bbox="802 730 1005 804"></td> </tr> <tr> <td data-bbox="412 804 646 846">Wrolstad</td> <td data-bbox="646 804 802 846">Paul</td> <td data-bbox="802 804 1005 846">10-Mar-17</td> </tr> <tr> <td data-bbox="412 846 646 888">Wheeler</td> <td data-bbox="646 846 802 888">Steve</td> <td data-bbox="802 846 1005 888">3-Mar-17</td> </tr> <tr> <td data-bbox="412 888 646 930"></td> <td data-bbox="646 888 802 930"></td> <td data-bbox="802 888 1005 930"></td> </tr> <tr> <td data-bbox="412 930 646 1003"><b>SUBSTITUTE JUDGE</b></td> <td data-bbox="646 930 802 1003"></td> <td data-bbox="802 930 1005 1003"></td> </tr> <tr> <td data-bbox="412 1003 646 1045">Klemenhagen</td> <td data-bbox="646 1003 802 1045">Charlene</td> <td data-bbox="802 1003 1005 1045">15-Feb-18</td> </tr> <tr> <td data-bbox="412 1045 646 1079"></td> <td data-bbox="646 1045 802 1079"></td> <td data-bbox="802 1045 1005 1079"></td> </tr> </tbody> </table> <p data-bbox="396 1205 837 1234"><b><u>POST MEETING NOT -ELECTIONS</u></b></p> <p data-bbox="396 1268 976 1507">Based on the Township Clerk’s responsibilities regarding the appointment of Election Judges after the passage of Resolution #R2018-003, the Clerk did appoint an additional judge for training: JoEllen Wrolstad recently moved into the community and volunteered to become an “evening” election judge as she still works full time during the day.</p> <p data-bbox="396 1541 976 1675">Also, note that Ines Malecha became ill just before the election and was unable to work. Clerk Wheeler used the substitute judge – Charlene Klemenhagen to fill in for Ms. Malecha.</p> <p data-bbox="396 1709 976 1906">The Township needs to continue to recruit election judges as the Presidential Election in 2020 requires more judges due to a increase in voters and because the “Poll Hours” are from 7:00 a.m. to 8:00 p.m. instead of the non-presidential “Poll Hours” of 10:00 a.m. to 8:00 p.m.</p>	2018 ELECTION JUDGE		TRAINING DATE	Blankenberg	Linda	15-Feb-18	Dilley	Jane	15-Feb-18	Fried	John	15-Feb-18	Johnson	Erin	15-Feb-18	Lemke	Lorraine	15-Feb-18	Lemke	Reinhold	15-Feb-18	Malecha	Ines	15-Feb-18	Odegard	Larry	15-Feb-18	Struss	Marie	15-Feb-18				<b>HOT SPOT TEAM</b>			Wrolstad	Paul	10-Mar-17	Wheeler	Steve	3-Mar-17				<b>SUBSTITUTE JUDGE</b>			Klemenhagen	Charlene	15-Feb-18				
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# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><b><u>Resolution 2018-004</u></b> <i>Annual Review of Fee Schedule</i></p>	<p>Clerk Elizabeth Wheeler explained that policies of the Township are a living document that should grow and adapt. Policies are critical to good governance, but they become problematic if they are not reviewed at least annually.</p> <p>Wheeler requested that the fee schedule be updated as follows:</p> <ol style="list-style-type: none"> <li>1. Garage: <ul style="list-style-type: none"> <li>- Change to “Garage &amp; Carport”</li> </ul> </li> <li>2. Agricultural Building <ul style="list-style-type: none"> <li>- Change to Pole Barn &amp; Green Houses - Ag</li> </ul> </li> <li>3. Addition to Agricultural Building <ul style="list-style-type: none"> <li>- Change to “Addition to Ag Bldg. &amp; Lean-to”</li> </ul> </li> <li>4. Pole Barn/Garage (non-ag use) <ul style="list-style-type: none"> <li>- Change to “Pole Barn – non-ag use”</li> </ul> </li> <li>5. Addition to any other building <ul style="list-style-type: none"> <li>- Change to “Decks (attached and or detached”</li> </ul> </li> <li>6. Add Category: <ul style="list-style-type: none"> <li>- Remodeling – movement of walls, enlarging or reducing the opening of window frames or door frames</li> </ul> </li> </ol> <p><b><u>POST MEETING NOTE CLARIFICATION:</u></b></p> <p><b>Supervisor Wergin stated that <u>detached decks did not require a permit</u> – Wheeler said <b>Building Code has changed – the building code changes at least every year so what might have been the case a couple years ago may not be the case any longer.</b></b></p> <p><b>Wheeler requested that when someone calls a Supervisor to ask if something requires a building permit, <u>PLEASE refer the resident to the TOWNSHIP CLERK.</u> Wheeler will check out whether a building code is required or not.</b></p> <p><b>As for Decks/Platforms – please see the current code on decks/platforms, attached or detached!</b></p> <p><b>Building Permits are required for all decks/platforms that are attached to a structure or are 30” or more above grade. A deck/platform that is less than 30” above grade, is not attached to a structure with frost footings, and is not part of an accessible route, does not require a building permit. Landings must be attached to structures or be engineered to resist both lateral and vertical forces.</b></p>	<p><b><u>Resolution 2018-004</u></b> was made by Supervisor Odegard seconded by Supervisor Messner TO ADOPT TOWNSHIP RESOLUTION R2018-005 “FEE SCHEDULE” DATED FEBRUARY 5, 2018 WITH CHANGES TO THE FOLLOWING CATEGORIES – GARAGE; AGRICULTURAL BUILDING; ADDITON TO AGRICULTURAL BUILDING; POLE BARN/GARAGE; ADDITION TO ANY OTHER BUILDING; ADD REMODELING. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><b><u>Resolution 2018-005</u></b> <i>Township Hall Rental Policy</i></p>	<p>Clerk Elizabeth Wheeler explained that policies that are adopted by the Board must be followed to ensure that every Township Property Owner is treated the same as every other Township Property Owner. The Liability associated with enforcing the rental agreement for some and not for others is a liability claim waiting to happen.</p> <p>The Town Hall rental agreement is in place to protect property owners, those property owners that rent the hall and to protect the Historic Town Hall from damage or worse.</p> <p>The Minnesota Township Association (the Township's insurance carrier) would prefer that the Town Hall not rent the Historic Building as it is not up to code, but if the Township insists on renting it out, then to protect all property tax payers, a rental agreement should be adopted and enforced.</p> <p>Wheeler sympathized with the difficulty of asking your neighbor or your friend or your relative to sign a rental agreement and pay a deposit. Wheeler stated that her training of 23 years managing these types of applications/permits comes with the ability to separate relationships from business. In addition, the Township Clerk, the Township Treasurer and the Township Supervisors are obligated and have the responsibility to enforce all policies of the Township.</p> <p>Wheeler cited policy violations in the last year on the Township Hall Rental Agreement:</p> <ol style="list-style-type: none"> <li>1. Resident #1 notified Treasurer that she would be using the Township Hall the next morning – two-week notice is required according to policy.</li> <li>2. Same resident did not sign the Rental Agreement.</li> <li>3. Same resident used a Supervisor's key to get into the building – key can only be obtained from the Clerk or the Treasurer.</li> <li>4. Same resident did not state the purpose of the rental – after the fact it was learned that the resident used it for her business which is not an allowable use per policy.</li> <li>5. Same resident did not pay the rental fee nor the deposit fee prior to using the building - required reminders from Treasurer until collected several weeks later.</li> </ol>	<p><b><u>Resolution 2018-005</u></b> was made by Supervisor Messner seconded by Supervisor Odegard TO ADOPT TOWNSHIP RESOLUTION R2018-006 "TOWN HALL RENTAL AGREEMENT" CHANGES DATED FEBRUARY 12, 2018 WITH THE FOLLOWING CHANGE: DELETE ALL LANGUAGE THAT REFERS TO NON-PROPERTY OWNERS AND ONLY ALLOW TOWNSHIP PROPERTY OWNERS TO RENT THE BUILDING WITH THE UNDERSTANDING THAT THE TERMS OF THE RENTAL AGREEMENT APPLIES TO EVERY TOWNSHIP PROPERTY OWNER RENTING THE BUILDING REGARDLESS. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>6. Same resident did not provide a certificate of insurance naming the Township as additional insured.</p> <p>7. Resident #2 did not sign a Rental Agreement.</p> <p>8. Same resident served alcohol at a reception.</p> <p>9. Same resident had more than the fire code occupancy rate in the building.</p> <p>10. Same resident did not pay the deposit nor the rental fee prior to the event.</p> <p>11. Same resident did not provide a certificate of insurance naming the Township as additional insured.</p> <p>Clerk Wheeler suggested the following to eliminate the problem:</p> <ol style="list-style-type: none"> <li>1. <b><u>Don't rent out the Town Hall.</u></b> The building has multiple safety issues including electrical, handicap assessible, egress, absence of land line, etc. But if Township residents want to rent it, then a rental agreement must be signed, a fee paid and insurance certificate. <b><u>The signature of the rental agreement protects all the Property Owners of the Township and clearly alerts the Property Owner renting the building that the building has some limitations.</u></b></li> <li>2. The Clerk &amp; Treasurer must notify each other of a rental inquiry or confirmed rental within 12 hours to ensure all paperwork is complete.</li> <li>3. Clerk Wheeler stated that it is difficult to either say no, require a signature on the Rental Agreement, require an insurance certificate and the deposit up front from a neighbor or friend, thus <b><u>if the Treasurer is uncomfortable she calls the Clerk who must handle the situation.</u></b> Clerk Wheeler has had many years of experience managing business transactions and can separate the business from the relationship.</li> <li>4. Clerk Wheeler recommend that the Board remove <b><u>non-property owner and all corresponding language</u></b> from the rental agreement. Rentals should be limited to <b><u>"property owners only"</u></b> as they are the only ones that pay taxes in the Township for the maintenance of the building.</li> </ol>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>5. Wheeler stated that the “rental” fee is a low cost to Township Property owners to cover the cost of administration of the rental agreement and the building preparation for a rental as well as a clean up after the rental.</p>	
<p><b>COMMITTEE REPORTS</b></p>		
<p><i>Road &amp; Bridge Committee Report</i></p>	<p>Road &amp; Bridge Board Liaison Messner updated the Board on the budget – 2018 - \$120,000</p> <p>Messner reported that she will be riding with the owner of the Sign Company as he drives all the Township roads to determine what signs are needed and will order signs for spring installation by Mark Henry (Township’s Rural Maintenance Contractor).</p> <p>Noxious weeds, especially Wild Parsnip will be addressed this summer. Wergin stated that Greenvale and Northfield Township used a vegetation contractor and were very pleased with their work</p> <p>Trees in ditches on 320<sup>th</sup> and trees in ditches on Burma Avenue are scheduled for removal.</p> <p>Burma Avenue trees are being removed in preparation for the 2019 Culvert installation.</p> <p>Chairperson Wergin &amp; Supervisor Messner stated that trees over four inches in diameter will require legal notice to the property owner.</p>	<p>Report only – no action required.</p>
<p><i>Budget Committee Report</i></p>	<p><b><u>POST MEETING CLARIFICATION:</u></b></p> <p><b>Per Minn. Stat. § 160.22, subd. 7a.</b>  <b>“a tree or woody perennial shrub or vine which is at least six inches in diameter, as measured at a point two-feet from the ground.”</b></p>	
<p><i>Budget Committee Report</i></p>	<p>Budget Committee Chair Marie Struss reported that the budget committee meet on February 6, 2018.</p> <p>They are preparing for the Annual Meeting on March 13, 2018. Currently a budget and a pie chart hand out. Treasurer will get figures to Clerk Wheeler – Wheeler will prepare pie chart as she did last year and include in the power point presentation she is preparing for the Annual Meeting.</p> <p>Struss stated that the Budget Committee won’t recommend a 2019 Levy at the 2018 Annual Meeting because this is only the third budget cycle since the creation of the Budget Committee. Committee feels they need until August to monitor the expenses to confidently recommend a Levy.</p>	<p>Report only – no action</p>
<p><i>Property Committee Report</i></p>	<p>Property Committee Chairperson Elizabeth Wheeler reported on two items:</p> <ol style="list-style-type: none"> <li>1. Annual Township Meeting</li> <li>2. Election: Non-compliant handicap access.</li> </ol>	<p>Report only – no action.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><b><u>ANNUAL MEETING:</u></b> Wheeler stated that as Township Clerk she is responsible to plan, coordinate and facilitate the Annual Meeting. Wheeler stated that she has prepared a power point presentation that will address the many questions she received following the “incorrect” proposed property tax statements taxpayers received on November 15, 2017.</p> <p>Wheeler reported that so many calls ask “how did this happen and why such a large increase? Those questions and comments are responsible for the power point title “How did we get here and how we go forward.”.</p> <p>Wheeler stated that this meeting is the Township’s golden opportunity to explain the Township financial past and do what is necessary to get the Township to financial health.</p> <p>The Committee Chairpersons will be asked to present a five-minute summary of accomplishments, goals and responsibilities. Wheeler will prepare the slides for each committee to ensure the slides are in the same format and theme as the power point presentation.</p> <p>Wheeler stated that the Annual Meeting will be scheduled from 8:15 p.m. to 9:30 p.m. Wheeler reported she will be sending out a post card notification to all property tax owners (using mailing list prepared by Dakota County GIS department) promising to keep the meeting concise, informative and on time.</p> <p>Wheeler stated that she has a meeting scheduled with Dakota County Property Tax department on <u>February 20, 2018</u> to talk about the presentation and get some property tax clarifications needed to ensure the presentation is “absolutely” factual.</p> <p>Wheeler stated that after the Dakota County meeting she will schedule Property Committee meetings to review the Power Point she is developing as well determine who does what to ensure all the meeting details are assigned and managed.</p> <p>Wheeler stated that the “final” power presentation will be reviewed by the Township Board at a Work Session and one final review at the March 12, 2018 Regular Board Meeting.</p> <p><b><u>ELECTIONS:</u></b> Wheeler stated that she received a “polling place survey” form Dakota County. After reviewing the survey, she called Dakota County Elections to talk about the survey because the Township was not compliant.</p> <p>The Election Department stated that they were aware of the Township’s non-compliance with Handicap Accessibility. It was suggested that the Township write a letter stating what steps they will be taking to correct the compliance issues and a time line as such.</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Dakota County would not comment as to whether the Secretary of State would accept the non-compliance letter because Handicap Accessibility to public buildings has been a law for polling places since 1984 (Voting Accessibility for the Elderly and Handicapped Act of 1984) (VAEHA) and a law for public buildings since 1990 with the passage of the Americans with Disabilities Act.</p> <p>Wheeler stated that if the Township continues to use the 1885 Township Hall the Township must become compliant with not only the VAEHA for polling place standards but the American with Disability act for meetings/rentals in a public building.</p> <p>Wheeler stated that the Property Committee will be attaching several top priority issues in the coming months but becoming compliant with the VAEHA and Americans with Disability Act thirty years later is a priority.</p> <p>Wheeler stated that the Presidential election (2020) cannot be held at the Township Hall if the Township Hall is not compliant. Wheeler stated she is concerned as manager of the Elections for the primary and general election yet this year.</p> <p>Supervisor Messner stated that the “polling place” survey may not be an item the Township needs to worry about because of the “absentee precinct balloting.” Messner explained that at a Dakota County Officers Association Meeting it was announced that Dakota County was submitting legislation to give the Townships the ability to close the polls and go to “absentee precinct balloting” thus the need for handicap accessibility would not be necessary.</p> <p style="text-align: center;"><b><u>POST MEETING FOLLOWUP</u></b></p> <p><b>Clerk Wheeler, called the County to inquire as to when the “absentee precinct balloting” for Waterford Township would be available.</b></p> <p><b>The Dakota County Election department did not want to dash my hopes, but the topic has not gotten a hearing at the legislature as of the date I check (March 14, 2018 and if it does, the population count that would qualify will most likely be smaller than the number of registered voters. Dakota County was advised to start with a smaller number to get approval and then raise it in the coming years.</b></p> <p><b>Dakota County is not hopeful any legislation will happen this year. Dakota County will be re-introducing in 2019 but no guarantee. In addition, the number of registered voter number will be small so as not to have the bill fail. The number may very well be less than the Waterford number of registered voters.</b></p>	



# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><b>Couri stated that Devney would need to have a Public Hearing and have a “Conditional Use Permit” with conditions listed such as: one season, backfilled with black dirt, returns to crop farming in 2019, etc.</b></p> <p><b>Couri voiced concerns about the timing of the Public Hearing and the final stages of the seven-county Comprehensive Plan review and updates. All updates are due by December 31, 2018 for review.</b></p> <p><b>Couri stated the timing of the request might be a problem. He referred the Township to Dean Johnson, the Planning Consultant for the Township.</b></p> <p><b>Clerk Wheeler called Dean for a meeting on March 5, 2018 at 4:30 p.m. at Bolton &amp; Menk in Burnsville.</b></p> <p><b>Supervisor Messner, Clerk Wheeler, Dean Johnson and Alex Conzemius, AICP (American Institute of Certified Planners) for Bolton &amp; Menk met to discuss the borrow pit.</b></p> <p><b>Dean &amp; Alex stated that Mr. Devney would need to have a Public Hearing for a Borrow Pit and the Township would need to decide if they could issue a Conditional Use Permit for the one season of gravel removal. Would not impact the Comprehensive Plan review and updates.</b></p> <p><b>Clerk Wheeler called Tom Devney on March 7, 2018 to let him know that his “Borrow Pit” request would be on the March 12, 2018 Regular Meeting agenda.</b></p> <p><b>Devney informed Wheeler that twelve contractors bid on the “gravel” for the County Road 86 road project and Devney’s contractor came in 3<sup>rd</sup>. Devney stated he would not be pursuing a “borrow pit” this year. Wheeler informed Devney that if he wants to pursue a Burrow Pit in the future to allow adequate time for a Public Hearing and Board approval.</b></p> <p><b>Please not that Clerk Wheeler will be setting up a Work Session in early May to address several items related to zoning and ordinances. At that time Wheeler will provide documentation on properties that were discussed at the March 5<sup>th</sup> meeting with Dean Johnson.</b></p>	

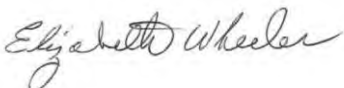
# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>CLERK MINUTES &amp; TREASURER REPORT</b>		
Motion (M2018-012) <i>Approval of 12/11/17 Meeting Minutes</i>	Clerk Wheeler sent the following minutes to the Board via e-mail for review and request approval: <ul style="list-style-type: none"> <li>December 11, 2017 – Regular Board Meeting</li> </ul>	A motion (M2018-012) was made by Supervisor Messner and seconded by Supervisor Odegard in TO APPROVE DECEMBER 11, 2017 REGULAR BOARD MEETING MINUTES. All in favor. Motion carried
Motion (M2018-013) <i>Approval of 01/08/18 Meeting Minutes</i>	Clerk Wheeler sent the following minutes to the Board via e-mail for review and request approval: <ul style="list-style-type: none"> <li>January 8, 2018 – Regular Board Meeting</li> </ul>	A motion (M2018-013) was made by Supervisor Messner and seconded by Supervisor Odegard in TO APPROVE JANUARY 8, 2018 REGULAR BOARD MEETING MINUTES. All in favor. Motion carried
Motion (M2018-013) <i>Approval of Board of Audit Meeting Minutes</i>	Clerk Wheeler sent the following minutes to the Board via e-mail for review and request approval: <ul style="list-style-type: none"> <li>February 5, 2018 – Board of Audit Meeting</li> </ul> <p>Clerk Wheeler reported the February 5, 2018 Work Session minutes would be transcribed and e-mailed for review for the March 12, 2018 Regular Board Meeting.</p>	A motion (M2018-013) was made by Supervisor Messner and seconded by Supervisor Odegard in TO APPROVE FEBRUARY 5, 2018 BOARD OF AUDIT MEETING MINUTES. All in favor. Motion carried
Motion (M2018-014) <i>Approval of Treasurer's Report</i>	Treasurer's report – Savings - January Month End attached. Treasurer's report – Checking – January Month End attached. Treasurer's report – Checking – - Mid February attached. Treasurer's report – Statement of Indebtedness	A motion (M2018-014) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE JANUARY MONTH END TREASURER'S REPORT – REPORT ATTACHED TO MINUTES. All in favor. Motion carried
Motion (M2018-015) <i>Approval of January Claims &amp; Payroll</i>	Treasurer Klemenhagen stated that claims were e-mail by the Township Clerk to the Board Supervisors to review prior to the meeting. Klemenhagen asked if there were any questions regarding the claims. Klemenhagen asked the claims and payroll be approved for payment.	A motion (M2018-015) was made by Supervisor Odegard and seconded by Chairperson Wergin TO APPROVE THE JANUARY CLAIMS FOR \$13,886.71 AND PAYROLL FOR \$346.31 WITH REPORT ATTACHED TO MINUTES All in favor. Motion carried
<b>TOWN BOARD REPORTS</b>		
	Township Chairperson Frank Wergin reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>None</li> </ul>	No report – no action required.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Township Supervisor Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Messner and seconded by Supervisor Odegard to adjourn the meeting at 9:14 p.m. All in favor. Motion carried.

Recorded &amp; Transcribed by:

  
 \_\_\_\_\_  
 Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** March 12, 2018 **Start Time:** 7:00 p.m. **Adjourn Time:** 8:37 p.m.

**MEMBERS PRESENT:** Frank Wergin-Township Supervisor/Chairperson; Liz Messner-Township Supervisor; Larry Odegard-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, Jerry Wicklund, Frank Gerdesmeier, Bryan Nelson,

ITEM	DISCUSSION	ACTION
Call to Order	At 7:00 p.m. Board Chair Frank Wergin called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Chairperson Wergin.
Approval of Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>Authorize attorney to file action in district court.</li> </ul>	A motion was made by Supervisor Odegard and seconded by Supervisor Messner to approve the agenda as presented for March 12, 2018. All in favor. Motion carried
Approval of Minutes		
<b>REPORTS &amp; PRESENTATIONS</b>		
None		
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
Chairperson Bryan Nelson	<p>Nelson stated the March Planning Commission meeting was canceled due to weather.</p> <p>Nelson stated that John &amp; Laura Devney are working with Clerk Wheeler to prepare for the Planning Commission meeting on April 2, 2018 at 7:30 p.m.</p> <p>Planning Commission Board Liaison Elizabeth Wheeler reported she is currently creating a "New Home" checklist. The six- page checklist is to be used by the Planning Commission to ensure a new home building permit is reviewed for compliance with the Waterford Township Zoning Ordinances. The document is a guide for the homeowner and the</p>	Report only – no action necessary

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Comprehensive Plan Review Meeting</p>	<p>Planning Commission. The signed checklist ensures a compliance with the various ordinances and laws.</p> <p>Clerk Wheeler stated that she had coordinated a meeting with Dean Johnson, Waterford Township Planning &amp; Zoning Consultant for a presentation to the public on <b><u>April 2, 2018 from 6:30 p.m. to 7:30 p.m.</u></b> at the Township Hall.</p> <p>According to State Statute 473.858 – Comprehensive Plans, Local Government Units Townships are required to review their comprehensive plans as part of the seven- county metro area comprehensive plan review. The Township’s review occurs every ten years. Johnson &amp; Bolton-Menk Engineering Consultant are the consultants for the Township.</p>	<p>Planning Consultant Dean Johnson will publish the required legal notice in the Northfield News.</p> <p>Clerk Wheeler will post a notice for the Comprehensive Plan meeting and will upload the notice to the Township website.</p>
<p><b>REGULAR MEETING</b></p>		
<p>Motion (M2018-016) <i>Authorizing Attorney Couri to file a complaint against City of Northfield</i></p>	<p>Clerk Wheeler reported that she had been working with Township Attorney Mike Couri since the Closed Door session of the Township Board on February 28, 2018 to wordsmith a motion the Board could pass giving Mr. Couri authorization to file a complaint against Northfield related to the Joint Resolution for orderly annexation in Dakota County District Court should efforts to schedule mediation with the City of Northfield Attorney Chris Hood continues to be unsuccessful.</p> <p>Wheeler stated she will be checking with Couri weekly as to the progress of scheduling mediation and will make a Board report at each future meeting.</p>	<p>A motion (M2018-016) was made by Supervisor Odegard and seconded by Supervisor Messner AUTHORIZING ATTORNEY MIKE COURI TO FILE AN ACTION IN DAKOTA COUNTY DISTRICT COURT AGAINST THE CITY OF NORTHFIELD TO ENFORCE THE ORDERLY ANNEXATION AGREEMENT AT SUCH TIME AS MR. COURI BELIEVES THE MEDIATION IS NOT A VIABLE OPTION FOR RESOLVING THIS MATTER.</p> <p>All in favor. Motion carried</p>
<p>Motion (M2018-017) <i>Appoint Steve Wheeler to Road and Bridge Committee</i></p>	<p>Township resident Steve Wheeler is requesting an appointment to the Advisory Road &amp; Bridge Committee. Wheeler is a Township resident and property owner since 1983. He recently retired after working as a manufacturing engineering manager for over forty years.</p> <p>Wheeler stated he was told that Waterford Township Supervisor Messner was encouraging Township residents to get involved and serve on a committee. In addition, Messner had stated she was looking for a resident with technology skills to develop and build a Road &amp; Bridge inventory database.</p> <p>Wheeler stated he has extensive skills and experience with technology, contractors, committees, budgets, cost analysis, capital improvement planning, problem solving, researching, etc. Wheeler believes his skills and experience are transferable and will benefit the committee and the Township.</p>	<p>A motion (M2018-017) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPOINT TOWNSHIP RESIDENT AND PROPERTY OWNER STEVE WHEELER TO THE ADVISORY ROAD AND BRIDGE COMMITTEE. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-018) <i>Approve sign permit for "Bid on It"</i></p>	<p>Clerk Wheeler reported that she received an e-mail for a sign permit from Sheri Israel on January 31, 2018. Israel returned the application via U.S. mail.</p> <p>Wheeler reported she called Greg Langer, owner of the building at 32030 Dahomey Avenue notifying him of the sign permit for his building on the March 12, 2018 agenda.</p> <p>Wheeler reported that Langer told her that once the sign permit is approved by the Township, Ms. Israel will need to seek approval from Mr. Langer before a sign can be put on his property.</p> <p>Langer stated he had a one-year lease with Ms. Israel and that any signs and or changes to the building must be approved by him.</p> <p>Langer indicated he would not be attending the Board meeting. Ms. Israel was not in attendance but she did mail the application and \$25 check to the Township P.O. Box.</p> <p>Township Supervisors referred to Zoning Ordinance 7.22 sub. Section 2B (page 50) when reviewing the sign permit application.</p> <p>Messner stated that the free-standing sign meets all the Zoning Ordinances for a Commercial property in the Rural Residential district as long as she keeps the sign at least ten feet from any property line.</p>	<p>A motion (M2018-018) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE SIGN PERMIT FOR SHERI ISRAEL FOR A PORTABLE EIGHT FOOT BY FOUR FOOT SIGN ADVERTISING HER "BID-ON-IT" BUSINESS LOCATED IN GREG LANGER'S BUILDING AT 32030 DAHOMEY AVENUE. All in favor. Motion carried</p>
<p>Motion (M2018-019) <i>Approve AG-Lean To for Open Hands Farm Benjamin Doherty at 4151 320<sup>th</sup> Street.</i></p>	<p>Ben Doherty explained his plans to add a "lean to" to his existing AG-Building that was permitted by the Township in April 2017 (WT17-01). Doherty stated his plans to hire additional employees and increase production requires additional freezer space.</p> <p>Clerk Wheeler recommended the Supervisors approve the "lean to" because the original building (WT17-01) was approved as an agricultural building. The lean to would be attached to the original building and would be exempt from the Minnesota Building Code as an exempt agricultural structure. MNSPECT measured the zoning setbacks for the original building and signed off.</p> <p>Wheeler did state Doherty signed the six-page Ag-Building document back in 2017 but that she did not realize at the time that Doherty had employees.</p> <p>Wheeler recommended that the Supervisors approve the "lean to" provided the AG-Building exemption allows employees in the building. The public is not</p>	<p>A motion (M2018-019) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE OPEN HANDS BUSINESS OWNER BEN DOHERTY'S REQUEST TO ADD A AGRICULTURAL EXEMPT LEAN TO STRUCTURE TO THE ORIGINAL AGRICULTURAL EXEMPT BUILDING PERMIT WT17-01 LOCATED AT 4151 320<sup>TH</sup> STREET PROVIDED THE AN AGRICULTURAL BUILDING EXEMPTION ALLOWS EMPLOYEES IN THE BUILDING WITHOUT MEETING COMMERCIAL BUILDING REQUIREMENTS. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Discussion – Gravel Extraction Update	<p>allowed in an AG-Building, Wheeler will call MNSPECT regarding employees in an AG-Building.</p> <p><b><u>POST MEETING UPDATE</u></b></p> <p><b>Clerk Wheeler talked with Scott Qualle, Building Official for the Township. Qualle stated that employees are allowed in an AG-Building.</b></p> <p>Clerk Wheeler called Attorney Mike Couri on February 13, 2018. Couri stated that Devney’s property was not in a “mining district.”</p> <p>Couri stated that Devney would need to have a Public Hearing and have a “Conditional Use Permit” with conditions listed such as: one season, backfilled with black dirt, returns to crop farming in 2019, etc.</p> <p>Couri voiced concerns about the timing of the Public Hearing and the final stages of the seven-county Comprehensive Plan review and updates. All updates are due by December 31, 2018 for review.</p> <p>Couri stated the timing of the request might be a problem. He referred the Township to Dean Johnson, the Planning Consultant for the Township.</p> <p>Clerk Wheeler called Dean for a meeting on March 5, 2018 at 4:30 p.m. at Bolton &amp; Menk in Burnsville.</p> <p>Supervisor Messner, Clerk Wheeler, Dean Johnson and Alex Conzemius, AICP (American Institute of Certified Planners) for Bolton &amp; Menk met to <b>discuss</b> the borrow pit.</p> <p>Dean &amp; Alex stated that Mr. Devney would need to have a Public Hearing for a Borrow Pit and the Township would need to decide if they could issue a Conditional Use Permit for the one season of gravel removal. Would not impact the Comprehensive Plan review and updates.</p> <p>Clerk Wheeler called Tom Devney on March 7, 2018 to let him know that his “Borrow Pit” request would be on the March 12, 2018 Regular Meeting agenda.</p> <p>Devney informed Wheeler that twelve contractors bid on the “gravel” for the County Road 86 road project and Devney’s contractor came in 3<sup>rd</sup>. Devney stated he would not be pursuing a “borrow pit” this year. Wheeler informed Devney that if he wants to pursue a Burrow Pit in the future to allow adequate time for a Public Hearing and Board approval.</p>	No Action

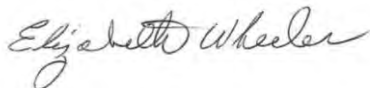
# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	Clerk Wheeler will be setting up a Work Session in early May to address several items related to zoning and ordinances. At that time Wheeler will provide documentation on properties that were discussed at the March 5 <sup>th</sup> meeting with Dean Johnson.	
<b>COMMITTEE REPORTS</b>		
<b>CITIZEN COMMENTS</b>		
<b>CLERK MINUTES &amp; TREASURER REPORT</b>		
Motion (M2018-xxx) <i>Approve Transfer of \$42,720.00 from general fund to Bridge Grant Fund</i>	Treasurer Klemenhagen requested the Board pass a motion transferring the Bridge Grant funds to a savings account. A letter from the Clerk recording the motion or a copy of the approved minutes is required by Castle Rock Bank to move money from Township's checking account to the Township's savings account.  Clerk Wheeler stated that for "grant audit" purposes a separation of the funds must be maintained.	A motion (M2018-xxx) was made by Supervisor Odegard and seconded by Messner TO APPROVE TRANSFERRING THE \$42,720.00 RECEIVED FEBRUARY 14, 2018 FROM THE ARTS AND CULTURAL HERITAGE FUND AS ADMINISTERED BY THE MINNESOTA HISTORICAL SOCIETY FROM THE TOWNSHIP'S GENERAL FUND TO A SAVINGS ACCOUNT AS REQUIRED TO MEET GRANT AUDIT REQUIREMENTS. All in favor. Motion carried.
Motion (M2018-xxx) <i>Approve Treasurer's report and Claims</i>	Treasurer presented no changes to report & claims.	A motion (M2018-xxx) was made by Supervisor Messner and seconded by Odegard TO APPROVE FEBRUARY TREASURER'S REPORT & CLAIMS. All in favor. Motion carried.
Motion (M2018-xxx) <i>Approve Clerk's Minutes</i>	February 5, February 12 & February 28, 2018. No changes.	A motion (M2018-xxx) was made by Supervisor Odegard and seconded by Messner TO APPROVE FEBRUARY 5, FEBRUARY 12 & FEBRUARY 28, 2018 MEETING MINUTES. All in favor. Motion carried.
<b>TOWN BOARD REPORTS</b>		
	Township Chairperson Frank Wergin reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Supervisor Larry Odegard reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Supervisor Liz Messner reported, followed up or questioned the following items:	No report – no action required.  No report – no action required.  No report – no action required.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• None</li> </ul> Township Treasurer Charlene Klemenhausen reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None.</li> </ul> Township Deputy Treasurer Jane Dilley reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.  No report – no action required.  No report – no action required.
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Messner and seconded by Supervisor Odegard to adjourn the meeting at 8:37 p.m. All in favor. Motion carried.

Recorded & Transcribed by:



Elizabeth Wheeler – Township Clerk

**WATERFORD TOWNSHIP – MINNESOTA**  
**TOWN HALL – 3847 321<sup>ST</sup> Street West – Northfield, MN**  
**REGULAR MEETING AGENDA**

This agenda has been prepared to provide information regarding an upcoming meeting of the Waterford Township Board of Supervisors.  
This document does not claim to be complete and is subject to change at any time.

- **APRIL 9, 2018 – REGULAR BOARD MEETING**
- **APPROVAL OF AGENDA**
- **PRESENTATIONS – REPORTS – UPDATES**
  - **Dakota County Transportation - Todd Howard – Road Construction – Cty Rd 86**
  - **Dakota County Sheriff**
- **PLANNING COMMISSION REPORT**
  - **Recommendation: John Devney – “New Home Checklist” - (motion in regular agenda)**
- **REGULAR AGENDA**
  - **Resolution: Approving Draft Rural Collaborative 2040 Comprehensive Plan - attached**
  - **Resolution: Adopting the North Cannon River Watershed Management Organization in folder**
  - **Motion: Tom Devney & John Devney – Land Split request see New Home Checklist in folder**
  - **Motion: John Devney – Address request – see New Home Checklist in folder**
  - **Motion: John Devney – Building Permit – see New Home Checklist in folder**
  - **Discussion: Zoning Ordinance review**
    - **Parcel # 410050075011 – Mark Prokop - AG-AIR 10 – see maps in folder**
  - **Discussion: Zoning Ordinance review**
    - **Parcel #41-90550-00-010 – Deborah Skluzacek – see map folder**
    - **Parcel #41-90550-00-052 – Leonard & Deborah Skluzacek - see map folder**
  - **Motion: Township Planner Retirement – Dean Johnson-Resource Strategies – Summer 2018**
  - **Motion: Approve Replacement Company/Planner/Consultant–Bolton & Menk–Alex Conzemius**
  - **Motion: Approve - Gravel Quote (s) – envelope in folder**
  - **Motion: Approve – Park & Town Hall Mowing Quote – envelope in folder**
  - **Motion: Approve – Chloride Quote – envelope in folder**
  - **Motion: Approve removal of stop signs at the corner of Canada Avenue & 313<sup>th</sup> St. W.**
- **COMMITTEE REPORTS**
  - **Advisory Road & Bridge Committee – Chairperson Frank Gerdesmeier**
  - **Advisory Budge Committee – Chairperson Marie Struss**
  - **Advisory Property Committee – Chairperson Wheeler - No report – Next Meeting 5/7/18–3 p.m.**
  - **Bridge Grant Update – Elizabeth Wheeler – Project Manager – next report on 5/14/18**
- **APPROVAL OF MINUTES**
  - **Approve: February 12, 2018 – Regular Meeting**
  - **Note: Draft Annual Meeting minutes for March 13, 2018 — on website - no action necessary**
  - **Note: March 12, 2018 Regular Board Meeting minutes – scheduled for approval on 5/14/2018**
- **APPROVAL OF TREASURER’S REPORT**
  - **Approve and or amend Treasurer’s report**
  - **Approve and or amend claims (accounts payable)**

**POSTED: Town Hall & Website - 4/6/2018**

**WATERFORD TOWNSHIP – MINNESOTA**  
**TOWN HALL – 3847 321<sup>ST</sup> Street West – Northfield, MN**  
**REGULAR MEETING AGENDA**

This agenda has been prepared to provide information regarding an upcoming meeting of the Waterford Township Board of Supervisors.  
This document does not claim to be complete and is subject to change at any time.

- **AUDIENCE COMMENTS ON ITEMS NOT ON THE AGENDA**
  - Up to **THREE (3) minutes** on any topic not on the agenda.
  - Comment card required - taken under advisement.
  
- **BOARD MEMBER REPORTS/UPDATES**
  
- **ADJOURN**

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** May 14, 2018 **Start Time:** 7:00 p.m. **Adjourn Time:** 8:26 p.m.

**MEMBERS PRESENT:** Frank Wergin-Township Supervisor/Chairperson; Liz Messner-Township Supervisor; Larry Odegard-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhagen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, Jerry Wicklund, Frank Gerdesmeier, Bryan Nelson, Bob Sellers, Jean Hale, Deputy Reiners,

ITEM	DISCUSSION	ACTION
Call to Order	At 7:00 p.m. Board Chair Larry Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Chairperson Odegard.
Approval of Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>Right of Way Permit Application developed by Clerk Wheeler</li> <li>Letter to Dakota County Tax Assessor for Gilomen &amp; Moore properties</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the agenda as amended for May 14, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Dakota County Deputy Reiners	Reiners reported: <ul style="list-style-type: none"> <li>No real activity to report in Waterford.</li> <li>Some copper thefts</li> </ul>	Report only – no action necessary
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
Comprehensive Plan Review Meeting	Planning Commission Chairperson Bryan Nelson stated the Commission met on May 7, 2018 – conducted a zoning review of the following:  Norbert & Janet Wagner – AG-Exempt Pole Barn  Parcel # 41-00400-26-030  Meets all zoning requirements.  Pole Barn Permit Checklist document entered into record.	A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Odegard TO APPROVE THE PLANNING COMMISSION'S RECOMMENDATION OF AN AG-EXEMPT POLE BARN FOR NORBERT WAGNER, PARCEL #41-00400-26-030 AS MEETING ALL ZONING ORDINANCE REQUIREMENTS AND SETBACKS. All in favor. Motion carried

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>REGULAR MEETING</b>		
<p>Motion (M2018-0xx) Citizen Complaint – Shrubs in Right of Way – Line of Site 29669 Burma Avenue</p>	<p>Clerk Wheeler reported that she had received an e-mail from Tom Davis on Burma Avenue that the lilac bushes in the Township right of way along the curve on Burma Avenue just past the bridge was creating a driving hazard and requested that the right of way be cleared of brush to enable line of site.</p> <p>Supervisor Messner &amp; Treasurer Klemenhagen drove the road and measured the Lilac bushes to the middle of the road. Clearly the bushes are in the right of way.</p> <p>Supervisor Messner stated that during the summer 2017 ditch tree/brush removal, the Lilac bushes were not removed as they appeared to be planted by the homeowner. Clerk Wheeler requested that Michael Rutten attend Regular Board meeting to discuss a solution.</p> <p>Homeowner Michael Rutten suggested that the bushes were planted and have grown over time. Rutten stated he believes they are also in the right of way. However, he also believe that the road has changed shape in that cars are driving lower and lower on the road way creating a high shoulder.</p> <p>Rutten also indicated that he had two options:</p> <ol style="list-style-type: none"> <li>1. Transplant the bushes</li> <li>2. Trim them in some fashion as to improve the line of site.</li> </ol> <p>Rutten requested that someone from the Township meet him at the curve on Burma to discuss a solution.</p> <p>Messner announced that the Road Committee would be looking at re-shaping the roads over the next few years, but the Burma Road has only five residents and thus the road has a low priority.</p> <p>Messner stated she would set up a time with Rutten.</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Odegard TO TABLE THE CITIZEN COMPLAINT REGARDING LINE OF SITE UNTIL PROPERTY OWNER RUTTEN AND SUPERVISOR MESSNER HAVE MET AND DISCUSSED A SOLUTION. . All in favor. Motion carried</p>
<p>Motion 2018-008 to Adopt Administrative Policies per Resolution 2018-008</p>	<p>Chairperson Odegard introduced the “Administrative Policy” as a method of clearly defining how the Board conducts business including the method of voting on a motion or resolution to ensure all Board Members have an equal vote and eliminate the possibility of a tie vote.</p> <p>Odegard stated that the Minnesota Township Association recommends the Administrative Policies set forth in the resolution.</p> <p>Supervisor Wergin stated a significant change will be the “consent” agenda which will save everyone time.</p>	<p>A motion was made by Supervisor Messner and seconded by Supervisor Wergin TO ADOPT THE ADMINISTRATIVE POLCY AS RECOMMENDED BY THE MINNESOTA TOWNSHIP ASSOCIATION CLEARLY DEFINING HOW THE TOWNSHIP WILL CONDUCT BUSINESS AS DOCUMENTED IN RESOLUTION 2018-008. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><b>WHEREAS</b>, the town board (Board) is the governing body of Waterford Township (Town) charged by law with certain powers and duties to conduct the affairs of the Town;</p> <p><b>WHEREAS</b>, the Board determines the adoption of an administrative policy will enhance the effectiveness of its meetings and establish uniform procedures for the Board in how it conducts its business and for those wishing to attend the proceedings; and</p> <p><b>WHEREAS</b>, this policy takes into consideration the particular circumstances of the Town, which include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>a. <i>Rural in nature;</i></li> <li>b. <i>Has a limited budget which is set by the town electors at the annual town meeting;</i></li> <li>c. <i>Does not employ any administrative personnel such as a secretary or receptionist;</i></li> <li>d. <i>Does not maintain regular office hours;</i></li> <li>e. <i>Does not have office facilities;</i></li> <li>f. <i>Does not own or rent a photocopying machine;</i></li> <li>g. <i>Holds only one regular town board meeting a month;</i></li> </ol> <p><b>NOW, THEREFORE, BE IT RESOLVED</b>, that the town board of Waterford Township, Dakota County, Minnesota hereby adopts the following administrative policy:</p> <p><b>ADMINISTRATIVE POLICY</b></p> <p>1. <b>Scope.</b> The procedures established in this policy shall apply to the regular board meetings of the Board and, to the extent practicable, special Board meetings and Board hearings. This policy shall not apply to annual town meetings, special town meetings, closed meetings, on-site inspections, or any committee or subcommittee meetings. For the purposes of this policy, the term “meeting” shall be read as including, to the extent practicable, hearings conducted by the Board.</p> <p>1.1 <b>Data Practices Act.</b> The Township (as part of the seven-county Metro Area) is bound by the requirements of the Minnesota Data Practices Act.</p> <p>2. <b>Meeting Time and Location.</b> The Board conducts <i>one</i> regular Board meeting a month on the second Monday of each month, at 7:00 p.m., at the town hall located 3847 321<sup>st</sup> St. W., Northfield Minnesota, 55057. If the day of a regular meeting falls on a</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>holiday, or for some other reason may not be held on the regularly scheduled day, the meeting will then be held on following <i>Monday</i> at the same time and place unless notice is posted indicating the meeting will be held at a different time or place.</p> <p>2.1 <b>Holidays.</b> As provided in Minn. Stat. § 645.44, subd. 5, Christopher Columbus Day and the Friday after Thanksgiving shall <i>not</i> be considered holidays and so public business may be transacted on those days.</p> <p>3. <b>Calling a Special Board Meeting.</b> The Board chairperson may call a special meeting of the Board to address an issue or issues that require consideration before the next regular Board meeting. The chairperson shall contact the town clerk of the need for a special Board meeting and the town clerk shall notify the other supervisors of the date, time, and place of the meeting. The town clerk shall provide notice of the meeting as required by the open meeting law.</p> <p>4. <b>Presiding Officer.</b> The Board chairperson shall be the presiding officer of Board meetings. In the absence of the chairperson, the vice chairperson shall preside. The presiding officer shall have the power to preserve order and decorum at the meetings, enforce rules of procedure, and determine without debate, subject to the final decision of the board on appeal, all questions of procedure and order.</p> <p>4.1 <b>Appeal of Presiding Officer’s Rulings.</b> Any member of the Board may appeal from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely to the question(s) involved and the presiding officer may explain his or her ruling, but no other Board member shall participate in the discussion. A majority vote of the Board shall determine the question.</p> <p>4.2 <b>Rights of Presiding Officer.</b> The presiding officer is a full member of the board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.</p> <p>5. <b>Order of Business.</b> At the appointed time for the meeting, the presiding officer shall call the meeting to order. If a quorum is present, the Board shall then proceed with its business in the following order.</p> <ol style="list-style-type: none"> <li>1) Call to Order and Roll Call</li> <li>2) Pledge of Allegiance</li> <li>3) Approval of Agenda</li> <li>4) Consent Agenda</li> <li>5) Reports &amp; Presentations</li> <li>6) Planning Commission &amp; Public Hearings</li> </ol>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>7) Regular Meeting</p> <p>8) Committee Reports</p> <p>9) Citizen Comments – <u>items not on the agenda</u></p> <ol style="list-style-type: none"> <li>a. Three minutes per person per topic</li> <li>b. Comments taken under advisement – no discussion</li> <li>c. Clerk assigned to follow up if necessary</li> </ol> <p>10) Town Board Reports</p> <p>11) Adjournment</p> <p><b>5.1 Varying Order of Business.</b> The presiding officer may vary or alter the order of business.</p> <p><b>5.2 Consent Agenda.</b> The Board may use a consent agenda to approve matters of a routine or non-controversial nature.</p> <p><b>6. Rules of Parliamentary Procedure.</b> The list of parliamentary rules attached as Attachment A is made a part of this policy and shall govern regular and special Board meetings.</p> <p><b>6.1 Effect of Tie Votes.</b> For all purposes, including application of the 60-day rule under Minn. Stat. § 15.99, ties votes of the Board means the motion fails and shall constitute a denial of any requests to which the motion applies.</p> <p><b>7. Committees.</b> Committees or subcommittees of the board may only be established by motion adopted by the board.</p> <p><b>8. Public Participation.</b> Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board.</p> <p>Unless further time is granted by a vote of the Board, remarks from the public shall be limited to three minutes per speaker. Citizens addressing the Board shall confine their remarks to the specific matter under debate.</p> <p>Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall not: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting.</p> <p>Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.</p> <p><b>8.1 Spokesperson.</b> The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.</p> <p><b>8.2 Audio or Video Taping.</b> Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.</p> <p><b>8.3 Written Materials.</b> Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.</p> <p><b>9. Record.</b> Minutes of all public board meetings shall be kept in both paper and electronic format. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.</p> <p><b>9.1 Tape Recording.</b> Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting in the development of accurate minutes.</p> <p>Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings.</p> <p>If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.</p> <p><b>10. Continuing Meetings.</b> The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the reconvened meeting. Whether notice of the reconvened meeting will be provided is left to the discretion of the Board.</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>11. <b>Access to Public Information.</b> It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.</p> <p>11.1. <b>Request for Information.</b> Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (Appendix B) detailing the information requested.</p> <p>11.1.1 <b>Fees for Photocopies.</b> The following fees shall be charged persons requesting photocopies of public information from the Town and must be paid in full before receiving the photocopies:</p> <p>(1) <b>Labor:</b> The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of \$25.00 per hour for every hour over two hours.</p> <p>(2) <b>Electronic:</b> No copying charge for information already saved in an electronic format as PDF files and sent to requester via e-mail.</p> <p>(3) <b>Photocopying:</b> The fee for photocopying shall be charged at a rate as stated by the Minnesota State Department of Administration (State's website on 05/01/18) for Data Practices:</p> <p><b>25 cents per page – 100 or fewer paper copies</b> If the request is for 100 or fewer pages of black and white, letter or legal sized paper copies, the allowable charge is 25 cents for each page copied, or 50¢ for a two-sided copy.</p> <p><b>Actual cost - most other copies</b> For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.) government may charge the actual cost for an employee to search for and retrieve the data, and to make paper</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion 2018-009 to Adopt Financial Policies per Resolution 2018-009</p>	<p>copies or to print copies of electronically stored data.</p> <p>(4) <b>Mailing:</b> The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.</p> <p>(5) <b>Other Costs:</b> Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.</p> <p>11.1.2 . <b>Prepayment of Fees.</b> If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$25.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.</p> <p>12. <b>Amending the Policy.</b> The Board may amend this policy by resolution.</p> <p>13. <b>Severability.</b> If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.</p> <p>Supervisor Messner state that she felt the “financial policies” are a guide the Township needs to ensure the Township methodically gets to financial stability.</p> <p>Messner also stated that a policy ensures everyone understands how the Board is going to manage the finances and budgeting now and in the future.</p> <p>Chairperson Odegard stated that other Townships are in good financial shape including a Township where someone willed a quarter million-dollars, but Waterford hasn’t been the benefactor of such a gift.</p> <p>Odegard also stated that if the Township had a \$100,000 in an operating reserve, it might not be necessary to have a “financial policy” resolution.</p>	<p>A motion was made by Supervisor Wergin and seconded by Supervisor Messner  <b>ADOPT THE FINANCIAL POLICIES FOR PURPOSES OF DIRECTION, TRANSPARENCY AND TO ENSURE THE TOWNSHIP DOES NOT BACK SLIDE INTO FINANCIAL INSTABILITY AS DOCUMENTED IN RESOLUTION 2018-09.</b> All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Odegard also stated that the Minnesota Township Association recommends that Townships have at least a “one-year tax levy” in operating reserves. The Board discussed the amount and finally compromised on a \$100,000 operating reserve versus a \$280,500 operating reserve.</p> <p>Supervisor Wergin stated that he doesn’t like this type of document but understands that until the Township is financially stable it will be necessary to have such a document, otherwise it is too easy to forget what was agreed upon.</p> <p>Clerk Wheeler read the resolution as requested by the Chairperson:</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, in fiscal year 2016, the Waterford Township Board of Supervisors, Clerk, Treasurer, Deputy Treasurer and the Budget Committee (Board &amp; Committee) as part of their fiduciary responsibilities (organize, formalize, implement &amp; set up monitoring processes) recognized significant deficiencies and weaknesses in the financial health, stability and accountability of the Township; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Board &amp; Committee spent months organizing and formalizing a five-year budget and a financial plan to get the Township to financial health, stability and accountability; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Board &amp; Committee implemented a 64% tax levy increase (\$170,000 to \$280,500) for tax year 2018 as the Township’s <b><u>first major step</u></b> in getting the Township to sound financial health, stability and accountability; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Board &amp; Committee desires to reach financial health, stability and accountability in five years by implementing financial policies to ensure the discipline necessary to accomplish financial health, stability and accountability and to ensure the Township does not back slid and suffer the consequences of financial instability again; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Board &amp; Committee, seeking transparency in the budgeting and levy setting process will commit to announcing a proposed line item budget and recommended tax levy at the Annual Township meeting in March 2019 and thereafter as requested by Township taxpayers and will re-affirm the tax levy at the August re-convened Annual meeting except in the case of an unexpected and or emergency expense; and</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion 2018-0xx to Adopt Right of Way Policies - Ordinance 2018-01</p>	<p><b>WHEREAS</b>, the Board &amp; Committee, studying economic trends (see attached), has government data showing cost of living trending upwards since 1975 (except three of the 43 years of data), thus the need to increase the tax levy each year by at least the cost of living, until such time that the Township has a <b><u>non-earmarked general reserve fund balance</u></b> of at least \$100,000 to ensure adequate operating costs between the semi-annual tax levy payments from Dakota County and to cover unexpected emergency expenses the Board and Committee was unaware of during the budget/levy process, and</p> <p><b>WHEREAS</b>, the Board &amp; Committee, as part of the goal of financial health, stability and accountability has established a <b><u>non-earmarked general reserve fund</u></b> requiring the Township to deposit all funds received by the Township from the State, County and City (examples: production tax, annexation payments, local government aid, market value, aggregate tax, town aid), into the non-earmarked general reserve fund, until the non-earmarked general reserve fund equals at least \$100,000; and</p> <p><b>WHEREAS</b>, the Board &amp; Committee shall not reduce the Levy until a non-earmarked general reserve fund of \$100,000 is accomplished; and</p> <p><b>WHEREAS</b>, the Board &amp; Committee vows to discontinue the practice of “line of credit” and or borrowing money to pay expenses; and</p> <p><b>WHEREAS</b>, the Board &amp; Committee acknowledges that they have a fiduciary responsibility to plan, budget, save and manage Township funds to ensure financial health, stability and accountability now and into the future; and</p> <p><b>WHEREAS</b>, the Board &amp; Committee is in these times of economic uncertainly, understanding it takes courage, determination, planning, monitoring and oversight to ensure the Township never returns to financial instability again; and</p> <p><b>NOW THEREFORE BE IT RESOLVED</b>, the Board &amp; Committee approves the financial policies stated in this resolution and will review this resolution annually for current economic relevancy.</p> <p>Clerk Wheeler stated that she was notified by an engineering firm that Century Link will be installing fiber optics in several of the Township’s right of ways this summer.</p>	<p>A motion was made by Supervisor Wergin and seconded by Supervisor Messner TO ADOPT THE RIGHT OF WAY MANAGEMENT POLICIES AS SET FORTH IN ORDINANCE 2018-01. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion 2018-0xx to Adopt Right of Way Application Form</p>	<p>Clerk Wheeler called the Minnesota Township Association Attorney Steve Fenske and Township Attorney Bob Ruppe regarding how to proceed.</p> <p>Ruppe provided Wheeler with a Right of Way Management Ordinance he has several Township utilizing. Ruppe also stated that this ordinance is a policy ordinance not a zoning ordinance and thus does not need a public hearing.</p> <p>After adoption of the Ordinance, anyone digging in the right of way will need to come in for a Right of Way permit.</p> <p>Chairperson Odegard shared a story of a property owner that was not pleased with the installation of a post in the Right of Way but because the Township did not have a Right of Way Ordinance, the property owner was unable to have any input to the placement of the post. Property owner not happy. Odegard believes the permitting process will provide property owners with some protections.</p> <p>Wheeler stated that the “bond” required in the permit application will provide the Township with money to d</p> <p>Wheeler explained that the Ordinance allows the Board to control the types of financial requirements, so they match the requirements with the size of the job. For instance, a small culvert installed by the property owner for a field entrance might be less of a risk than fiber optic installations by a major company in numerous right of ways in the Township.</p> <p>Wheeler stated that the Right of Way Ordinance is 19 pages long and therefore will not be included in the meeting minutes. Ordinance will be uploaded to the Township website.</p> <p>Clerk Wheeler shared with the Right of Way Permit Application form she created after studying several cities and townships. The application form contains the necessary information as required in Ordinance 2018-01.</p> <p>Wheeler requests the Board adopt the application form.</p>	<p>A motion was made by Supervisor Messner and seconded by Supervisor Wergin TO ADOPT THE RIGHT OF WAY PERMIT APPLICATION FORM. All in favor. Motion carried</p>
<p>Motion 2018-0xx to Adopt an updated Fee Schedule to include the Right of Way fees as Resolution 2018-05-1</p>	<p>Clerk Wheeler reported that when the Right of Way Management Ordinance was adopted it required a fee schedule.</p> <p>The Right of Way Fee Schedule is the same fee schedule that other Townships use when charging fees. The Board can change the fees when necessary. But because the Township has not had a chance to study and or experience the administrative costs associated with Right of Way Management, Attorney Ruppe suggested the Board adopt the fees other adjacent Townships are using and change as necessary.</p> <p>Wheeler stated she would not be including the Resolution in the minutes due to the size of the Fee Schedule.</p>	<p>A motion was made by Supervisor Wergin and seconded by Supervisor Messner TO ADOPT THE RIGHT OF WAY MANAGEMENT POLICIES AS SET FORTH IN ORDINANCE 2018-01. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion 2018-0xx to March Annual Meeting motion by electors not legal.</p>	<p>Chairperson Odegard explained to everyone in attendance that Clerk Wheeler during a training in March was educated to the fact that “Township Residents” cannot not make a motion to spend Township tax dollars. Thus, the motion made by Township taxpayers at the March Annual Election to donate \$500 to the Red Rose Cemetery was not legal. The donation cannot be made.</p> <p>According to Wheeler, Minnesota Township Attorney Steve Fenske stated that Townships Supervisors are elected by the residents to safeguard the Township money. The Supervisors have the fiduciary responsible to determine the “public purpose” of any expenditure and act accordingly.</p> <p>Fenske told Wheeler that at a minimum any organization requesting a donation must submit a tax-exempt number, the organizations financial records and any other information the Board needs to determine public purpose.</p> <p>According to Fenske organizations eligible to receive tax-deductible charitable contributions must file for a 501 (c) (3) federal tax-exempt number and submit annual tax filings.</p> <p>Chairperson Odegard stated that he was \saddened by the fact that during the Township’s financial instability the Township was borrowing money to pay the bills while donating money to the Red Rose Cemetery.</p> <p>Supervisor Messner stated that any donation in the future will need to come before the Board and at a minimum the financial records and the tax- exempt number will be mandatory.</p> <p>Supervisor Messner suggested that Clerk Wheeler send a letter to the Red Rose Cemetery Association explaining why the Township will not be providing the Cemetery with a donation. Messner suggested that Clerk Wheeler’s memo should be attached.</p> <p>Messner also requested that Wheeler include in the letter that if the Red Rose Cemetery wishes to ask for a donation from the Township the Board will need to furnish a federal tax-exempt number, a financial statement and the Associations by-laws. Possible the annual tax filings required for all 501 (c) (3) organizations could be used in place of an audited financial statement.</p>	<p>A motion was made by Supervisor Messner and seconded by Supervisor Wergin TO DIRECT CLERK WHEELER TO SEND A LETTER AND A COPY OF THE CLERK’S MEMO TO THE RED ROSE CEMETERY ASSOCIATION EXPLAINING THE REQUIREMENTS OF ALL FUTURE DONATIONS REQUESTS. All in favor. Motion carried</p>
<p>Motion 2018-0xx to Void Check #7595 for \$86.97 and reissue check for \$64.00.</p>	<p>Clerk Wheeler explained that Linda Blankenberg is an Election Judge. She received Election Judge Training thus was paid for mileage. However, Blankenberg called Wheeler to explain that she carpooled the day of the training and should not be paid for mileage.</p> <p>Clerk Wheeler explained that she prepares a spreadsheet after each election to pay all the judges for training, work at the polls and for mileage. Wheeler stated that she normally has each Election Judge review the spreadsheet to ensure accuracy but having talked with almost everyone, Wheeler did not send out the spreadsheet for review. Wheeler stated had she sent out the spreadsheet for review the error would</p>	<p>A motion was made by Chairperson Odegard and seconded by Supervisor Wergin TO DIRECT THE TOWNSHIP TREASURER TO VOID CHECK #7595 FOR \$86.97 AND REISSUE A CHECK TO ELECTION JUDGE LINDA BLANKENBERG FOR \$64.00. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion 2018-0xx to Approve \$2,000 quote to clean up the Waterford Bridge</p> <p>Motion 2018-0xx Letter to Dakota County Tax Assessor to investigate tax status of two properties.</p>	<p>have been caught. Wheeler will re-institute her spreadsheet review practice.</p> <p>Wheeler stated that Blankenberg deserves a huge thank you for being honest, calling and alerting the Township to the error.</p> <p>Supervisor Messner stated she talked with Charlene Klemenhagen that she should investigate the clean up of debris at the bridge.</p> <p>Supervisor Messner stated that she would like the Property Committee to look into the clean-up of the Bridge and come back to the Board with recommendations.</p> <p>Chairperson Odegard stated that an estimate to clean up the Bridge for \$2,000 should be put out for quotes.</p> <p>Supervisor Messner stated that at least two properties in the Township have an incorrect tax status. The deadline to have properties investigated by the Dakota County Tax Assessor office is July 1, 2018.</p> <p>Messner request that the Clerk notify via letter and or e-mail of the need to investigate the Gilomen and Moore properties for incorrect tax status.</p>	<p>A motion was made by Chairperson Odegard and seconded by Supervisor Wergin TO <b>TABLE</b> THE QUOTE SUBMITTED BY KLEMENHAGEN AND HAVE THE PROPERTY COMMITTEE REVIEW AND MAKE RECOMMENDATIONS. All in favor. Motion carried</p> <p>A motion was made by Supervisor Messner and seconded by Supervisor Wergin TO DIRECT THE CLERK TO WRITE A LETTER OR SEND AN E-MAIL TO THE DAKOTA COUNTY TAX ACCESSOR TO INVESTIGATE THE TAX STATUS OF THE GILOMEN AND MOORE PROPERTIES. All in favor. Motion carried</p>
<b>COMMITTEE REPORTS</b>		
<p><i>Road Committee</i></p> <p><i>Budget Committee Report</i></p>	<p>Board Liaison Liz Messner reported that Mark Henry of Henry Excavating just finished all the gravel on 300<sup>th</sup> Street and notified the County to chloride.</p> <p>Messner discussed the need to gravel the “old school road.” The road has always been maintained by the Township, but she stated she would be looking into ways to make it a minimum maintenance road.</p> <p>Messner reported that Graber is the property owner living at the west end of the “Old School Bus Road”, thus while he needs access to his property it could possibly be declared a minimum maintenance road.</p> <p>Spring rural road maintenance is on schedule.</p> <p>Budget Committee Chairperson Marie Struss stated that the Budget Committee has been meeting regularly.</p> <p>Next Budget Committee is scheduled for June 7, 2018. The Committee will go over</p> <p><b>Three hours meeting on Monday – first time the committee did a goal, organization and took long list and prioritized.</b></p>	<p>Report only – no action</p> <p>Report only – no action.</p>



# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><i>Approval of Treasurer's Report</i></p> <p>Motion (M2018-0xx) <i>Approval of January Claims &amp; Payroll</i></p>	<p>Treasurer's report – Savings - January Month End attached.</p> <p>Treasurer's report – Checking – January Month End attached.</p> <p>Treasurer's report – Checking – - Mid February attached.</p> <p>Treasurer's report – Statement of Indebtedness</p> <p>Treasurer Klemenhausen stated that claims were e-mail by the Township Clerk to the Board Supervisors to review prior to the meeting. Klemenhausen asked if there were any questions regarding the claims. Klemenhausen asked the claims and payroll be approved for payment.</p>	<p>A motion (M2018-014) was made by Supervisor Wergin and seconded by Supervisor Messner TO APPROVE THE APRIL MONTH END TREASURER'S REPORT – REPORT ATTACHED TO MINUTES. All in favor. Motion carried</p> <p>A motion (M2018-0xx) was made by Supervisor Odegard and seconded by Chairperson Wergin TO APPROVE THE APRIL CLAIMS AND PAYROLL FOR WITH REPORT ATTACHED TO MINUTES All in favor. Motion carried</p>
<b>TOWN BOARD REPORTS</b>		
	<p>Township Chairperson Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Treasurer Charlene Klemenhausen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Messner and seconded by Supervisor Odegard to adjourn the meeting at 9:14 p.m. All in favor. Motion carried.



Recorded &amp; Transcribed by:

Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** June 11, 2018 **Start Time:** 7:01 p.m. **Adjourn Time:** 9:00 p.m.

**MEMBERS PRESENT:** Larry Odegard -Township Supervisor/Chairperson; Frank Wergin-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhagen-Township Treasurer; Jane Dilley- Deputy Treasurer

**MEMBERS ABSENT:** Liz Messner-Township Supervisor

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, Jerry Wicklund, Frank Gerdesmeier, Bryan Nelson, Tom Devney, Andy Devney, Len Skluzacek, Joseph Schnell, Andrew Ehrmann, Deputy Sheriff Reiner, Doug Bakken, Dick Ozmun, Tom Wirtzfeld, Mark Henry,

ITEM	DISCUSSION	ACTION
Call to Order	At 7:01 p.m. Board Chair Larry Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Supervisor Messner was absent. Pledge of Allegiance led by Chairperson Odegard.
Approval of Regular Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>None</li> </ul>	A motion was made by Supervisor Wergin and seconded by Chairperson Odegard to approve the <b>REGULAR</b> agenda for June 11, 2018. All in favor. Motion carried.
Approval of Consent Agenda	Clerk Wheeler requested that Minutes for May 14, 2018 be removed from the Consent Agenda as she did not get them proof read & sent to Supervisors three days prior to the Board Meeting due to time constraints from an accident & out of state travel.	A motion was made by Supervisor Wergin and seconded by Chairperson Odegard to approve the <b>CONSENT</b> agenda for June 11, 2018 minus the May 14, 2018 Board Meeting Minutes. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Dakota County Deputy Reiners	Reiners reported: <ul style="list-style-type: none"> <li>No real activity to report in Waterford.</li> <li>Castle Rock, Lakeville &amp; Farmington area are experiencing burglaries including batteries from tractors, and copper.</li> <li>Sheriff department has been investigating a recent report of a young girl being lured into a clean black pickup by an older white male.</li> <li>Reports of shots fired on 320<sup>th</sup> Street – silver pickup.</li> <li>If you see something call immediately</li> </ul>	Report only – no action necessary

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Steve Wheeler – Property Committee Project Coordinator</p>	<p>Wheeler stated that the Township and twelve other property owners received a letter from Dakota County in April regarding their septic systems.</p> <p>The Township’s Property Committee called and arranged a meeting at the Town Hall on May 24, 2018 with Dakota County Water Resource Specialists Dee McDaniels &amp; Emily Gable. On that day due to lack of “as built” records, lack of pumping records and no apparent drainfield, the Town Hall septic system was declared non-compliant.</p> <p>The Property Committee called two septic contractors Bakken &amp; Advanced Septic Solutions to arrange a meeting at the Town Hall for estimates.</p> <p>June 1, 2018 the Clerk acquired the “as built” records from 1997 from the original installer (Bakken Excavating). The County immediately voided the non-compliance declaration. Dakota County will require that the system be pumped, checked for water tightness and bring the tank risers to the surface.</p> <p>June 1, 2018 Tom Wirtzfeld from Advanced Septic met with Wheeler, reviewed the “as built” records.</p> <p>Wirtzfeld informed the Board on how septic systems regulations require records, inspections and pumping.</p> <p>Wirtzfeld stated that the risers are not visible and the system has not been pumped. Wirtzfeld stated that at a minimum he will need to pump the tank, perform an inspection to ensure the tank is not leaking and will need to raise the risers to comply with the numerous rules of the MPCA regulations. Possible damage from not pumping since 1997.</p> <p>Wirtzfeld believes that unless the tank is leaking and or the drainfield has been damaged due to lack of pumping, the estimate should be less than \$600. Wirtzfeld will prepare quote and send to Wheeler for approval at the July Board meeting.</p>	<p>Report only – no action necessary</p>
<p><b>PLANNING COMMISSION &amp; PUBLIC HEARING</b></p>		
<p>Motion (M2018-0xx) Approve Permit for Non-AG Pole Barn for Mike &amp; Becky Grummow – Parcel #41-03000-06015</p>	<p>Mike &amp; Becky Grummow – Pole Barn Parcel # 41-03000-06015 - Meets all zoning requirements. Non-AG Pole Barn <u>Permit Checklist document entered into record.</u></p>	<p>A motion (M2018-0xx) was made by Supervisor Odegard and seconded by Chairperson Wergin TO APPROVE THE PLANNING COMMISSION’S RECOMMENDATION OF A POLE BARN FOR MIKE GRUMMOW, PARCEL #41-03000-06015 AS MEETING ALL ZONING ORDINANCE REQUIREMENTS AND SETBACKS. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Approve Permit for AG Greenhouse for Andrew Ehrmann – Parcel #41-01900-55-021</p> <p>Motion (M2018-0xx) Approve Permit for AG Greenhouse for Andrew Ehrmann – Parcel #41-01900—55-040</p>	<p>Andrew Ehrmann – AG - Greenhouse Parcel # 41-01900-55-021 - Meets all zoning requirements. AG Greenhouse <u>Permit Checklist document entered into record.</u></p> <p>Andrew Ehrmann – AG - Greenhouse Parcel # 41-01900-55-021 – Request the Board approve the RELOCATION of a current Greenhouse to a new location. Currently the Greenhouse is straddling two parcels – one parcel owned by Ehrmann and one parcel owned by Aaron Wills (#41-01900-53-032). New location meets all zoning requirements and resolves the straddling of two parcels. AG Greenhouse <u>Permit Checklist document entered into record.</u></p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Chairperson Wergin TO APPROVE THE PLANNING COMMISSION’S RECOMMENDATION OF An AG-GREENHOUSE FOR ANDREW EHRMANN PARCEL #41-01900-55-021 AS MEETING ALL ZONING ORDINANCE REQUIREMENTS AND SETBACKS. All in favor. Motion carried</p> <p>A motion (M2018-0xx) was made by Supervisor Odegard and seconded by Chairperson Wergin TO APPROVE THE PLANNING COMMISSION’S RECOMMENDATION TO RELOCATE AN AG GREENHOUSE THAT IS CURRENTLY STRADDLING TWO PARCELS ON TO ONE PARCEL OWNED BY ANDREW EHRMANN PARCEL #41-01900-53-040 AS MEETING ALL ZONING ORDINANCE REQUIREMENTS AND SETBACKS. All in favor. Motion carried</p>
<b>REGULAR MEETING</b>		
<p>Motion (M2018-0xx) Red Rose Cemetery Donation – Public Purpose Donation</p>	<p>Board Meeting packet contained a memo written by Clerk Wheeler to the Township Board regarding the unlawful motion by Township residents at the 2018 March Annual Meeting to donate \$500 to the Red Rose Cemetery. Township residents cannot make a motion to spend tax payers money – only elected officials at a Town Board meeting may make such a motion and then must document the “public purpose” to comply with Minnesota State Statue 117-025 sub11.</p> <p>The Minnesota Township Association attorney suggested the type of paperwork the Board should request from any person or organization that is requesting a donation to document the “public purpose” and support the Supervisors decision to make such a donation. Anyone donating to any charitable cause should do so by checking the credentials and the financials of the organization. <u>This type of paperwork would be necessary for any “donation” request that might come before the Board to document the public purpose and documented to show the Board before spending tax payers’ money did their due diligence.</u></p> <p>Clerk Wheeler provided the memo to Red Rose Cemetery Association Board Member Doug Bakken &amp; Superintendent Dick Ozmun the week before the Board meeting.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Chairperson Odegard TO <b>TABLE</b> THE REQUEST FOR DONATIONS UNTIL THE CLERK IS ABLE TO OBTAIN INFORMATION ABOUT “BURIAL GROUNDS VERSUS CEMETERY” DONATION REQUIREMENTS FROM THE MINNESOTA TOWNSHIP ASSOCIATION ATTORNEY. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Zoning – Parcel #41-03000-75-080</p>	<p>Bakken &amp; Ozmun requested that the Township honor the motion made at the Annual meeting to donate \$500 to the Red Rose Cemetery regardless of the legality of such an action.</p> <p>Bakken read the motion from the March Annual Meeting minutes stating that Odegard make a motion and Wergin seconded the motion.</p> <p><u>Clerk Wheeler reminded Board that during an Annual Meeting they are not Supervisors but citizens thus the motion is not legal because residents cannot spend Township funds.</u></p> <p>Ozmun stated that the cemetery is not a cemetery but a “burial ground” starting in 1852 when ten graves were moved from somewhere in Waterford to the cemetery. In 1920 the records were destroyed by fire. In 1932 the burial ground was named the Red Rose Cemetery and a cemetery association was formed.</p> <p>Ozmun stated that there are laws requiring the association to have so much money to meet expenses. Ozmun stated he mows the cemetery and that the cost of mowing alone is \$2500 per year. The association relies on donations from families, the Township and the sale of burial lot to cover expenses. Only one lot sold last year. The cemetery needs donations to keep its head above water stated Ozmun.</p> <p>Ozmun stated that because the cemetery is a “burial” ground is not required to have a tax-exempt number and thus cannot furnish the documentation the Township is requesting for purposes of public purpose documentation. In addition, Bakken challenged the Boards need to know the cemetery’s financials.</p> <p>Jerry Wicklund, Township resident did ask Bakken the amount of the Associations Certificate of Deposit (CD). Bakken stated that the Association has a CD for \$20 thousand something that they do not use for expenses. CD earns interest.</p> <p>Ozmun &amp; Bakken are requesting that the Board call the Township Association and get clarification on the difference between burial ground and cemetery and subsequently make the donation.</p> <p>Wheeler was directed by Chairperson Odegard to call the Minnesota Township Association to clarify the difference between a burial ground and a cemetery. Wheeler is to report back next Board meeting.</p> <p>Joseph T. Schnell stated that he purchased the Sitzman property located along Highway 3 – Parcel #41-03000-75-080 on April 20, 2018.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Chairperson Odegard TO <b>TABLE</b> THE ZONING REQUEST ON PARCEL #31-</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Zoning – Parcel #41-03000-01-010</p>	<p>Schnell stated he owns properties in several locations including Hastings and Mankato. This building is a great in between site for storage of business property and family storage.</p> <p>Schnell stated he would not change the building structure, simply clean it up, possibly put on a new roof and maintain the area.</p> <p>Supervisor Wergin stated the first thing that Schnell would need to do is contact the County regarding any zoning issues from a County perspective. Once that has been determined, the Board can revisit the request. Side note: Dakota County controls the zoning in the shore line, in this case it is zoned “recreational river”.</p> <p>Clerk Wheeler will call the County for information and provide Schnell via e-mail the County contact information.</p> <p>Chairperson Odegard stated that he talked with Ms. Israel on June 11, 2018 regarding her blanket e-mail to all her “auction” clientele inviting them to “just stop in, say hi and check it out for yourselves”.</p> <p>Odegard stated he told Israel that inviting customers to the building to “check it out” makes it a retail business not a storage business. Odegard stated he told her that her usage of the building was to storage auction items until they were purchased and then the customer would come to the building to pick them up.</p> <p>Odegard stated that Israel apologized and said she would never do it again.</p> <p>Wergin stated that he doesn’t drive by the Langer building often but the last couple of times he has driven by he has noticed a couple of cars, a truck and other items. Wergin asked Odegard about Israel’s plans to fence the area as discussed at the time the Board approved the usage of the building on 11/12/17.</p> <p>Odegard stated that he had asked Israel about fencing. Israel stated she had no plans for fencing right now.</p> <p>Wergin discussed business sign. Wergin recalls that when the sign was approved by the Board on April 9, 2018 it was discussed it would be put out on auction item pickup days: Wednesday 3pm – 6 pm, Thursday 10 am – 4 pm, Friday 10 am – 4 pm, Saturday 9 am – 1 pm.</p> <p>Clerk Wheeler stated that Supervisor Messner (absent) requested that the minutes of the November meeting be read to remind everyone of the motion and discussion related to the building usage. Clerk Wheeler stated she</p>	<p>03000-75-080 TO ALLOW CLERK WHEELER TO FOLLOW UP WITH DAKOTA COUNTY PERSONNEL AND REPORT BACK TO BOARD AT THE JULY 9, 2018 BOARD MEETING. All in favor. Motion carried</p> <p>A motion (M2018-0xx) was made by Chairperson Odegard and seconded by Supervisor Wergin TO <b><u>TABLE</u></b> DISCUSSION AND ACTION ON CURRENT USE OF PARCEL #41-03000-01-000 INCLUDING STORAGE, RETAIL, SIGNAGE, FENCING UNTIL JULY 9, 2018 BOARD MEETING WHEN SUPERVISOR MESSNER IS PRESENT. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Adopt and Add Right of Way Fees to Fee Schedule Resolution R2018-05</p>	<p>did not bring the meeting minutes but would bring them to the next meeting.</p> <p>Clerk Wheeler reported that with the adoption of Township Ordinance 2018-01 in May of 2018 that corresponding “right of way” fees would be necessary.</p> <p>Wheeler stated that Township Attorney Mike Couri provides both the Right of Way Ordinance and the associated fee schedule for all his Townships including Castle Rock, Empire, Eureka, etc.</p> <p>Wheeler stated that the absence of the fee schedule came to light when Pearce Engineering, a consulting firm for Century Link, wanted to apply for a Right of Way permit to install several miles of fiber optic cable.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Chairperson Odegard TO ADOPT THE ADDITION OF RIGHT OF WAY FEES TO THE FEE SCHEDULE RESOLUTION R2018-05 All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Ditch Mowing Quote - 2018</p>	<p>Clerk Wheeler reported she called Kuchinka for a quote as he is the only game in town, is used by many Township and the Township has a long history of ditch mowing with Kuchinka.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Chairperson Odegard TO AWARD THE DITCH MOWING QUOTE TO DALE KUCHINKA AT \$45 PER MILE AND BRUSH REMOVAL AT \$125 PER HOUR. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Citizen Complaint – Shrubs in Right of Way – Line of Site 29669 Burma Avenue</p>	<p>Clerk Wheeler reported that Supervisor Messner e-mailed her to report that she has a June 16, 2018 meeting scheduled with Mr. Rutten to discuss options to his lilac bushes in the Right of Way on Burma Avenue.</p>	<p>A motion (M2018-0xx) was made by Chairperson Wergin and seconded by Supervisor Wergin TO TABLE DISCUSSION ON THE RIGHT OF WAY COMPLAINT UNTIL THE JULY 9, 2018 BOARD MEETING WHEN SUPERVISOR MESSNER WILL BE IN ATTENDANCE. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Warning Signs for Canada Avenue &amp; 313<sup>th</sup> Street</p>	<p>Supervisor Wergin stated that he has concerns about the “TRAFFIC CHANGE AHEAD” signs on Canada Avenue on the north and south side of the intersection of Canada Avenue and 313<sup>th</sup> St.</p> <p>Wergin stated that for more than thirty years the intersection has been a four way stop. Residents may not notice the elimination of two of the four stop signs causing them to stop on 313<sup>th</sup> Street and then pull out thinking the Canada Avenue traffic must stop. This is especially concerning in the summer when visibility is impacted by crops and with the return of school bus traffic in the fall.</p> <p>Wergin stated he would be more comfortable with “TRAFFIC DOES NOT STOP” to warn traffic that the four-way stop has been changed to a two way stop.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Chairperson Odegard TO REQUEST THE TOWNSHIP’S RURAL ROAD MAINTENANCE CONTRACTOR ORDER AND INSTALL “<u>TRAFFIC DOES NOT STOP</u>” WARNING SIGNS ON CANADA AVENUE NORTH AND SOUTH OF THE 313<sup>TH</sup> STREET INTERSECTION. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Mark Henry of Henry Excavating, the Township's Rural Road maintenance contractor stated that studies have shown that any stop signs on rural gravel roads are dangerous. Lack of signs causes motorist to slow down and look for approaching traffic, but stop signs give a false sense of safety.</p> <p>Henry stated that in his professional opinion the "TRAFFIC CHANGE AHEAD" signs are corrected, used by many cities. However, with a motion from the Board, Mark Henry will order the "TRAFFIC DOES NOT STOP" and install them as directed.</p>	
<b>COMMITTEE REPORTS</b>		
<p><i>Road Committee Report</i></p>	<p>Road Committee Chairperson Frank Gerdesmeier reported:</p> <ol style="list-style-type: none"> <li>1. Gravel done except for a few problem areas</li> <li>2. Chloride applied</li> <li>3. Remaining signs will be installed</li> <li>4. Parsnip meeting – 6/20/2018 – location TBA</li> <li>5. Brush work on Burma</li> </ol> <p>Road Committee Steve Wheeler reported:</p> <ul style="list-style-type: none"> <li>• Currently developing and populating a Road &amp; Bridge inventory database with gravel, chloride, signs and grading costs.</li> <li>• Reports will be used by the Road Committee for developing a five-year road improvement plan and corresponding budget.</li> <li>• Database will track costs of roads and bridges and reconcile to the monthly and annual budgets.</li> <li>• Database will be available to the tax payers and used to give monthly and annual reports to the Board and the taxpayers.</li> </ul>	<p>Report only – no action</p>
<p><i>Budget Committee Report</i></p>	<p>Budget Committee Chairperson Struss reported:</p> <ul style="list-style-type: none"> <li>• Budget Committee met May 30, 2018 to go over the budget line by line to develop a 2019 budget and proposed 2019 tax levy.</li> <li>• Budget Committee is requesting a meeting with Property Committee to determine outstanding projects and estimated project dollars.</li> <li>• Budget Committee should have a proposed 2019 budget and 2019 tax levy by the July 9, 2018 Regular Board meeting for review.</li> <li>• Budget Committee will present the 2019 budget and the 2019 tax levy for adoption at the <u>Re-convened Annual</u> meeting on August 13, 2018.</li> </ul>	<p>Report only – no action.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><i>Property Committee Report</i></p>	<p>Property Committee Chairperson Wheeler reported:</p> <ul style="list-style-type: none"> <li>• Steve Wheeler – Project Coordinator reported that he has been working with the County and the State to obtain specifications for the repair of the concrete, the railing and the zinc plating as required on for the final bridge inspection.</li> <li>• Steve Wheeler is working with Todd Howard at Dakota County &amp; with Joe Black at MnDOT to collaborate on costs.</li> <li>• Steve Wheeler will contact Mike Peterson regarding the railing work and hold a meeting with all parties on the final repair plans and inspections.</li> <li>• Steve Wheeler reported on accessibility of Town Hall is not compliant under ADA as the Dakota County Election department notified Clerk Wheeler before the last presidential election in November 2016 that ADA compliance is mandatory for every voting precinct as stipulated by the Secretary of State’s election regulations.</li> <li>• Clerk Wheeler indicated that she told Dakota County that the Property Committee is working on a solution and will keep the County informed.</li> <li>• Clerk Wheeler reported that the County stated that if the Township has not resolved the non-compliant ADA issues they have the option to move the voting precinct to an adjacent Township – Greenvale or Sciota.</li> <li>• Wheeler stated the Property Committee met with the Building Official to get ADA compliance codes.</li> <li>• Wheeler stated the Committee is looking into options for ADA compliance both inside and outside.</li> <li>• Steve Wheeler reported that he worked with Paul Wrolstad, township resident and electrician to determine what the bare minimum repairs requirements are on the electrical in the building.</li> <li>• Steve Wheeler will be meeting with the State Electrical inspector to find out from him as to the code compliance issues as the building is used as a public meeting place including rental for social gatherings.</li> <li>• Clerk Wheeler reported that Dakota County sent out a “septic” notice to the Township but the Township did not get the notice. The notice was sent to a Rural Route address on file at the county for the building which is listed as the Waterford Cemetery.</li> <li>• Clerk Wheeler at the direction of the Board contacted the Township attorney for a records search. Attorney stated that more than likely when the building was no longer used as a school, the school district simply gave it to the</li> </ul>	<p>Report only – no action.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Bridge Grant Report</p>	<p>Township and failed to sign over the deed to the Township. (if one existed)</p> <ul style="list-style-type: none"> <li>• Township Attorney has ordered a records search.</li> </ul> <p>Bridge Grant Director Elizabeth Wheeler provided a summarized update on the Bridge Grant process:</p> <ol style="list-style-type: none"> <li>1. Dakota County grant program paid for a Grant writer to write the Bridge Grant – submitted September 2017.</li> <li>2. December 2017, the Township received notice of a \$106,800 award from the <i>“State of Minnesota from the Arts &amp; Cultural Heritage fund through the Minnesota Historical Society.”</i></li> <li>3. January, February, March &amp; April 2018, stakeholders e-mailed and met to define roles, responsibilities, goals, scope, next steps, etc.</li> <li>4. April &amp; May 2018 Dakota County wrote the draft “Request for Proposal” (RFP). The RFP is for a detailed design, bridge rehabilitation plan, preparation of bridge rehabilitation specifications, and detailed construction cost estimates.</li> <li>5. May 23, 2018 County &amp; Township finalized RFP.</li> </ol> <p><u>Summarized time line:</u></p> <ol style="list-style-type: none"> <li>1. RFP issue date – May 23,2018 <ol style="list-style-type: none"> <li>a. RFP e-mailed to eight (8) Minnesota Engineering Consultants</li> <li>b. RFP uploaded to Township website</li> </ol> </li> <li>2. Proposal due date - July 2, 2018</li> <li>3. Evaluation of proposals - July 6, 2018</li> <li>4. Town Board approval - July 9, 2018</li> <li>5. Work to be completed no later than April 4, 2019.</li> <li>6. Finalize all grant paperwork by June 1, 2019</li> </ol> <p>Wheeler stated she visited the Dodd Ford Bridge outside Amboy Mn and met with restoration committee member Lisa Durkee. Bridge restoration took ten years of persistence and \$2 million in funding to restore the bridge.</p>	<p>Report only – no action.</p>
<p><b>CITIZEN COMMENTS</b></p>		
<p>Jerry Wicklund</p>	<p>Wicklund asked what the result of the “chloride” study on Canada Avenue was.</p> <p>Road Committee member Steve Wheeler stated that there is no need to conduct a study on Township gravel roads as to benefits of chloride as those studies have been done by numerous universities across the country</p>	

# WATERFORD TOWNSHIP

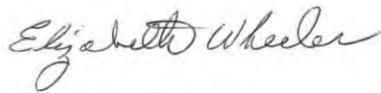
ITEM	DISCUSSION	ACTION
Tom Devney	<p>including the University of Minnesota (offers an on-line road maintenance training course) that states the major reason for chloride on roads is to stabilize the road bed and to save dollars on gravel and grading costs. Dust control is a secondary benefit according to the road studies.</p> <p>Wheeler stated that the Minnesota Township Association at the March training for Townships gave a presentation on road maintenance including the use and benefits of chloride.</p> <p>Supervisor Wergin stated that two years ago the Township put curb to curb chloride on Canada Avenue between County Road 47 and State Highway 19. This year the Township did curb to curb chloride on 300<sup>th</sup> Street. Goal is to curb to curb chloride other roads in the Township as part of road maintenance.</p> <p>Devney requested to know when the Bridge was put on the National Register and who in the Township put it on the Register.</p> <p>Clerk Wheeler replied that she would need to pull the paperwork to verify, but she believes John Dudley signed the application in 2009 when the Bridge was over 100 years old.</p> <p>Devney asked what it would take to get the Bridge De-listed?</p> <p>Clerk Wheeler stated that the Township has accepted grant money for the Bridge and taking it off the National Register would not be an option until at least several years into the future. The exact circumstances of De-listing would need to be researched.</p>	
Len Skluzacek	<p>Len Skluzacek owner of Skluzacek Construction at 1275 Sheldahl Road requested that the Board look at expanding the zoning options so that he can wind down his construction business to a pre-retirement capacity (storage or warehousing) and eventually selling the property enabling him to retire. Parcel #41-</p> <p>Skluzacek stated that he has had inquiries about his building and can't provide any answers due to the restrictive nature of the 2001 Zoning Ordinances.</p> <p>In addition, Skluzacek reminded the Board that when he purchased the vacant lot along Highway 3 in December 2004 he agreed to demolish the house and that in exchange the Board would work with him when he was ready to develop the property. Skluzacek stated he is winding down his construction business in preparation for retirement and will no longer develop the property.</p>	<p>Chairperson Odegard stated that the business of the Township is completed, and this period of meeting is for the citizens of Waterford an opportunity to address the Board for up to three minutes. No discussion or decisions by the Supervisors.</p> <p>Both Chairperson Odegard and Supervisor Wergin suggested that Mr. Skluzacek meet with Clerk Wheeler to get put on the agenda and then Clerk Wheeler will prepare the necessary documents for Board consideration at the July 9, 2018 Board meeting.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Tom Devney	<p>Devney inquired about the latest news regarding the Annexation agreement.</p> <p>Clerk Wheeler read the newsletter statement:</p> <p><i>Waterford Township Attorney Mike Couri filed a lawsuit in Dakota County District Court on April 26, 2018 against the City of Northfield for breach of contract and is seeking a declaratory judgement regarding the 1980 Annexation Agreement. City Attorney Chris Hood filed a response on May 16, 2018.</i></p> <p><i>At the time of this newsletter Attorney Couri is waiting for the District Court to contact him regarding how the case will be managed going forward and when it might be scheduled to be heard by a judge.</i></p>	
Frank Gerdesmeier	<p>Gerdesmeier asked for an update on the Powell utility building – Clerk Wheeler stated that she delivered a permit to Mr. Powell about three weeks ago and that Powell will be modifying his utility building to comply with building code and zoning setbacks as approved by the Township Board.</p>	
<b>TOWN BOARD REPORTS</b>		
	<p>Township Chairperson Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• Odegard announced that he got an “anonymous” note in his mailbox reporting that the Wagner’s were building a pole barn on their 280<sup>th</sup> Street property without a permit.</li> <li>• Odegard checked with the Township Clerk. The permit was pulled and paid for an AG-Pole Barn in May 2018.</li> </ul> <p>Township Supervisor Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• Absent</li> </ul> <p>Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Wergin and seconded by Chairperson Odegard to adjourn the meeting at 9:00 p.m. All in favor. Motion carried.



Recorded & Transcribed by:

Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** July 9, 2018 **Start Time:** 7:01 p.m. **Adjourn Time:** 9:12 p.m.

**MEMBERS PRESENT:** Larry Odegard -Township Supervisor/Chairperson; Frank Wergin-Township Supervisor; Liz Messner-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, Jerry Wicklund, Tom Devney, Andy Devney, Len Skluzacek, Steve Wheeler, Emily Gable – Dakota County – Water Resource Specialist, Kandis Hanson – MNSPECT Relationship Manager.

ITEM	DISCUSSION	ACTION
Call to Order	At 7:01 p.m. Board Chair Larry Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Waterford resident Jerry Wicklund.
Approval of Regular Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>None</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>REGULAR</b> agenda for July 9, 2018. All in favor. Motion carried.
Approval of Consent Agenda	<ul style="list-style-type: none"> <li>June 11, 2018 Regular Board Meeting Minutes</li> <li>July 1, 2018 – Treasurer’s Report</li> <li>July 1, 2018 – Claims</li> </ul>	A motion was made by Supervisor Messner and seconded by Supervisor Wergin to approve the <b>CONSENT</b> agenda for July 9, 2018. All in favor. Motion carried.
REPORTS & PRESENTATIONS		
Kandis Hanson - MNSPECT	Kandis Hanson, MNSPECT Relationship Manager <ul style="list-style-type: none"> <li>Provided a summary of Permit/Valuation Comparison for 2016, 2017 &amp; 2018.</li> <li>2017 – Highest year due to “solar gardens”</li> <li>2018 – New home &amp; commercial building</li> <li>Introduced article on small project permits people tend to overlook or just ignore.</li> <li>Clerk Wheeler stated that she is available to answer any question regarding whether you need a permit or not. Not every inquiry result in a permit.</li> <li>Don’t assume you don’t need a permit because the Minnesota Building Code is the Code – getting caught can be very costly.</li> <li>Homeowners do report other homeowners – has happened in the last four years and has happened twice in the last month.</li> <li>Over counter permit: <ul style="list-style-type: none"> <li>MNSPECT- \$7 – inspection, auto, admin costs</li> <li>Township - \$50 – Clerk makes permit &amp; admin</li> <li>State of MN - \$1.00 - Surcharge</li> </ul> </li> </ul>	Report only – no action necessary

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Clerk Wheeler – Annexation Update –	<p>Clerk Wheeler reported she has been busy this month talking to attorney, retrieving records and searching for information requested by Attorney – Attorney preparing document for a Friday deadline – District Court has a new system of “fast track”. Waterford vs Northfield is in the new system. Currently the case is being reviewed to determine if it is a Jury Trial or a Judge Decision. Difference:</p> <ul style="list-style-type: none"> <li>• July Trial – Jury hears evidence to determine award of money if any and a formula has not already been used by both parties in the past. In this case a formula was used for many years by the City of Northfield and accepted by the Township. No need for a jury award.</li> <li>• Judge Decision – Judge determines <b>legality of case</b>. In this case – was there a breach of contract or not based on law? If a breach of contract, then any amount due would be determined by established formula that was used by the City and Township for thirty years.</li> </ul> <p>Attorney Couri is awaiting District Court scheduling and will notify Township when he knows something more.</p>	Report only – no action necessary
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
	Planning Commission Liaison Elizabeth Wheeler reported the Planning Commission met on July 2, 2018 but had no zoning reviews.	
<b>REGULAR MEETING</b>		
Motion (M2018-0xx) Red Rose Cemetery Donation – Public Purpose Donation	<p>As directed by the Board at the June meeting, Clerk Wheeler called the Minnesota Township Association to determine the differences between burial grounds and cemeteries. Memo in Board packet.</p> <p>Wheeler also conducted an e-mail survey of fourteen Township to determine how surrounding Townships handle cemetery donation requests. Of the responses, only one Township has a budget item for a cemetery – the cemetery does not have an Association nor is it cared for by the families of those buried there. See spreadsheet in Board packet.</p> <p>Supervisor Messner stated she has plans to be buried in the cemetery and that she thought the Red Rose Cemetery was for “Waterford Residents Only”. Cemetery is closed to anyone outside the Township. Messner stated that if it was a “Waterford Township Residents Only” cemetery, then the limitation might serve as a “public use/public purpose” under State Statute 117.025 Sub11.</p>	A motion (M2018-0xx) was made by Chairperson Odegard and seconded by Supervisor Wergin <b>TO TABLE THE REQUEST FOR DONATIONS UNTIL THE CLERK IS ABLE TO OBTAIN THE RED ROSE CEMETERY ASSOCIATION’S BY-LAWS TO DETERMINE “WATERFORD TOWNSHIP RESIDENTS ONLY.”</b> All in favor. Motion carried

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Approve quote for Town Hall septic system compliance.</p>	<p>Supervisor Wergin questioned the legality of a “Waterford Residents Only” based on a recent law suit filed against a cemetery located in a nearby Township. Wergin also shared that his wife served on the Cemetery Association a few years back. During her tenure Wergin stated that the Association raised its lot prices to discourage funeral homes from the Twin Cities from buying up numerous lots and selling them at a profit.</p> <p>Wergin questions the “Waterford Residents Only” requirement as being in the Association by-laws.</p> <p>Supervisor Wergin questioned the need to carry a \$20,000 plus CD as stated by Dick Ozmun in a previous Board meeting. Wergin asked Charlene Klemenhagen, a member of the Greenvale Cemetery Association, if the Greenvale Cemetery Association knows of the laws Ozmun was referencing.</p> <p>Klemenhagen stated she is on the Greenvale Cemetery Association and is unaware of any such laws. Klemenhagen stated Greenvale Cemetery Association gets its funding from lot prices, donations and fund raisers. Greenvale Township denied the Cemetery’s request for a Township donation citing the Minnesota Township Association article on donations to cemeteries as not recommended nor meeting the public purpose State Statute.</p> <p>Supervisor Messner requested the Board table the request until a copy of the Red Rose Cemetery Association by-laws can be obtained and reviewed.</p> <p>Clerk Wheeler introduced Emily Gable, Water Resource Specialist from Dakota County. The Property Committee has been working with Gable on the Town Hall septic system.</p> <p>Clerk Wheeler reported she called two LOCAL septic system contractors. Bakken Excavating had the “as built” records. Records were obtained, e-mailed to Dakota County. Non-compliance letter was negated with the understanding that Township hire a contractor to investigate and bring the septic system into compliance.</p> <p>Bakken Excavating designs and installs septic systems only. Wheeler called another local contractor, Advanced Septic Solution to meet the Property Committee at the Town Hall. Tom Wirtzfeld has all the state and county credentials necessary to investigate and bring the town hall septic to the compliance standards required by the MPCA.</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO APPROVE THE ADVANCED SEPTIC SOLUTIONS QUOTE TO INVESTIGATE THE PROBLEMS WITH TOWN HALL SEPTIC SYSTEM, RECOMMEND SOLUTIONS, WORK WITH THE COUNTY AND PROPERTY COMMITTEE TO MEET MPCA AND DAKOTA COUNTY COMPLIANCE REGULATIONS. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Right of Way Violation – 29669 BURMA AVE</p>	<p>Steve Wheeler reminded the Board that Wirtzfeld gave a “all you need to know presentation about septic system compliance” to the Board at the June meeting.</p> <p>Project Coordinator Wheeler presented the Board with a detailed quote from Advance Septic Solution of everything that might go wrong when trying to bring the Town Hall septic system into MPCA compliance. Wheeler requested the Board approve the quote and have the Property Committee oversee the compliance investigation and compliance work.</p> <p>Supervisor Messner reported that she met with Mr. Rutten on June 16, 2018 to discuss the lilac bushes that he planted when he built the home at 29669 Burma Avenue. She reported that Rutten stated he planted the shrubs when they were very small, and they have since matured, encroaching on the right of way.</p> <p>Rutten stated he would move the lilacs this fall. Fall is the best time to move shrubs.</p> <p>Supervisor Messner suggested that the Board pass a motion allowing Mr. Rutten until December 31, 2018 to remove his shrubs from the right of way</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO ALLOW MICHEAL RUTTEN UNTIL DECEMBER 31, 2018 TO REMOVE HIS SHRUBS FROM THE RIGHT OF WAY AT 29669 BURMA AVENUE. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Award Bridge Grant Engineering Study</p>	<p>Chairperson Odegard read the memo prepared by Bridge Grant Manager Elizabeth Wheeler dated July 6, 2018 regarding the scoring and selection of the Engineering firm that will prepare Rehabilitation Plans and Specifications for the L3275 Bridge.</p> <p><b><u>Bridge Grant Manager Elizabeth Wheeler wrote:</u></b></p> <p><b><i>“On July 2, 2018, Waterford Township received five proposals for the Waterford Bridge L3275 Rehabilitation Plans and Specifications Request for Proposals (RFP).</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Bolton &amp; Menk</i></b></li> <li>• <b><i>LHB</i></b></li> <li>• <b><i>Mead &amp; Hunt</i></b></li> <li>• <b><i>ONE</i></b></li> <li>• <b><i>SRF</i></b></li> </ul> <p><b><i>On July 6, 2018, the following stakeholders meet at Dakota County in Apple Valley to score the five proposals. Each stakeholder was asked to score the proposals ahead of time and then be prepared to discuss their scoring among the following:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>MnDOT – Dave Conkel – State Aid Bridge Engineer</i></b></li> </ul>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO AWARD “LHB” THE L3275 REHABILITATION PLAN AND SPECIFICATIONS PROJECT. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>• <i>MnDNR – Scott Haugen - Acquisition &amp; Development Specialist at Minnesota Department of Natural Resources</i> <ul style="list-style-type: none"> <li>○ <i>Note: representing Mill Towns Trail as Peggy Prowe was out of country</i></li> </ul> </li> <li>• <i>Dakota County – Lil Leatham – Senior Planner</i></li> <li>• <i>Dakota County – Todd Howard - Construction Engineer</i></li> <li>• <i>Waterford Township – Represented by Steven Wheeler – Engineer</i></li> </ul> <p><i>The five proposals each had their own strengths, experiences and expertise. All the proposals were on time and well done. The evaluation/scoring was tight. At the end of 2.5 hours of discussion, the Stakeholders selected and recommend to Waterford Township LHB. Selection highlights:</i></p> <ul style="list-style-type: none"> <li>• <i>Extremely thorough proposal – detailed and incorporated the gamut of tasks (Agencies, reviews, coordination, design specifications, etc.</i></li> <li>• <i>Demonstrated ability to perform historic bridge rehabilitation projects.</i></li> <li>• <i>Solid level of load capacity rating and truss analysis experience.</i></li> <li>• <i>Respected and sound engineers on the project–roles/responsibilities clearly articulated &amp; visually depicted.</i></li> <li>• <i>Good historic bridge plan preparation experience.</i></li> <li>• <i>Clear understanding of funding sources, time lines &amp; approvals – support for Township submittals.</i></li> <li>• <i>Prepared the 2014 L3275 report commissioned by the State of MN – good base of understanding of bridge.</i></li> <li>• <i>Quality control approach sound.</i></li> <li>• <i>High degree of training with technical design manuals – critical for future uses.</i></li> <li>• <i>Understand the items needing attention for the future proposed Mill Towns State Trail</i></li> <li>• <i>Overhead rate &amp; profit percentage lower - \$110,880 proposal divided by 976 project hours - average \$113.00 per hour</i></li> </ul> <p><i>I and the project stakeholders (Waterford, MnDOT, MnDNR, Dakota County) are recommending LHB as the Engineering Consultant to prepare the L3275 Rehabilitation Plans and Specifications and request a motion from the Township Board of Supervisors to accept the LHB proposal.”</i></p> <p>Bridge Project Manager Elizabeth Wheeler asked the Board of Supervisors to award the “engineering</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) L3275 Rehabilitation Plans &amp; Specification Project Professional Engineering Services Contract.</p>	<p>contract” to LHB based on the scoring process, and the recommendation of the stakeholders.</p> <p>Wheeler stated that according to the stakeholders, the Township was lucky to get five of the eight Engineering firms to respond to the RFP as each proposal cost between \$10,000 \$15,000 to prepare.</p> <p>Bridge Project Manager Elizabeth Wheeler provided an example of a professional Engineering Services contract that will need to be signed by both the Township and LHB before the Project can commence.</p> <p>Because of time constraints on this project Wheeler stated she cannot wait for the next Board meeting to get a Professional Services Contract approved by the Board. Wheeler is requesting that the Board approve the Professional Services Contract subject to any changes as deemed necessary by Township Attorney Mike Couri. Attorney Couri had an unexpected client emergency and was not able to review the contract. Wheeler said Couri would have the contract reviewed by tomorrow.</p> <p>Wheeler will send the attorney approved contract to LHB no later than Wednesday for their review. Any changes to the contract by LHB will need to be negotiated between LHB’s attorney and Township attorney Couri. Once the negotiations on the contract is complete, LHB will sign two copies and send them to the Township for signature by no later than the next Board meeting.</p>	<p>A motion (M2018-0xx) was made by Chairperson Odegard and seconded by Supervisor Messner TO APPROVE THE PROFESSIONAL SERVICES CONTRACT FOR THE L3275 REHABILITATION PLANS &amp; SPECIFICATION PROJECT SUBJECT TO ANY CHANGES AS DEEMED NECESSARY BY TOWNSHIP ATTORNEY MIKE COURI. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Approve quote to remove trees around 1909 Bridge.</p>	<p>Bridge Grant Manager Elizabeth Wheeler wrote a memo to the Board of the urgency of removing debris, trees, brush and wild parsnip from around the 1909 Waterford Bridge in preparation for the field work that will be occurring soon after the signing of the Professional Engineering Contract with LHB - memo copied below.</p> <p>Wheeler stated she got a quote from Matt Feldman of Cannon River Tree service to remove the trees along the abutments and <u>within ten feet of the bridge</u>. Trees cut down will be stacked ten feet away. Feldman can remove the cut down trees for an extra cost.</p> <p>Wheeler suggested in a memo to the Board that the need to remove Brush and Parsnip is urgent to allow for field work to be done by LHB in August.</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO APPROVE THE CANNON RIVER TREE SERVICE QUOTE OF \$1,250.00 TO REMOVE TREES FROM AROUND THE WATERFORD BRIDGE TO ALLOW ENGINEERING FIRM PERSONNEL TO CONDUCT FIELD WORK AS STATED IN MEMO FROM BRIDGE GRANT MANAGER ELIZABETH WHEELER. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Approve hiring of Klemenhagen for 1909 Bridge clean up.</p>	<p>Bridge Grant Manager Elizabeth Wheeler explained the need for two contractors to work on the project. Cannon River Tree Service will remove the trees within ten feet of the bridge. However, debris, brush and wild parsnip will not be removed by Cannon River</p>	<p>A motion (M2018-0xx) was made by Chairperson Odegard and seconded by Supervisor Wergin TO APPROVE HIRING CHARLENE KLEMENHAGEN AS AN EMPLOYEE OF THE TOWNSHIP WITH</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Tree Service. Wheeler is requesting the Board approve an additional contractor to do what is necessary to prepare the site - memo copied below:</p> <p><i>Removal of trees, brush and vegetation within ten feet of the bridge must be completed within a short period of time to allow the Engineering Consultants access to the Bridge to conduct the following field work:</i></p> <ul style="list-style-type: none"> <li>• <i>Technicians utilizing a laser scanner to collect field data</i></li> <li>• <i>Imaging of the portal elements and abutments.</i></li> <li>• <i>Registered professional land surveyor to collect topo information</i></li> <li>• <i>Photography documenting elements of bridge -member sizes - geometry of trusses - cross members.</i></li> <li>• <i>Historian for bridge deficiencies and historic character-defining-features.</i></li> <li>• <i>Engineers for load capacity and truss rating.</i></li> <li>• <i>Inspection teams for abutments, bridge, etc.</i></li> </ul> <p><i>Due to the overgrowth of the entire area, the collection of dumped debris and the size of the trees within ten feet of the Bridge, I believe the clearing project requires the work of two contractors; one to cut down the trees within ten feet of the Bridge and one to clear the area of brush and debris within ten feet of the Bridge.</i></p> <p><i>For the tree cutting I called Cannon River Tree Service and met Matt Feldman at the Bridge on Saturday evening. He provided an estimate for removal of trees within ten feet of the bridge. He did not estimate the removal of the trees from the area as I wasn't sure if the Board would approve the removal of the trees. Cannon Tree Service would dispose of the trees for an additional charge.</i></p> <p><i>For clearing brush and cleaning up the area I suggest we re-consider Charlene Klemenhagen's willingness and availability to do the work. My only concern is that the Township cannot wait until next month to approve a quote and then additional time to clear the brush and debris. Suggest the Board consider a per hour rate plus expenses for a dumpster to clear the ten-foot area of brush and debris with a not to exceed amount without additional approval.</i></p> <p><i>Time is limited to completing this project &amp; critical to compliance with the Grant deadlines.</i></p> <p><u><i>Budget to pay for clean-up</i></u></p> <p><i>1. <u>Grant Project Cost:</u> \$106,800. Waterford match is \$5,000. Total costs: \$111,800.</i></p>	<p>COVERAGE UNDER THE TOWNSHIP'S WORKERS COMP AND LIABILITY POLICIES TO REMOVE SMALL TREES, BRUSH, DEBRI AND WILD PARSNIP AROUND THE 1909 BRIDGE BEFORE THE ARRIVAL OF THE LHB ENGINEERING TEAM AT A RATE OF \$25.00 PER HOUR PLUS EQUIPMENT COSTS AND EXPENSES. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><i>The Engineering Study will cost \$110,800. The difference is \$1,000.</i></p> <p><i>2. <u>2018 Budget:</u> The Township budgeted \$5,000 for the Bridge. Wheeler suggested use the 2018 budgeted dollars to pay for the clearing of trees and clearing of brush/debris. This project cannot be part of the \$5,000 match as the project is \$110,800 (see #1 above).</i></p> <p><i>3. <u>2019 Budget:</u> The Township budgeted \$5,000 for the Bridge, Wheeler suggested using the 2019 budgeted \$5,000 to meet the matching grant requirement in #1 above.</i></p> <p>Wheeler stated that she had not reviewed this proposal with Klemenhagen prior to the meeting, thus must ask Klemenhagen if she is available in the next three weeks to do the work subject to Board approval.</p> <p>If the Board does not approve and or Klemenhagen is not available to do the work, Wheeler suggested that she would circle back around to Cannon River Tree Service to request they add debris removal, small tree removal, brush removal and wild parsnip removal to their initial quote.</p> <p>Wheeler advised the Board that Klemenhagen does not have liability insurance. If the Board approved Klemenhagen to do the work, it would require that Klemenhagen be covered by the Township's Workers Comp policy and the Township's liability policy.</p> <p>Board and Klemenhagen negotiated an hourly wage (time sheet form required) plus equipment costs (expense reimbursement form required) and expense costs (expense reimbursement form required).</p>	
<p>Motion (M2018-0xx) TABLE fiber optic installation Right of Way Application</p>	<p>Clerk Wheeler stated she has not received a satisfactory "Right of Way" application from Century Link for the fiber optics project. Wheeler stated she told Michael Dahl of Pearce Services that she would hold the check until she received a complete application including bond for approval by the Town Board.</p> <p>Wheeler recommends tabling the motion until the next meeting.</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO TABLE THE "RIGHT OF WAY" APPLICATION FOR FIBER OPTIC INSTALLATION UNTIL THE APPLICATION IS COMPLETE INCLUDING BOND. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Request Speed Study from the MnDot Metro District Traffic Engineering Office</p>	<p>Supervisor Messner is requesting the Board direct Clerk Wheeler to write the State of Minnesota requesting a "Speed Study" for Canada Avenue between County Road 47 and Highway 19. Messner stated that there is no cost to the Township, however</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Chairperson Odegard TO DIRECT CLERK WHEELER TO WRITE A LETTER TO THE MNDOT METRO DISTRICT</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>for Canada Avenue between County Road 47 &amp; Highway 19.</p> <p>Motion (M2018-0xx) Direct Clerk to send out quote requests for removal of trees in town road ditches.</p>	<p>the Town Board must pass a motion requesting the study. The speed study will result in speed limit recommendations on Canada Avenue. Without the speed study gravel roads are by law 55. mph.</p> <p>Supervisor Messner stated that the Road Committee would be meeting to drive the roads in the Township to mark trees for removal from the Town road ditches.</p> <p>Some Town roads have trees overhanging the roads that are causing obstructions for the farm implements, especially in the fall during harvest with combines.</p> <p>Last year Supervisor Odegard was notified of a combine that was damaged (\$32,000) to low hanging tree branches on 320<sup>th</sup>.</p> <p><b><i>POST MEETING INFO: According to the Federal Highway Administration and the Minnesota Administrative Rules 8820.9956 <u>minimum vertical clearance should be at least one-foot differential between the maximum legal vehicle height and the roadway.</u></i></b></p> <p><b><i>Example: John Deere combine vertical height is 14 feet – requiring a minimum fifteen-foot tree canopy clearance.</i></b></p>	<p>TRAFFIC ENGINEERING OFFICE REQUESTING A SPEED STUDY ON CANADA AVENUE BETWEEN COUNTY ROAD 47 AND STATE HIGHWAY 19. All in favor. Motion carried</p> <p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Chairperson Odegard TO DIRECT CLERK TO SEND OUT QUOTE REQUESTS FOR TREE REMOVAL FROM THE TOWN ROAD DITCHES ONCE THE ROAD COMMITTEE HAS DETERMINED WHAT TREES ON WHAT ROADS. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) Direct Clerk to send out quote requests for rural road maintenance and snow plowing.</p>	<p>Supervisor Messner explained that it has been over two years since the Town Board has requested quotes for road maintenance and snowplowing on the 15 miles of rural roads. The current Rural Road Maintenance &amp; Snow Plow contractor (Henry Excavating) has not had an adjustment based on cost of living, etc. in over two years.</p> <p>Supervisor Wergin stated that it is legal for the Board to hire a contractor and ask for quotes unless the services provided exceeds \$25,000.</p> <p>All three Supervisors discussed and agreed that they would not request quotes for the 15 miles of rural roads. Instead, Wergin suggested that the Road Committee negotiate with Mark Henry of Henry Excavating and bring the negotiated figures to the Board for approval.</p> <p><b><i>POST MEETING INFORMATION ON QUOTES AND OR BIDS PER THE OFFICE OF THE MINNESOTA STATE AUDITOR BASED ON MINN STAT. § 471.345</i></b></p> <p><b><i>1. Contracts estimated to have a value over \$100,000 must be made by sealed bids, solicited by public notice, and awarded to the</i></b></p>	<p>A motion (M2018-0xx) – <b><u>No formal action taken</u></b> - following the discussion a formal motion <b><u>was not made and approved</u></b> by the three supervisors to have the Road Committee negotiate with the current rural road maintenance and snow plow contractor (Henry Excavating) and bring the negotiated figures and terms to the Board for approval.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) Schedule a Work Session for Zoning Issues.</p>	<p><i>lowest responsible bidder. Bids should be retained for the period specified in a validly adopted records retention schedule. A contract should be executed in writing. Consider factors such as the bidder's financial responsibility, integrity, skill and ability, and the likelihood that the bidder will do satisfactory work. Include evaluation criteria for "responsible" bidders in the bid specifications.</i></p> <p><i>2. Contracts estimated to be worth more than <u>\$25,000, but not to exceed \$100,000</u>, can be made either by sealed bids or by direct negotiation based on quotations. Two or more quotes must be obtained if possible, and the quotations must be kept on file for at least one year.</i></p> <p><i>3. Contracts with estimated <u>values of \$25,000 or less</u> may be made either upon quotation or in the open market. The choice is within the discretion of the board. If quotations are used, at least two quotations must be obtained, if practicable, and the quotations must be kept on file for at least one year.</i></p> <p>Clerk Wheeler reminded the Board that Len Skluzacek came to the Board in April asking for some help with the zoning constraints within the Legal Non-Conforming Commercial area of the Rural Residential zoning district.</p> <p>Skluzacek returned to the Board in June during the public comment period to once again ask for the Board's help. The Board told Skluzacek to meet with the Clerk to discuss the details and get on a future agenda.</p> <p>Wheeler shared with the Board that she and Skluzacek meet for two hours to discuss his concerns and what he would like the Board to help him with.</p> <p>Wheeler also reminded the Board that Mr. Joseph Schnell, new property owner of the Tony's Towing property requested that the Board allow him to use the building for storage. Clerk Wheeler was assigned to work with Schnell by contacting the County as the property lies within the County's River Recreation zoning district.</p> <p>Wheeler reported to the Board that Schnell called before tonight's meeting stating that he had planned to come to tonight's meeting, but he just had a baby. Schnell ask Wheeler to share his plans with the Board. Schnell plans to use the building for his business and personal storage as his building is located between his home and his business locations. He plans to clean up</p>	<p>A motion (M2018-0xx) was made by Chairperson Odegard and seconded by Supervisor Wergin TO TABLE ALL ZONING REQUESTS, DIRECT CLERK TO SCHEDULE A WORK SESSION TO BE HELD ON AUGUST 2, 2018 AT 7:00 P.M. WITH PLANNING CONSULTANT ALEX CONZEMIUS FOR THE PURPOSE OF DISCUSSION ON A NEW ZONING DISTRICT AND UPDATING THE ZONING ORDINANCES. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>the property, the building and put on a new metal roof if the Board agrees to allow storage.</p> <p>Wheeler reported she contacted Dee McDaniel, Dakota County Environmental Resources department. McDaniel spoke with the County attorney. The County attorney stated that the County would allow the building to be used for storage. The property owner could not install a septic and or well as the property was not large enough to accommodate such an installation. McDaniel stated that the County was in favor of someone cleaning up the property and using the building for storage to eliminate the prior problems associated with the history of the vacant building.</p> <p>Wheeler reported that she has been working with Township Attorneys Mike Couri and Robert Ruppe on a host of legal issues including Annexation. During one of the Annexation calls, Wheeler mentioned the recent zoning requests to verify what would need to be done to update the ordinances to work with the zoning requests for Skluzacek and Schnell.</p> <p>Ruppe suggested the Township needs to look at amending and updating its comp plan and its zoning ordinances. Ruppe stated that the multiple zoning amendments, the multiple scratch outs and the multiple conditional use permits in the current zoning makes it difficult for the Board to manage, confuses the public and makes it more cumbersome from a legal perspective. Conditional use permits should be the exception not the rule. The way the current ordinances are written conditional uses are required as a method of managing the zoning thus the rule instead of the exception.</p> <p>Ruppe suggested a commercial district listing the approved uses and directed the Clerk to call Bolton and Menk and see if a commercial district could be included in the Comp Plan currently under review. Adding a commercial district would require Zoning Ordinance changes but instead of amending the Ordinances again, update the entire outdated 20+ year old document incorporating all the changes in one document instead of several amendments.</p> <p>Wheeler reminded the Board that the financial and time implications to the current parcel owner and or the future parcel owner is at least a \$1,000 for a public hearing. An undue hardship when a list of acceptable uses and specific language related to unacceptable uses could resolve the problem for the property owner and the Town Board.</p> <p>Wheeler prepared a report for Bolton &amp; Menk and the Town Board on 28 properties in Waterford Township that are used commercially within the Rural Residential and Ag-Preservation districts. Alex</p>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Conzemius, Township Planner agreed to prepare the zoning district map free of charge to show the Board what a new district might look like.</p> <p>Wheeler request the Board schedule a work session on August 1<sup>st</sup> or 2<sup>nd</sup> because time is critical to get the zoning district included in the comp plan currently under review and finalized December 31, 2018.</p> <p>Wheeler requested that the Board invite the Township Planner from Bolton &amp; Menk, Alex Conzemius to answer questions on the proposed commercial district. Wheeler reminded the Board the Township has over \$6,000 in permit fees acquired mostly from the two Solar Garden projects in an earmarked savings account that can only be spent for planning and zoning per State Statute.</p> <p>Wheeler will call Dakota County on the %5,000 CDBG grant funds that might still be available to the Township for updating the ordinances.</p> <p>All three Supervisors stated that they were in favor of a separate commercial zoning district as well as updating the Zoning Ordinances if both the Planner and the Township Attorney could assure them that Highway 3 would not become a commercial zone like south Highway 3.</p> <p>Board had a discussion on the Olsen Brothers building and the current internet sales business as a zoning issue. Everyone agreed that the upcoming Comp Plan amendments and updating the zoning ordinances project should eliminate the zoning issue related to the building.</p> <p>Supervisor Messner stated while in favor of updating ordinances she does not want retail or big box as allowable uses.</p>	
<b>COMMITTEE REPORTS</b>		
<i>Road Committee Report</i>	Road Committee – Board Liaison Liz Messner reported that the Road Committee will be working on the 2020 budget in an August committee meeting.	Report only – no action
<i>Budget Committee Report</i>	<p>Budget Committee – Chairperson Marie Struss reported the Budget Committee has met several times to work through the 2019 budget line by line.</p> <p>Anticipate the Budget Committee will meet again before the Re-convened Annual Meeting on August 13, 2018 to discuss the 1909 Bridge, the Town Hall, the Northfield Fire Hall, etc.</p>	Report only – no action.
<i>Property Committee Report</i>	Property Committee Project Coordinator Steve Wheeler updated Board on the Dudley Bridge railing. Wheeler stated that he has been working with the State Bridge Engineer, Dakota County Engineer and Mike	Report only – no action.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Pederson to get the concrete and the bridge railing repairs done to State Bridge standards.</p> <p>Wheeler announced that Todd Howard, Dakota County Engineer stated that the County would make the concrete repairs according to State Bridge standards. Anticipate the concrete repair will be done this month.</p> <p>Wheeler stated he was working with Mike Pederson on the State Bridge specification for fabrication, plating, and painting.</p> <p>Wheeler stated the two-year-old estimate does not include the State Bridge standards thus Wheeler will get an updated quote for Board approval including time, materials and installation.</p>	
CITIZEN COMMENTS		
Jerry Wicklund	<p>Wicklund questioned the village road maintenance bills and recommended that contractors be required to seek authorization to do work before they do the work.</p> <p>Clerk Wheeler stated that the Property Committee will be looking at contractor contracts and making recommendations to the Board. Wheeler stated that Castle Rock and Greenvale have contracts and she will be obtaining those contracts for study by the Property Committee.</p> <p>Wheeler reported that she was researching Town Hall records for the Township Attorney in preparation for the Annexation law suit and found that the Township did have contractor contracts but hasn't had contractor/vendor contracts for several years.</p> <p>Wheeler stated that the Minnesota Township Association and the Township Attorney recommends the Township have all contractors/vendors sign contracts defining roles and responsibilities, licensing, liability and workers comp insurance, work standards and termination. Signed contracts protect the Township from liability.</p> <p><b>Note: Wicklund had additional questions and comments, but because he was seated in the audience instead of at the podium his comments were not clear on the recording.</b></p>	Comment period – no action taken
Tom Devney	<p>Devney stated that he agrees with Supervisor Messner. Times have changed, and it is time to look at the zoning districts and allowable uses to ensure that the property owners can sell their properties competitively.</p> <p><b>Note: Devney had additional questions and comments, but because he was seated in the audience instead of at the podium his comments were not clear on the recording.</b></p>	Comment Period – no action taken

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>TOWN BOARD REPORTS</b>		
	Township Chairperson Larry Odegard reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.
	Township Supervisor Frank Wergin reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.
	Township Supervisor Liz Messner reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.
	Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None.</li> </ul>	No report – no action required.
	Township Deputy Treasurer Jane Dilley reported, followed up or following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.
	Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Chairperson Odegard and seconded by Supervisor Wergin to adjourn the meeting at 9:12 p.m. All in favor. Motion carried.

Recorded & Transcribed by:



Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP

“where the path from the past & the future meet”



**Meeting: Waterford Township Monthly Meeting & Reconvened Annual Township Meeting**

**Date:** August 14, 2018 **Location:** Township Hall – 3847 321st St W – Northfield, MN 55057

<b>Regular Board Meeting -</b>	<b>Start Time:</b>	7:02 p.m.	<b>Recess Time:</b>	7:14 p.m.
<b>Reconvened Annual Township Meeting:</b>	<b>Start Time:</b>	7:15 p.m.	<b>Adjourn Time:</b>	7:48 p.m.
<b>Re-convene Board Meeting:</b>	<b>Re-convene Time:</b>	7:49 p.m.	<b>Adjourn Time:</b>	8:46 p.m.

**Board Members Present:** Acting Chairperson/Supervisor Liz Messner; Frank Wergin – Township Supervisor; Charlene Klemenhagen-Township Treasurer; Jane Dilley – Deputy Treasurer; Elizabeth Wheeler -Township Clerk

**Board Members Absent:** Chairperson/Supervisor Larry Odegard;

**Others present:** Frank Gerdesmeier, Marie Struss, Bryan Nelson, Jerry Wicklund, Steve Wheeler, Len Skluzacek, Karl Brockton, Theresa Bentz

Item	Discussion/Conclusions	Action
Call to Order	At 7:02 p.m. Acting Chairperson/Supervisor Liz Messner called the meeting to order explaining that Chairperson Odegard called the Clerk this afternoon stating that he was unable to attend the Board meeting.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Acting Chairperson/Supervisor Liz Messner.
Approve or Amend Agenda	<p>Add</p> <ul style="list-style-type: none"> <li>• Approve 2019 Budget &amp; 2019 Levy</li> <li>• Appoint Jerry Wicklund to Road Committee</li> </ul> <p>Remove</p> <ul style="list-style-type: none"> <li>• Clerk Wheeler explained due to the extra projects requiring the Clerk’s attention in June/July/August including Bridge Grant, annexation records search, building permits, and family commitment the May Minutes <u>are transcribed</u> but did not get e-mailed to Supervisors for review prior tonight’s meeting</li> </ul>	A motion was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to approve the <b>REGULAR</b> agenda for August 14, 2018 removing the May 14, 2018 meeting minutes, add appointment and add Budget & Levy approval on consent agenda. All in favor. Motion carried.
<b>Consent Agenda</b>		
Approval of Consent Agenda	<p>Regular Board Meeting Minutes</p> <ul style="list-style-type: none"> <li>• July 9, 2018 – Regular Board Meeting Minutes</li> <li>• August 1, 2018 – Treasurer’s Report</li> <li>• August 1, 2018 - Claims</li> </ul>	A motion was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to approve the <b>CONSENT</b> agenda for August 14, 2018 as amended. All in favor. Motion carried.

# WATERFORD TOWNSHIP

“where the path from the past & the future meet”

Item	Discussion/Conclusions	Action																																													
<b>Recess Regular Board Meeting</b>																																															
<b>Recess</b> the Regular August 14, 2018 Board Meeting	Township Board recesses the Regular Township Board Meeting to reconvene the March 13, 2018 Annual Township Meeting. Regular Township Board meeting will re-convene at the adjournment of the Annual Township Meeting.	A motion was made by Acting Chairperson/Supervisor Messner and seconded by Supervisor Wergin to <b>RECESS THE REGULAR TOWNSHIP BOARD MEETING AT 7:15 P.M.</b> All in favor. Motion carried																																													
<b>Reconvened Annual Township Meeting</b>																																															
<b>Reconvene</b> the March 13, 2018 Annual Township Meeting	<p>Clerk Wheeler stated that a motion was made at the March 13, 2018 Annual Township meeting to recess the meeting until August 14, 2018.</p> <p>Clerk Wheeler stated that the “draft” Annual Meeting minutes have been posted on the Township website since March 2018 for taxpayer review. “Draft” Annual meeting minutes will be approved at the next Annual Meeting in March 2019.</p>	A motion was made by Waterford resident Steve Wheeler and seconded by Waterford resident Liz Messner to <b>RECONVENE THE MARCH 13, 2018 ANNUAL TOWNSHIP MEETING AT 7:15 p.m.</b> All in favor. Motion carried																																													
Nominate Moderator <i>Jerry Wicklund</i>	<p>Clerk Wheeler asked for a motion from the floor to re-convene the March 13, 2018 Annual Township Meeting.</p> <p>Clerk Wheeler asked for nominations from the floor to elect a Moderator for the re-convened Annual Township Meeting.</p>	A motion was made by Waterford resident Liz Messner and seconded by resident Frank Wergin to <b>NOMINATE RESIDENT JERRY WICKLUND AS MODERATOR.</b> All in favor. Motion carried																																													
Budget Committee - <i>Chairperson Marie Struss</i>	Struss stated that the Budget Committee recommends a \$297,000 tax levy for 2019 as outlined on the handout below prepared by Deputy Treasurer Jane Dilley.	Presentation – no action required																																													
	<table border="1" data-bbox="397 1150 1003 1837"> <tbody> <tr> <td colspan="3" style="background-color: yellow;"><b>OPERATING FUNDS</b></td> </tr> <tr> <td>\$ 92,400</td> <td>General</td> <td></td> </tr> <tr> <td>\$ 102,000</td> <td>Roads</td> <td></td> </tr> <tr> <td>\$ 21,600</td> <td>Fire</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>\$ 216,000</b></td> </tr> <tr> <td colspan="3" style="background-color: yellow;"><b>MAJOR CAPITAL</b></td> </tr> <tr> <td>\$ 18,000</td> <td>Roads</td> <td></td> </tr> <tr> <td>\$ 18,000</td> <td>Town Hall</td> <td></td> </tr> <tr> <td>\$ 5,000</td> <td>Iron Bridge</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>\$ 41,000</b></td> </tr> <tr> <td colspan="3" style="background-color: yellow;"><b>MAJOR OPERATING</b></td> </tr> <tr> <td>\$ 10,000</td> <td>Fire</td> <td></td> </tr> <tr> <td>\$ 30,000</td> <td>Legal</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>\$ 40,000</b></td> </tr> <tr> <td colspan="2" style="background-color: yellow;"><b>GRAND TOTAL</b></td> <td style="background-color: lightgreen;"><b>\$ 297,000</b></td> </tr> </tbody> </table>	<b>OPERATING FUNDS</b>			\$ 92,400	General		\$ 102,000	Roads		\$ 21,600	Fire				<b>\$ 216,000</b>	<b>MAJOR CAPITAL</b>			\$ 18,000	Roads		\$ 18,000	Town Hall		\$ 5,000	Iron Bridge				<b>\$ 41,000</b>	<b>MAJOR OPERATING</b>			\$ 10,000	Fire		\$ 30,000	Legal				<b>\$ 40,000</b>	<b>GRAND TOTAL</b>		<b>\$ 297,000</b>	
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**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
	<p>Struss explained that the Budget Committee (Marie Struss-Chairperson, Char Klemenhagen – Treasurer, Jane Dilley – Deputy Treasurer, Larry Odegard – Board Liaison) met several times in the past 12 months to prepare a 2019 proposed budget and 2019 proposed levy.</p> <p>Struss explained that the committee has been working to develop proposed budgets and proposed levies for three years now and the result is that the committee works from a spreadsheet that includes 2016, 2017 &amp; 2018 budgets. Using the spreadsheet, the committee continually monitors the current budget and the current claims and reports to the Board monthly.</p> <p>Using the “working” spreadsheet, the committee worked to develop a 2019 proposed budget and a 2019 proposed levy. Each line item on the budget was discussed. Each line item was adjusted as necessary resulting in the proposed budget and levy.</p> <p>Several factors resulted in the proposed levy:</p> <ol style="list-style-type: none"> <li>1. The remodeling of the fire station on 5<sup>th</sup> street in Northfield is a cost that has climbed steady since the project was initiated. The Township has been alerted to the fact that “fire service costs” will increase significantly but it is unknown as to how much until the project is completed. The Township shares in the cost of fire services.</li> <li>2. Cost of living as per Resolution 2018-09. An example of the necessity of a cost of living clause is the estimated 20% increase in lumber and steel. Cost such as this trickle down to increases in contractor services, etc.</li> <li>3. Reserves - to ensure that the Township remains financially sound, reserve funds is an investment now to save later. The Township, based on resolution 2018-09 must discontinue use of line of credit and borrowing by setting up reserves to anticipate costs in the future, such as the Barnard Bridge, Dresden Avenue, Town Hall, legal, increased fire service costs, etc. Capital improvement reserves and major operating reserves are preparing for the future when the projects and or the costs come due.</li> <li>4. Adequate reserves allow for unexpected expenses that the Township did not foresee occurring. Example is the Township website.</li> </ol> <p>Struss asked Clerk Wheeler – the website administrator - to explain the recent notification on the Township website. Wheeler explained:</p>	

# WATERFORD TOWNSHIP

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Item	Discussion/Conclusions	Action
	<ol style="list-style-type: none"> <li>1. The current website is part of a Google Account that Shawn Dudley generously offered to use to set up a “Township Website”. But now Google has notified Dudley that the current website platform will not be supported by Google starting sometime in November.</li> <li>2. The current website was a “temporary, free, quick” solution to the Township’s need to have a website as requested by the Township taxpayers.</li> <li>3. When the website was created it was unknown if it would be utilized, thus the “temporary, free, quick” solution. The website has become a communication tool that is used frequently (almost 9,000 visits since it was created in late 2015).</li> <li>4. The website has become the Townships’ electronic storage platform thus must be backed up – not a feature available with current google website.</li> <li>5. The current website is not “hosted” on its own thus difficult to find. If you don’t know it is on the Dakota County website, you can’t find it. Dakota County allows Townships to “park” their website. The “park” consists of a link to our website thus the Township’s website is not hosted and or back up by Dakota County.</li> </ol> <p>Wheeler stated she will be researching options and providing those options to the Property Committee for input and eventually recommend options to the Town Board for approval.</p> <p>Struss reminded that Board and those present of the time line in the budgeting and levy process:</p> <ol style="list-style-type: none"> <li>1. The proposed 2019 budget and the 2019 proposed levy process started in the Budget Committee twelve months ago.</li> <li>2. Proposed 2019 budget and the 2019 proposed levy is presented for Board approval on August 14, 2018 and following approval is submitted to Dakota County by no later than September 15<sup>th</sup>.</li> <li>3. Based on the approved levy by the Board the County will then prepare proposed property tax statements which are received by Township taxpayers in November 2018.</li> <li>4. Dakota County collects the first installment of the 2019 tax levy in May 2019 from the Township taxpayers. The tax collected is then deposited in the Township checking account in July 2019.</li> <li>5. The second installment of the 2019 Levy is collected by the County in October/November</li> </ol>	

**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
	<p>2019 and deposited in the Township bank account in December 2019 &amp; January 2020.</p> <p>Struss stated that before the tax installments are received the Township must have operating funds to pay the bills, thus the need for adequate funding and reserves.</p> <p>Resident Frank Wergin asked for clarification on the legal fee operating reserve.</p> <p>Struss stated the reserve is necessary to ensure that when legal matters come up that the Township. An example of operating without a legal reserve is the current legal action the Township.</p> <p>The City of Northfield stopped payments on the 1980 Annexation Agreement in 2010. It was reported to Board that the “Township doesn’t have any money to file a law suit for breach contract”. The need to file a law suit is to enforce the annexation agreement not only for the lack of payment but to avoid unwanted annexation. Because of the lack of funds, the Township was unable until pursue action until 2018.</p> <p>Struss also stated that if the District Court rules in the Township’s favor, the City of Northfield has the right to “appeal” the decision. The Township would then need to pay for legal representation in the appeals process.</p> <p>Clerk Wheeler stated that all kinds of “legal” matters come up and seeking legal advice is critical to decision making. Examples are the legal complications of zoning enforcement, road and bridge issues, fiduciary, contract issues (most recently the contract for Engineering Service on the Waterford Bridge), quoting and bidding issues, etc.</p> <p>Wheeler stated she gets as many legal opinions from the Minnesota Township Association as possible because the Township’s membership in the Association allows for legal inquiry. However, when it becomes specific to a Township issue the Association will refer the Township to the Township Attorney.</p> <p>Resident Frank Wergin also wanted clarification on the building permit process and the need for operating reserves.</p> <p>Clerk Wheeler explained:</p> <ol style="list-style-type: none"> <li>1. Two types of building permits – MNSPECT issued and Clerk issued.</li> <li>2. Clerk issued permits require no plan review and thus are issued and the fees collected. Once the inspection is completed by MNSPECT,</li> </ol>	

**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
	<p>MNSPECT bills the Township. Thus, the Township does not need to have reserves for paying the “Clerk issued” permits.</p> <ol style="list-style-type: none"> <li>3. MNSPECT issued permits are more complicated in that when the permit is submitted to MNSPECT for plan review the Township collects via way of the fee schedule a deposit. Once the permit is issued the Clerk collects the balance of the permit fees.</li> <li>4. MNSPECT does not bill the Township until MNSPECT issues the permit and the Township collects the remaining fees, thus the fees are collected before the Board authorized the MNSPECT bill to be paid.</li> </ol> <p>Clerk Wheeler explained the “fee revenue” from the Building Permit process.</p> <ol style="list-style-type: none"> <li>1. Numerous costs (plan review, permit fee, site inspection, copies, miscellaneous, state surcharge, penalties, etc.) are billed by MNSPECT according to a 1996 fee schedule.</li> <li>2. The Township receives 15% of the “permit fee” to administer to the building permit process. The 15% is called “fee revenue” according to State Statute.</li> <li>3. In most cases the “fee revenue” is small but whenever there is a multi-million-dollar solar garden, the “fee revenue” is substantial. The two solar gardens “fee revenue” for the Township was over \$5,000.</li> <li>4. The “fee revenue” can not be used to operate the Township but can be used for professional services for Planning, Zoning, Engineering and some administrative costs.</li> <li>5. The Township has a “fee revenue” reserve that will be used for the upcoming establishment of a new zoning district, rezoning properties and a complete codification of the 30-year-old Zoning Ordinances. In other words, no cost to individual taxpayers via a levy to pay for the zoning work of the Township.</li> <li>6. Wheeler stated that the Township via way of a fee schedule charges \$50 administrative fee on each permit to cover the costs of administration including the Planning Commission meeting costs.</li> </ol>	



**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
<b>Annexation Update</b>	<p>the work – the Township is not part of the selection process.</p> <p>3. The work must start after the Grant is awarded not before. If work begins before the Grant award the grant would be invalid thus the need to wait until November to start the work.</p> <p><b>Post Meeting update: Attorney unable to get a “scope of work” submitted so Clerk Wheeler researched comprehensive plan and zoning ordinance scope of work and wrote a two-page letter. Sent the letter to Margaret Dykes at Dakota County on August 25, 2018.</b></p> <p><b>Wheeler &amp; Dykes conferred by e-mail until an acceptable scope of work including updating and codifying the 30+ year old Ordinances was finalized. Dykes wrote the RFP, Wheeler reviewed and suggested a couple of changes, Dykes finalized and mailed RFP on September 7, 2018. Six consulting firms have until October 5, 2018 to submit a proposal. (Bolton &amp; Menk, Sambatek, WSB, SRF, Stantec, LHB)</b></p> <p><b>Dakota County will review proposals and select firm for project. November 12, 2018 Board Agenda will contain a motion to accept the grant funds. Work will begin by no later than November 15, 2018 and will be completed no later than March 15, 2018.</b></p> <p>Clerk Wheeler reported that she has been searching Township Hall for records needed for the law suit. Unable to find minutes from 1980. Wheeler stated that she wonders if the records she needs were some of the records that Chairperson John Dudley stated were given to the Dakota County Historical Society. Wheeler stated that she asked Dudley in 2014 for a list of documents given to the Historical Society but he said he didn’t have such a list.</p> <p>Wheeler stated that the Township Attorney told her that the law suit has been scheduled in Dakota County District Court in Hastings for September 20, 2018. Time and court room information is not yet available.</p> <p>Public can watch the proceedings but no input. Only the two attorneys will be arguing before the judge.</p>	Report only – no action required.
<b>Planning Commission</b>		
Commission report	<p>Planning Commission was Chairperson Bryan Nelson reported the Planning Commission met on Monday, July 2, 2018.</p> <p>No zoning review.</p>	Report only - No action necessary

# WATERFORD TOWNSHIP

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Item	Discussion/Conclusions	Action
<p>Motion M2018-xxx <i>Appoint Theresa Bentz to Planning Commission</i></p>	<p>Nelson requested the Board appoint Theresa Bentz to the Planning Commission to fill the vacancy left by Doug Bakken.</p> <p>Board Liaison Elizabeth Wheeler introduced Bentz. Bentz moved to Waterford Township six years ago, works from home for St. Catherine University and is currently working on her doctorate in Rural Health.</p> <p>Wheeler continued by saying that Theresa is an Occupational Therapist and did work at the Mayo Health Systems before beginning her work with her current employer St. Catherine.</p> <p>Wheeler stated Theresa has lived in Waterford for six years and works from home. Her employer and her doctorate studies requires she gets involved in her local community.</p> <p>Bentz stated that she loves her country home, loves living in Waterford, appreciates the opportunity of getting to know her neighbors, look forward to serving on the Planning Commission and getting more involved in the township.</p> <p>Wheeler stated that Bentz has also volunteered to serve as an Election Judge. Bentz will attend Election Judge training at Dakota County in October.</p>	<p>Motion M2018-xxx was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to APPROVE THE APPOINTMENT OF THERESA BENTZ TO THE PLANNING COMMISSION TO FILL THE VACANCY LEFT BY DOUG BAKKEN. All in favor. Motion carries.</p>
<b>Regular Agenda</b>		
<p>Motion M2018-xxx <i>Approve Brockton property (parcel #41-0800-26-010) improvement</i></p>	<p>Karl Brockton, parcel # <b>41-00800-26-010 – parcel located just north of Highway 3 and 297<sup>th</sup> Street.</b> Brockton explained that he inherited the property upon the death of his parents. The trailer home was removed leaving a couple of outbuildings.</p> <p>Brockton stated that he wants to change the doors on an outbuilding which will require some structural changes to the building including adding a 12 to 14-foot extension to the west and raising the roof to accommodate 12-foot doors. At least 500 feet to the road thus meets the required setbacks.</p> <p>Brockton stated he lives in Northfield. He plans to use the outbuildings as storage for his Recreational Vehicle and other personal property.</p> <p>He wants to Board to approve the concept to ensure that before he hires a design contractor and applies for a building permit he is assured he can make changes to the outbuildings.</p> <p>Supervisor Messner stated that the Zoning Ordinance 4.04 C states that a parcel cannot have an outbuilding without a home on the property. However, Messner stated that the property did have a home on the parcel</p>	<p>Motion M2018-xxx was made by Acting Chairperson/Supervisor Messner and seconded by Supervisor Wergin to APPROVE 12 TO 14 FOOT ADDITION AND INSTALLATION OF TWELVE FOOT DOORS ON THE OUTBUILDINGS ON PARCEL #41-0800-26-010 FOR THE PURPOSES OF PROPERTY OWNERS PERSONAL STORAGE PROVIDED PROPERTY OWNER WORKS WITH CLERK WHEELER TO ACQUIRE THE NECESSARY BUILDING PERMIT. All in favor. Motion carries.</p>

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Item	Discussion/Conclusions	Action
<p>Motion M2018-xxx <i>Approve Public Hearing Date for Establishment of Zoning District &amp; Re-zoning properties</i></p>	<p>when the outbuildings were built. Thus, updating the outbuildings for storing the property owner’s personal property after the home was removed is not in violation of the Zoning Ordinances. Improvement to property is encouraged.</p> <p>Clerk Wheeler reported that she has been working with Bolton and Menk on a Public Hearing date because of the August 23, 2018 Work Session regarding the establishment of a Commercial Zoning District for 13 parcels and the re-zoning of 10 parcels as requested by several property owners in the current Legal Non-conforming area of the Rural Residential district.</p> <p>To allow time for the public notice, the letters to surrounding property owners and to avoid holiday and the first day of school, September 11<sup>th</sup> would be an acceptable date provided the Planning Commission and the Town Board can attend.</p>	<p>Motion M2018-xxx was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to APPROVE NOTICE OF A PUBLIC HEARING SCHEDULED FOR SEPTEMBER 11, 2018 AT 7:00 P.M. TO ESTABLISH ZONING DISTRICT AND REZONING OF PROPERTIES. All in favor. Motion carries.</p> <p>Clerk Wheeler will publish notice at least ten days prior and send out letters to approximately 117 parcel owners as required by the current Zoning Ordinance.</p>
<p>Motion M2018-xxx <i>Approve Transfer of funds from Checking to Savings</i></p>	<p>Clerk Wheeler explained that the Township received “Town Aid” from the State directly into the checking account. According to Resolution 2018-09 Town Aid is funding that must be earmarked as General Fund Reserve until the fund has at least \$100,000.</p>	<p>A motion (M2018-xxx) was made by Acting Chairperson/Supervisor Messner and seconded by Wergin TO APPROVE TRANSFERRING THE FIRST HALF OF THE 2018 TOWNSHIP AIDE PAYMENT FROM THE STATE FOR \$343.00 FROM THE TOWNSHIP’S CHECKING ACCOUNT TO THE TOWNSHIP’S SAVINGS ACCOUNT AND EARMARKED FOR RESOLUTION 2018-09 GENERAL RESERVE FUND.</p>
<p>Motion M2018-xxx <i>Approve transfer of funds from checking to savings</i></p>	<p>Clerk Wheeler stated that she received an anonymous donation of \$100 cash in an envelope for the Memorial Fund. Clerk deposited the cash directly into the Township’s checking account. A motion to move the donation to the savings account an earmark as “Memorial Garden” fund.</p> <p>The “Memorial Garden” will be a project that the Property Committee will be working on in 2019.</p>	<p>A motion (M2018-xxx) was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner TO APPROVE TRANSFERRING THE ANYOMOUS DONATION OF \$100.00 FROM THE TOWNSHIP’S CHECKING ACCOUNT TO THE TOWNSHIP’S SAVINGS ACCOUNT AND EARMARKED FOR THE MEMORIAL GARDEN. All in favor. Motion carried</p>
<p>Motion M2018-xxx <i>Approve transfer of funds from Checking to Savings..</i></p>	<p>Clerk Wheeler keeps a “reconciliation” spreadsheet for all building permits. The 15% of the permit fees charged to a property owner is separated out and remains in the checking account until year end when a request to move the Township’s share of permit fees from checking to savings and earmarked as “Fee Revenue”.</p>	<p>A motion (M2018-xxx) was made by Acting Chairperson/Supervisor Messner and seconded by Supervisor Wergin TO APPROVE TRANSFERRING THE 2017 BUILDING PERMIT FEES OF \$6,354.00 FROM THE TOWNSHIP’S CHECKING ACCOUNT TO THE TOWNSHIP’S</p>

**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
<p>Motion M2018-xxx <i>Schedule Work Session and Special Meeting for September 17, 2018.</i></p>	<p>Clerk stated that she is required to account for all “fee revenue” in an annual report to the Department of Labor. Expenditures must be detailed in the annual report. Taking the fees from the checking account and earmarking the funds allows for reconciliation and accountability. Fee revenue has a limited allowable usage thus the annual report to the state to ensure Townships are complying with the State Statute #326B.145.</p> <p>Clerk Wheeler reported to the Board to continue to move the Comprehensive Plan amendment and the Zoning Amendments along a Work Session and Special Meeting should be scheduled for September 17, 2018 at 8:00 p.m.</p> <p>Clerk Wheeler stated that she will be taking minutes for the Public Hearing on the 11<sup>th</sup> and then transcribe the “Finding of Facts” for the Board for the September 17, 2018 meeting. It is hoped that the Board will be able to discuss the Finding of Facts at the Work Session followed by a Resolution in the Special Session to adopt the Establishment of a Commercial District and re-zoning 10 other properties.</p> <p>Clerk Wheeler stated that getting this done will allow the Township to work on the updating and codifying of the Zoning Ordinances in November when the grant money becomes available.</p>	<p>SAVINGS ACCOUNT AND EARMARKED FOR “FEE REVENUE”. All in favor. Motion carried</p> <p>A motion (M2018-xxx) was made by Acting Chairperson/Supervisor Messner and seconded by Supervisor Wergin TO APPROVE A WORK SESSION AND SPECIAL MEETING FOR SEPTEMBER 17, 2018, TIME TO BE DETERMINED FOR DISCUSSING FINDING OF FACTS FROM THE SEPTEMBER 11<sup>TH</sup> PUBLIC HEARING AND PASSING A RESOLUTION TO ESTABLISH A COMMERCIAL DISTRICT AND RE-ZONE 10 PARCELS. All in favor. Motion carried</p>
<p>Motion M2018-xxx <i>Appoint Jerry Wicklund to Road Committee</i></p>	<p>Township Resident Jerry Wicklund lives on a gravel road and has been attending the Regular Board meetings regularly and has request to be appointed to the Road Committee.</p> <p>Road Committee Chairperson Steve Wheeler request that the Board appoint Jerry Wicklund because of the need to get more people involved in planning road projects, road budgets and monitoring expenditures as the 2019 Road Budget is 35% of the total levy for 2019.</p>	<p>Motion M2018-xxx was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to APPOINT TOWNSHIP RESIDENT JERRY WICKLUND TO THE ROAD COMMITTEE. All in favor. Motion carries.</p>
<p>Motion M2018-xxx <i>Approve Dudley Birdge Railing Repair</i></p>	<p>Road Committee Chairperson Steve Wheeler requests the Board approve the quote from Peterson Equipment to repair the bridge railing on the Dudley bridge that was damaged in 2013 from a fallen tree.</p> <p>Wheeler reported that he worked with the State of Minnesota, Dakota County and Peterson Equipment to get repairs made to the concrete and the railing. Repairs will be done to state specifications and should pass a state bridge inspection.</p>	<p>Motion M2018-xxx was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to APPROVE THE PETERSON EQUIPMENT ESTIMATE OF \$3,048.00 TO REPAIR RAILING DAMAGE FROM A FALLEN TREE ON THE DUDLEY BRIDGE IN 2012. All in favor. Motion carries.</p>

# WATERFORD TOWNSHIP

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Item	Discussion/Conclusions	Action
<p>Motion M2018-xxx <i>Rescind M2017-123 from November 13, 2017 Regular Board Meeting</i></p>	<p>Wheeler also reported that Dakota County Todd Howard was instrumental in getting a “concrete repair” crew out to do the concrete repairs at no cost to the Township.</p> <p>Wheeler also reported that the estimate of \$3,048.00 includes the higher cost of steel, the galvanized and painting specs and the installation which requires removing at least five bolts and reinstalling.</p> <p>Clerk Wheeler reported that she was asked to call the Minnesota Township Association by the Road Committee to get the legal requirements of right of way installations, break away barrier requirements and dimension requirements to plan for the installation of a cable and post barrier on the northwest end of the Dudley Bridge for stopping motorist from trespassing on the Carleton College Arboretum property.</p> <p>Clerk Wheeler reported that the Township Association lawyer Steve Fenske stated that the Township cannot expend taxpayer’s money to install a cable &amp; post barrier in the right of way for the purposes of trespassing onto private property. Fenske stated the Board must rescind the motion authorizing the installation and notify Carleton College.</p> <p>Clerk Wheeler is requesting the Board rescind Motion 2017-123 as passed on November 12, 2017.</p>	<p>Motion M2018-xxx was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to RESCIND MOTION 2017-123 PAST ON NOVEMBER 13, 2017 AS IT IS ILLEGAL TO USE TAXPAYER DOLLARS TO INSTALL A CABLE AND POST BARRIER TO STOP MOTORISTS FROM TRESPASSING ON TO PRIVATE PROPERTY. All in favor. Motion carries.</p> <p>Clerk Wheeler will call Nancy Braker, Carleton Arboretum Director to explain the Township’s reversal on the cable and post barrier project. Wheeler will also send a letter and return the \$1,000 cost sharing check.</p>
<p>Motion M2018-xxx <i>Approve the LHB Engineering Services Contract</i></p>	<p>Clerk Wheeler explained that the original contract that the Township sent the Township Attorney was not satisfactory and the Township Attorney drafted a contract. Attorney sent the “draft” contract to LHB for review and comment.</p> <p>LHB’s attorney wanted some changes. Both attorneys talked and agreed on changes. The resulting contract was signed by LHB and forwarded to Waterford for signature.</p> <p>Clerk Wheeler is requesting that the Township approve the Engineering services contract and sign as necessary.</p>	<p>Motion M2018-xxx was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to APPROVE THE LHB ENGINEERING SERVICES CONTRACT AS PART OF THE WATERFORD TOWNSHIP BRIDGE GRANT. All in favor. Motion carries.</p> <p>Wheeler will forward signed contract to LHB.</p>
<p>Motion M2018-xxx <i>Approve the 2019 Budget and the 2019 Levy as recommended by the Budget Committee</i></p>	<p>Budget Committee Chairperson Marie Struss requested the Board approve the 2019 Budget and the 2019 Levy.</p> <p>Struss stated that the 2019 Budget and the \$297,000 Levy were presented and discussed at length at the Reconvened Annual Township meeting on August 14, 2018.</p>	<p>Motion M2018-xxx was made by Acting Chairperson/Supervisor Messner and seconded by Supervisor Wergin to APPROVE THE 2019 BUDGET AND SET THE 2019 LEVY AT \$297,000 AS RECOMMENDED BY THE BUDGET COMMITTEE AND TOWNSHIP TAXPAYERS. All in favor. Motion carries.</p>

# WATERFORD TOWNSHIP

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Item	Discussion/Conclusions	Action
	Taxpayers at the reconvened meeting were unanimous in supporting the Budget Committees recommendation.	Treasurer and Deputy Treasurer will file the 2019 Tax Levy paperwork with Dakota County by the September 15, 2018 deadline.
<b>COMMITTEE &amp; BOARD REPORTS</b>		
<p><b><u>BUDGET COMMITTEE</u></b></p> <p><b><u>ROAD COMMITTEE</u></b></p>	<p><b><u>BUDGET COMMITTEE</u></b> – reporting done during the Reconvened Annual Meeting</p> <p><b><u>ROAD COMMITTEE</u></b> – Chairperson Steve Wheeler stated that the Road Committee was not able to meet as scheduled due to illness and work conflict, so the report is as follows:</p> <p><b><u>Right of Way Clearing Project</u></b> – Wheeler reported he, Paul Little (Road Committee) and Matt Feldman (Cannon Valley Tree Service) drove all the road to prioritize the removal of trees from the Right of Way.</p> <p>The properties were identified, and the Clerk will send out thirteen legal notices to property owners including a diagram of the right of way and the clearing dimensions. The property owners will have fourteen days to respond to legal notice if they object to having trees removed that are greater than six inches in diameter two feet from the ground. The property owner by law can request the wood from trees otherwise the Township is free to dispose of as necessary.</p> <p>Wheeler spoke to the limited funding for the clearing project and what would make the most sense to tackle the clearing with the \$10,000 available. After surveying the Township an approach to the problem would be too remove trees and brush from three to four feet from the edge of the road into the right of way, instead of the entire right of way. Trees will be removed and or trimmed to provide clearance 16 to 17 feet overhead.</p> <p>Wheeler stated Matt Feldman of Cannon Valley Tree Service is a local service that understands a Township’s right of ways as he works for four other Townships to contain and clear their right of ways. Feldman is local and can work the clearing project into his schedule.</p> <p><b><u>Data Base Update:</u></b> Steve Wheeler reported he is continuing to populate the data base. The data base will eventually be a planning tool that will allow the Township to focus on costs and projects. Eventually a five-year data base will optimize a multi-year budgeting and road project process.</p>	<p>Report only – no action required.</p> <p>Report only – not action required.</p> <p>Both Supervisor Messner and Supervisor Wergin approved of the solution Wheeler presented.</p> <p>Clerk Wheeler will prepare legal notifications to Property owners.</p> <p>Report only – no action required.</p>

**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
<p><b><u>PROPERTY COMMITTEE</u></b></p>	<p><b><u>Bridge Grant Update:</u></b> Clerk Wheeler stated Cannon Valley Tree Service removed trees within ten feet of the Waterford Bridge and Charlene Klemenhagen clear the area of wild parsnip, brush and small trees from the Bridge to Canada Ave.</p> <p>The Engineering Consultants can now get access to the Bridge for purposes of surveying, core samples, measurements, photography, etc.</p> <p><b><u>Town Hall Septic System:</u></b> Project Coordinator Steve Wheeler reported the Advanced Septic Systems contractor uncovered the septic tank accesses which were about six inches below ground. Contractor installed safety fencing until project is completed. Next week the septic system will be pumped and tested for water tightness. If everything is compliant the Advanced Septic contractor will notify Dakota County of compliance.</p> <p>Township Chairperson Larry Odegard reported on the following items:</p> <ul style="list-style-type: none"> <li>• Absent.</li> </ul> <p>Township Supervisor Liz Messner reported on the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Frank Wergin reported on the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Treasurer Charlene Klemenhagen reported on the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported on the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Report only – no action required</p>
<p><b>Public Comments</b></p>		
<p>Jerry Wicklund</p>	<p>Jerry Wicklund, Waterford resident stated that he has been attending Board meetings and reviewing the public notebook containing the agenda, supporting documentation and claims.</p> <p>Every month during the summer months the Township pays for Frank Gerdesmieier for road maintenance on 7/10 of a mile in the Village. The Board authorizes payment of the claims without questions.</p>	

**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
	<p>Wicklund doesn't believe it is necessary to grade the roads with a bobcat every time it rains which is what happens.</p> <p>Wicklund stated that the equipment is too small to do the work if it should be necessary in a cost-effective manner.</p> <p>Wicklund stated that Gerdesmeier should not be given an <u>open check book</u>. Gerdesmeier should be under contract and his work is authorized by the Road Committee before it is done. Nothing in the spring, summer or fall is an emergency and can wait for the Road Committee to determine if the work is necessary.</p> <p>Wicklund stated that according to the financial reports the cost to maintain 7/10 of a mile in the Village is about a \$1,000 less than 15 miles of rural gravel roads.</p> <p>Supervisor Wergin shared with Wicklund that the cost of village road maintenance was \$5,625 versus the cost of the rural roads maintenance at \$6,707. Wergin stated he hadn't realized there was such a small difference in costs.</p> <p>Supervisor Messner stated snow removal in the village is different than snow removal on the rural roads. Supervisor Messner stated that unlike rural roads where the plow throws snow into tax payer's driveways, Gerdesmeier uses a bobcat and maneuvers the snow so as not to block the tax payer's driveway. This takes time.</p> <p>Road Committee Chairperson Wheeler stated that he has been researching the legalities of road maintenance as well as best practices. Wheeler said he would be discussing his findings with the Road Committee on the 17<sup>th</sup>.</p> <p>Wheeler stated that Cannon River Tree Service was a snow plow contractor for the village some years back and the time required was less than one hour. Last year the Township Board received a quote from Henry Excavating to plow the village – one hour for a normal snow fall. Of course, the driveways of the taxpayers would be managed the same way as the driveways on the rural roads. The Board opted to retain Gerdesmeier.</p> <p>Wheeler stated that the Road Committee will be reviewing current practices and recommending to the board practices that will save taxpayers money.</p> <p>Jerry Wicklund requested that be appointed to the Road Committee to advocate for contractor contracts, work authorization, best practices and taxpayer accountability.</p>	

**WATERFORD TOWNSHIP**

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Item	Discussion/Conclusions	Action
Len Skluzacek	<p>Wheeler requested the Board appointment Wicklund to the Road Committee because of his concerns, interests and the fact that he lives on a gravel road.</p> <p>Len Skluzacek wanted to understand the Public Hearing for September 11, 2018 establishing a new district and re-zoning of properties.</p> <p>Skluzacek and other property owners need multiple use to survive/exist in today’s markets. Will the property owners be able to share their ideas with the Board?</p> <p>Clerk Wheeler explained that is what the Public Hearing is all about. Unlike work sessions, public hearings are for the property owners and the Board listens.</p> <p>Skluzacek has concerns that the Graber property will be included in the Commercial District. Skluzacek stated that property owners don’t think the newest commercial properties should be included in the new commercial district.</p> <p>Supervisor Wergin stated that would be discussed at the September 11<sup>th</sup> meeting.</p> <p>Supervisor Messner stated that the properties in the new commercial district will be those properties that pre-date the 1980 Zoning Ordinances. Gilomen and Graber are recent and have conditional uses permits.</p>	
<b>Adjourn</b>		
Adjourn the meeting		<p>A motion was made by Supervisor Wergin and seconded by Acting Chairperson/ Supervisor Messner to <b>adjourn</b> the meeting at 8:46 p.m. All in favor. Motion carried.</p>



Submitted by:

Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



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**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** September 10, 2018 **Start Time:** 7:01 p.m. **Adjourn Time:** 8:45 p.m.

**MEMBERS PRESENT:** Liz Messner- Acting Chairperson/Supervisor; Frank Wergin-Township Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**MEMBERS ABSENT:** Larry Odegard – Chairperson Larry Odegard

**OTHERS IN ATTENDANCE:** Marie Struss-Budget Committee Chair, Jerry Wicklund, Len Skluzacek, Steve Wheeler, Bryan Nelson

ITEM	DISCUSSION	ACTION
Call to Order	At 7:01 p.m. Acting Chairperson/Supervisor Messner called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Treasurer Charlene Klemenhausen
Approval of Regular Agenda	Board members to add the following to the agenda. <ul style="list-style-type: none"> <li>New Township Website</li> </ul>	A motion was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to approve the <b>REGULAR</b> agenda for September 10, 2018 All in favor. Motion carried.
Approval of Consent Agenda	Board members to remove the following from consent agenda: <ul style="list-style-type: none"> <li>May 14, 2018 meeting minutes – Board got on Sunday evening – unable to get them read before Monday evening meeting.</li> <li>August 14, 2018 Regular Board Meeting Minutes</li> <li>September 1, 2018 – Treasurer’s Report</li> <li>September 1, 2018 – Claims</li> </ul>	A motion was made by Supervisor Wergin and seconded by Acting Chairperson/Supervisor Messner to approve the <b>CONSENT</b> agenda as revised for September 10, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Clerk Wheeler – Annexation Update –	Wheeler reported that Attorney Couri stated that the date for the hearing is September 20, 2018 a 9:00 a.m. at the District Court in Hastings.	Report only – no action necessary
Deputy Sheriff Tim Schmidt	Deputy Schmidt said all was quiet in Waterford. Not much of anything going on.	Report only – no action necessary

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
<i>Bryan Nelson Planning Commission</i>	<p>Bryan Nelson, Chairperson of Planning Commission reported the Commission meet on Tuesday, September 4, 2018 because Monday was a Labor Day.</p> <p>Nelson reported the Planning Commission had no zoning reviews.</p> <p>Nelson stated that the Planning Commission discussed the \$5,000 grant for re-codifying the 2001 Zoning Ordinances.</p> <p>Clerk Wheeler gave an update on the Grant she wrote for funds to update the Zoning Ordinances. Wheeler stated that she has been communicating with Dakota County Community Development Agency. After e-mails back and forth the RFP was mailed to eight engineering firms. The deadline for a proposal is October 5, 2018.</p> <p>Once the proposals are received the Agency will notify the Township which proposal was chosen by them. Township will need to take formal action committing to the project and the terms of the grant. Once Waterford accepts then the Agency will engage the successful proposer. Anticipate that it will be mid-November before the Township can begin the updating process.</p> <p>Commission will be meeting in November through March to review every section of the Zoning Ordinances to ensure the language is current and the practices of the Township are correctly written in the Zoning Ordinances.</p> <p>Deadline for completing the project is March 15, 2019 otherwise the Township will lose the grant.</p>	<p>Report only – no action required.</p>
<b>REGULAR MEETING</b>		
<p>Motion (M2018-0xx) <i>Transfer Fee Revenue from Savings to Checking</i></p> <p>Motion (M2018-0xx) Approve Obtaining Quote for Website</p>	<p>Clerk Wheeler requested that the Town Board approval the transfer of \$2,484.00 from savings to checking.</p> <p>Wheeler stated Fee Revenue from Building Permits can be used to pay for Planning and Zoning Consultants per Minnesota State Statute 326.145. The current balance of “Fee Revenue” for years 2016, 2017 &amp; 2018 is \$13, 535.42. After transferring funds to pay Bolton &amp; Menk the balance will be \$11,151.42.</p> <p>Clerk Wheeler reported to the Board that the “free” google classic website that was created under Shawn Dudley’s Google account is soon to be discontinued by Google.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Acting Chairperson Supervisor Messner TO APPROVE TRANSFER OF EARMARKED “FEE REVENUE” FROM SAVINGS TO CHECKING TO PAY THE BOLTON &amp; MENK PLANNING SERVICES BILL OF \$2,484.00.</p> <p>A motion (M2018-0xx) was made by Chairperson Odegard and seconded by Supervisor Wergin TO APPROVE GOV OFFICE AS THE TOWNSHIP’S NEW WEBSITE HOST AND AUTHORIZE CLERK WHEELER TO</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>While the Township Clerk has enough Administrative privileges to make changes and add content to the current Google website, the overall Administrative privileges are not available.</p> <p>The Township <u>did not</u> receive notice of Google's schedule of terminating the website until August when Shawn Dudley e-mailed the Township. Clerk Wheeler said she has tried to contact Ms. Dudley regarding timelines, etc. but hasn't received a response.</p> <p>Wheeler stated that she began researching the details and has discovered that the website will be off line by the end of the year. No changes to website after October 2018.</p> <p>Would appear that three plans are available to create a new website for an annual fee. Basic templates include business, agency, enterprise. None of these plans are "government" specific. that you can create a new google website for an annual fee.</p> <p>Wheeler handed out a "Proposal for Mobile-Friendly Website Implementation, Service, and Support" by GovOffice.</p> <p>Wheeler stated that she began calling small cities/townships that are hosted by GovOffice. The references were all positive and all would recommend GovOffice.</p> <p>Called GovOffice to learn more about them:</p> <ol style="list-style-type: none"> <li>1. Established 2003 in Minneapolis – still the headquarters.</li> <li>2. Host over 1400 websites for small cities, townships and counties in 42 states. 300 in Minnesota.</li> <li>3. Worked with League of Minnesota Cities and Minnesota Township Association to establish mission of small governments.</li> <li>4. Government centric – versed in all the legal requirements of a public entity including all accessibility requirements. Templates and websites are updated immediately when legislation dictates to ensure compliance.</li> <li>5. Basic website to custom design. Basic is professional, highly intuitive, yet practical. Recent upgrade includes "mobile friendly" applications. Easily accessible on any device – fully mobile-friendly including smart phones.</li> <li>6. Content Management System is easy to use by the Township's Website Administrator.</li> <li>7. Website backed up – not sure we have backups on current website.</li> <li>8. Encryption – critical to security – SSL/TLS encryption both for the administrative and public websites.</li> </ol>	<p>OBTAIN A QUOTE AND CONTRACT FOR THE OCTOBER 8, 2018 BOARD MEETING.</p> <p>All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION			
	<p>9. Includes domain name to allow internet to search The Township's current website can't be found via a search on the internet because we don't have our own "domain name".</p> <p>10. Domain name - waterfordtownshipmn.org</p> <p>11. Bulk mail/messaging system – Opt in &amp; opt out – for agenda notifications &amp; information requests – helpful feature for data requests.</p> <p>12. Quick forms – example: e-mail data request.</p> <p>13. Deploy site in less than 12 weeks – deploy earlier then load content as time allows – no loss of website.</p> <p>14. Static design includes a front page of the Waterford Bridge – Clerk showed mockup of front page. Can have the tag line on the front page and the ability to use various colors for the front page</p> <p>15. Responsive design would allow for revolving pictures, but it cost more for that design. Can always upgrade to responsive in three years.</p> <p>16. Super forms can be added later for \$200</p> <p>17. Three-year payment plan with a renewal of three years - \$995/year</p> <p>18. Extensive support including Monday through Friday phone service, lots of tutorials and instructions on GovOffice website, chat on line as well as FAQ.</p> <p>19. References include Elko – 15 years – upgraded in 2011 &amp; 2017. Very easy to work with – good support – administrative website has links for document storage and image storage.</p> <p>20. References included Cold Spring – great service – 15 years.</p> <p>21. References included Mendota Heights – just upgraded – latest design, easy-can figure it out on your own – great tech support – developers great to work with.</p> <p>Wheeler recommended that the Township use the "Fee Revenue" from building permits to pay the annual cost of the website.</p> <p>Wheeler stated the Minnesota State Statute 326.145 defines the allowable uses of the "Fee Revenue". The annual Municipal Construction and Development Fee Revenue and Expense Report to the Department of Labor must list what the "Fee Revenue" was used for.</p> <p>Wheeler shared with the Board the 2016, 2017 &amp; 2018 "Fee Revenue" from Building Permits totaling \$13, 535.72. Because the website hosts the Township's Zoning Ordinances, posts public hearings, Finding of Facts, and newsletters containing Zoning information, the Township can legally use the "Fee Revenue" for annual website costs.</p>				
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="399 1906 589 1948"></td> <td data-bbox="589 1906 716 1948"></td> <td data-bbox="716 1906 846 1948" style="text-align: center;"><b>2016</b></td> </tr> </table>			<b>2016</b>	
		<b>2016</b>			



# WATERFORD TOWNSHIP


ITEM	DISCUSSION	ACTION
	<p>Wheeler requested the Board approve the Agreement subject to Township Attorney Couri's review due to time constraints related to the deprecation of the current website.</p> <p>Supervisor Wergin stated the five-page contract contained standard language and did not see a need to have the Township Attorney review the contract.</p>	
<p><b>COMMITTEE REPORTS</b></p>		
<p><i>Road Committee Report</i></p>	<p>Chairperson Steve Wheeler</p> <p><u>Right of Way Clearing</u> – 13 properties (Priority 1) owners received certified letters requiring their signatures. Two have responded so far – JB Dudley wants the wood from the Red Oak tree and Jeff Ostberg does not want it trimmed more than necessary (can't remove branch – can only trim)</p> <p>Clerk thought she had sent a quote request to Cannon Valley Tree service, but the e-mail was still in draft form. So, Matt Feldman did not get request soon enough to quote. Will have quote ready for October approval.</p> <p>Feldman recommends trimming/pruning should be done after October 1<sup>st</sup> – Feldman states he can work all winter.</p> <p>Next meeting – September 17, 2018 at 6:30 p.m. Topics are contracts and 2020 Budget.</p> <p>Wheeler reported that the Highway 3 &amp;</p>	<p>Report only – no action</p>
<p><i>Budget Committee Report</i></p>	<p>Chairperson Marie Struss</p> <p>Struss stated that the 2019 Budget and Levy was approved at the August Re-convened Annual Meeting.</p> <p>Struss stated the committee will begin meeting in November to prepare the 2020 Budget and Levy for adoption at the March 2019 Annual Meeting.</p>	<p>Report only – no action.</p>
<p><i>Property Committee Report</i></p>	<p>Project Coordinator Steve Wheeler</p> <p>Dudley Bridge Railing repair – Mike Peterson will be starting fabrication of railing September 11<sup>th</sup>. Removing the old railing &amp; using some of the parts. Railing is expected to be out for plating by September 17<sup>th</sup>. Todd Howard, Dakota County Engineer will have barrels and cones placed on bridge will railing is fabricated.</p> <p>Town Hall Septic System – Pumping &amp; removal of slug was completed on August 14<sup>th</sup>. Extension of access covers to meet compliance were completed. Inspection of system show the system is in good working order. County was notified.</p>	<p>Report only – no action.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><i>Bridge Grant – L3274 Rehabilitation Project</i></p>	<p>Bridge Grant Manager Elizabeth Wheeler talked through and highlighted a 21-page power point that was given at the Kickoff meeting on August 21, 2018. The power point was prepared by <a href="#">Lisa M. Karlgaard, PE (MN)</a> –Structural Senior Engineer at LHB.</p> <ol style="list-style-type: none"> <li>1. The project’s primary goal is to produce rehabilitation design, plans, and special provisions to restore Bridge L3275 for pedestrian use.</li> <li>2. A Load Rating will be conducted by LHB to analyze the bridge’s current state and to inform proposed repairs. The rating will assume full pedestrian as well as H10 (service vehicle) loading</li> <li>3. The rehabilitation will be designed for a 40-year life span. This is the span of time until next major rehabilitation is required. Assumed routine maintenance would be performed by Township.</li> <li>4. All rehabilitation will be reviewed by the project historian Sue Granger.</li> <li>5. Funding for rehabilitation was discussed including Federal Funding and Legacy Grants. State funds unlikely due to fact that bridge is a pedestrian bridge not a vehicle bridge.</li> <li>6.. All stakeholders will be invited to the 30% Plan Review Meeting on October 10, 2018 at 1:00 p.m. at the Dakota County Government Center in Apple Valley to capture essential feedback early in the design process</li> <li>7. October 15, 2018 the 30% Plans will be uploaded through the Grants Portal to MNHS/SHPO.</li> <li>8. Deck deterioration is significant. Decking is open, concrete is loose on bottom of deck, railing has large openings. Suggest fencing off bridge with chain link fence on both ends of bridge. Suggest remove current deck or knock down loose concrete or add netting.</li> <li>9. Preliminary conditions <ul style="list-style-type: none"> <li><u>Abutments &amp; wingwalls</u> <ul style="list-style-type: none"> <li>– south abutment 70% deterioration</li> <li>– north abutment poor</li> <li>– northwest abutment delaminated</li> <li>– northeast abutment deteriorated</li> </ul> </li> <li><u>Slopes/waterways</u> <ul style="list-style-type: none"> <li>– need rip rap</li> <li>– paint at 80%</li> <li>– notable loss in stringers &amp; fascia channels</li> </ul> </li> <li><u>Bearings</u> <ul style="list-style-type: none"> <li>– need new elastomeric bearings</li> </ul> </li> <li><u>Deck</u> <ul style="list-style-type: none"> <li>– west deck edge has full depth failure</li> <li>– entire deck needs to be replaced</li> </ul> </li> <li><u>Railings</u></li> </ul> </li> </ol>	<p>Report only – no action</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>- need to be replace</li> <li>- openings too large</li> </ul> <p>10. Future meetings include 30%, 60%, 75% and a Town Board meeting in February.</p>	
<b>CITIZEN COMMENTS</b>		
<b>TOWN BOARD REPORTS</b>		
	<p>Township Chairperson Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Wergin and seconded by Acting Supervisor Messner to adjourn the meeting at 8:45 p.m. All in favor. Motion carried.



Recorded &amp; Transcribed by:

Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** September 17, 2018 **Start Time:** 8:40 p.m. **Adjourn Time:** 9:11 p.m.

**MEMBERS PRESENT:** Larry Odegard -Chairperson/Supervisor; Liz Messner- Supervisor; Frank Wergin-Supervisor; Elizabeth Wheeler - Township Clerk;

**MEMBERS ABSENT:** Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Alex Conzemius, Theresa Bentz, Marie Struss; Len Skluzacek, Bryan Nelson,

ITEM	DISCUSSION	ACTION
Call to Order	At 8:40 p.m. Chairperson Odegard called the meeting to order.  <b>NOTE: Special Meeting was posted to start at 8:00 p.m but because the Planning Commission meeting reviewing Ordinance 2001-5H ran longer than anticipated, the Special Meeting had to be delayed but did immediately follow the Planning Commission adjournment at 8:39 p.m.</b>	A roll call was taken of members present and a quorum was declared.
Special Meeting Agenda as posted on September 14, 2018	Agenda for Special Meeting:  1. Receive Planning Commission's recommendations resulting from the Public Hearing that was held on Tuesday, September 11, 2018 for the establishment of a commercial zoning district for core properties in the SW quadrant of the Township.  2. Receive Township Planner Alex Conzemius recommendation for the establishment of Zoning Amendment 2001-H – 6.06 Commercial District	No motion required.
<b>REPORTS &amp; PRESENTATIONS</b>		
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
<i>Bryan Nelson Planning Commission</i>	Bryan Nelson, Chairperson of Planning Commission reported that the Planning Commission held a public hearing on September 11, 2018.	Recommend Ordinance 2001-5H

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Planning Commission Board Liaison Elizabeth Wheeler prepared a “Finding of Facts” that was e-mailed under blind copy to each Planning Commission member in preparation for the Planning Commission meeting at 7:30 p.m. on September 17, 2018.</p> <p>Wheeler included the proposed Ordinance 2001-5H establishing a business district created by Alex Conzemius, Bolton &amp; Menk Planning Consultant in the finding of facts.</p> <p>Commission found the “Finding of Facts” accurate as written.</p> <p>Planning Commission members worked with Conzemius to edit the proposed Ordinance to the satisfaction of the five-member (Nelson, Bentz, Devney, Little, Struss) commission.</p>	
<b>REGULAR MEETING</b>		
<p>Motion 2018-xxx <i>Remove Gasoline Service Stations and Convenience Stores</i></p>	<p>Supervisor Messner stated that “Gasoline service stations and convenience store” is something the Township would not entertain as a Permitted and or Conditional Use thus request that it be removed from the proposed Ordinance.</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO ELIMINATE GASOLINE SERVICE STATIONS AND CONVENIENCE STORES PROPOSED ORDINANCE 2001-5H. All in favor. Motion carried.</p>
<p>Motion 2018-xxx <i>Remove Liquor Sales and Retail Sales from Prohibited Uses</i></p>	<p>Supervisor Messner stated that “Liquor Sales and Retail Sales” is something the Township would not entertain as a Permitted and or Conditional Use thus request that all language related to either of these terms be removed from the proposed Ordinance.</p>	<p>A motion (M2018-0xx) was made by Supervisor Messner and seconded by Supervisor Wergin TO ELIMINATE GASOLINE SERVICE STATIONS AND CONVENIENCE STORES PROPOSED ORDINANCE 2001-5H. All in favor. Motion carried.</p>
<p>Motion 2018-xxx <i>Remove language related to types of landscaping.</i></p>	<p>Supervisor Messner stated that “Coniferous Trees” become to large for a ten-foot-wide landscaping yard thus should be removed from acceptable plantings.</p> <p>Supervisor Wergin stated that he though given the landscaping requirement is only ten feet, the property owner could determine the type of landscaping including possibly fencing necessary to comply with the landscaping requirement.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Supervisor Messner TO ELIMINATE TYPES OF LANDSCAPING IN PROPOSED ORDINANCE 2001-5H. All in favor. Motion carried</p>
<p>Motion 2018-xxx <i>Remove “as regulated by Conditional Use Permit”</i></p>	<p>Supervisor Wergin stated that since “conditional uses” were eliminated in the proposed Ordinance that any language such as “regulated in a Conditional Use Permit” be eliminated from the proposed Ordinance.</p>	<p>A motion (M2018-0xx) was made by Supervisor Wergin and seconded by Supervisor Messner TO ELIMINATE ANY WORDING SUCH AS “REGULATED IN A CONDITIONAL USE PERMIT” AS CONDITIONAL USES WERE ELIMINATED IN PROPOSED ORDINANCE 2001-5H. All in favor. Motion carried</p>


# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Resolution 2018-010 <i>Ordinance 2001-5H to establish a business district.</i></p>	<p style="text-align: center;"><b>RESOLUTION 2018-010 AMENDING WATERFORD TOWNSHIP ORDINANCE 2001 – 5 WITH AMENDMENT ORDINANCE 2001 – 5H BUSINESS DISTRICT &amp; PERFORMANCE STANDARDS</b></p> <p><b>WHEREAS</b>, the Waterford Town Board of Supervisors started receiving requests from the business owners in the Rural Residential “Legal Non-Conforming Commercial” District located in the SW quadrant of the Township at the Town Board meeting on April 9, 2018; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the business owners stated that 2001 Zoning Ordinances were outdated and were making management of their properties restrictive and financially burdensome; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Township sought both legal advice from Township Attorney Mike Couri and Township Planning Consultant Alex Conzemius; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Township Attorney and Planning Consultant agreed that the local Zoning Ordinances were outdated and in need of revision; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Township Attorney and Planning Consultant advised the Township Supervisors that a Business District for the SW quadrant of the Township is already planned for in the 2030 Comprehensive Plan, thus requiring no amendment to the Comprehensive Plan; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Township Attorney and Planning Consultant recommended the establishment of a Business District and the performance standards necessary for the new district by an amendment to the local Zoning Ordinances; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, as the Planning Commission held a Public Hearing on September 11, 2018 to take public comment on the establishment of a Business District and the performance standards for the new district; and</p> <p style="padding-left: 40px;"><b>WHEREAS</b>, the Planning Commission recommended Ordinance Amendment 2001 – 5H for adoption by the Town Board at a Special Meeting of the Town Board on September 17, 2018; and</p> <p style="padding-left: 40px;"><b>NOW, THEREFORE, BE IT RESOLVED, THAT THE Town Board of Supervisors of Waterford Township in Dakota County, Minnesota hereby adopts Zoning Ordinance 2001 – 5H; and</b></p> <p style="padding-left: 40px;"><b>BE IT FINALLY RESOLVED, that the Township Clerk will publish the amended ordinance on September 26, 2018.</b></p>	<p>Resolution 2018-010 was made by Supervisor Messner and seconded by Supervisor Wergin <b>TO AMEND WATERFORD TOWNSHIP ORDINANCE 2001 – 5 WITH AMENDMENT ORDINANCE 2001 – 5H ESTABLISHING BUSINESS DISTRICT AND PERFORMANCE STANDARDS.</b></p> <p>All in favor. Motion carried</p>
<p><b>COMMITTEE REPORTS</b></p>		
<p><b>CITIZEN COMMENTS</b></p>		

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>TOWN BOARD REPORTS</b>		
	<p>Township Chairperson Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Supervisor Messner and seconded by Supervisor Wergin to adjourn the meeting at 9:11 p.m. All in favor. Motion carried.

Recorded & Transcribed by:



Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** October 8, 2018 **Start Time:** 7:01 p.m. **Adjourn Time:** 8:43 p.m.

**MEMBERS PRESENT:** Larry Odegard – Chairperson/Supervisor, Liz Messner- Supervisor;  
Frank Wergin-Township Supervisor; Elizabeth Wheeler - Township Clerk;  
Charlene Klemenhagen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Larry Vorwerk, Marie Struss, Jerry Wicklund, Bryan Nelson, Tom Devney

ITEM	DISCUSSION	ACTION
Call to Order	At 7:01 p.m. Chairperson/Supervisor Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Tom Devney.
Approval of Regular Agenda	Board members to add the following to the agenda: <ul style="list-style-type: none"> <li>• Bills received after 09/20/18 until 10/06/18 either by e-mail or at the P.O. Box. See summary and action in regular agenda.</li> <li>• Joint Powers Agreement for Ordinance Enforcement Services – August 22, 2018</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>REGULAR</b> agenda for October 8, 2018 All in favor. Motion carried.
Approval of Consent Agenda	Only the minutes of meetings will be on the October 8, 2018 consent agenda. The Treasurer's financial report and claim report are on the regular agenda for October 8, 2018. <ul style="list-style-type: none"> <li>• May 14, 2018 - Regular Board Meeting</li> <li>• August 13, 2018 – Regular Board Meeting</li> <li>• September 17, 2018 – Special Board Meeting</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>CONSENT</b> agenda for October 8, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Annexation Update	Wheeler reported that Township work kept her from attending the Annexation hearing in Dakota County District Court on September 20, 2018.  Supervisor Messner, Supervisor Odegard and resident Marie Struss did attend the hearing.  Attorney Mike Couri argued for the Township and Attorney Robert Scott argued for the City of Nfld  Judge Arlene Perkkio has ninety days to review the case and make decision.	Report only – no action necessary

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Deputy Sheriff Tim Schmidt	Schmidt's reported that there has been thefts from irrigator systems and solar farms – materials stolen are most likely sold for scrap.  Continue to be vigilant regarding phone scams.  If you see something, call 911 and report. Don't wait, call 911.	Report only – no action necessary
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
<i>Bryan Nelson Planning Commission</i>	Bryan Nelson, Chairperson of Planning Commission reported the Commission meet on October 1, 2018 but had no reviews nor business.  Clerk Wheeler reported she wrote and submitted the Zoning Ordinance Update Scope of Work application on August 26, 2018 to the Dakota County Community Development Agency (CDA) for a \$5,000 grant to help defray the cost of updating the Township's twenty plus year old ordinances.  The CDA stated that they approved the application and submitted the "SCOPE OF WORK" to eight engineering firms for a proposal. The proposals are due October 5, 2018.  The CDA will select an engineering firm and notify the Township. Wheeler stated she expects to hear this week from the CDA.	Report only – no action required.
<b>REGULAR MEETING</b>		
Motion (M2018-0xx) <i>Treasurer's Report dated October 1, 2018</i>	Treasurer Klemenhausen distributed and requested approval of the Treasurer's report with a September 30 <sup>th</sup> month end balance of \$116,207.41.  Supervisor Wergin asked why the Township has a check made out to the Township. Klemenhausen and Dilley explained that Castle Rock Bank requires that any movement of money from checking to savings must have a check.  Treasurer Klemenhausen and Deputy Treasurer Dilley explained that Castle Rock Bank requires a motion and a check to move money from the Checking to the Savings. It is a banking procedure.  Moving money from the savings to the checking accounts does not require a motion or check from the Township by the Bank. However, <u>for transparency and audit purposes</u> , the Treasurer & the Deputy Treasurer require a motion of the Board to move money from savings to checking.	Motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the Treasurer's Financial Report as handed out with a month end balance of \$116,207.41 All in favor. Motion carried.
Motion (M2018-0xx) <i>September Claims</i>	Clerk Wheeler & Treasurer Klemenhausen explained that due to Wheeler's vacation during the week prior to the Board meeting, the Treasurer, Deputy Treasurer	Motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve claims with corrections (deduct

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION																				
<p>Motion (M2018-0xx) <i>Transfer funds from savings to checking for Bolton &amp; Menk billing.</i></p> <p>Motion (M2018-0xx) <i>Transfer funds from savings to checking for LHB billing.</i></p>	<p>and Clerk were unable to prepare the regular reconciliation and financial reports to be included in the agenda packet.</p> <p>Wheeler explained that the Clerk's Monthly Claims &amp; Deposit Report that was e-mailed in the Supervisors Packet did not include all claims received by the Township for September services.</p> <p>Wheeler explained that she received Wergin's bill, Henry Excavating bill and MNSPECTS via e-mail after leaving for vacation. Wheeler explained that she monitors the Township's e-mail while she is on any vacation. Wheeler stated she forwarded by e-mail the three bills mention to the Treasurer &amp; Deputy Treasurer for their processing.</p> <p>Klemenhagen stated she picked up the mail at the P.O. Box during the Clerk's vacation out of state. Included in those bills was the Xcel Energy bills, the P.O. Box rental bill, Bolton &amp; Menk bill, and LHB's bill.</p> <p>Clerk Wheeler &amp; Treasurer Klemenhagen presented additional claims and requested approval for payment.</p> <p>Post meeting - Clerk prepared summary of claims for minutes – claims were received after 9/20/18 through 10/06/18):</p> <table border="1" data-bbox="397 1058 889 1957"> <tbody> <tr> <td>Clerk's Claims Report Supervisor's Packet via e-mail on 10/20/18</td> <td>14,496.73</td> </tr> <tr> <td>Xcel - bill in P.O. Box</td> <td>16.92</td> </tr> <tr> <td>Xcel - bill in P.O. Box</td> <td>99.01</td> </tr> <tr> <td>Henry Excavating – bill received by email</td> <td>1,883.00</td> </tr> <tr> <td>MNSPECT – bill received by email</td> <td>1,663.33</td> </tr> <tr> <td>P.O. Box 531 – annual rental fee – in p.o. box</td> <td>144.00</td> </tr> <tr> <td>APG (additional charges) Bill in p.o. box</td> <td>114.74</td> </tr> <tr> <td>Frank Wergin –Meetings received by email</td> <td>350.00</td> </tr> <tr> <td>Bolton &amp; Menk – Zoning Bill in p.o. box Take funds from Fee Revenue</td> <td>1,310.00</td> </tr> <tr> <td>LHB – Bridge Grant Engineer – bill in p.o. box Take funds from Bridge Grant funds.</td> <td>9,080.14</td> </tr> </tbody> </table>	Clerk's Claims Report Supervisor's Packet via e-mail on 10/20/18	14,496.73	Xcel - bill in P.O. Box	16.92	Xcel - bill in P.O. Box	99.01	Henry Excavating – bill received by email	1,883.00	MNSPECT – bill received by email	1,663.33	P.O. Box 531 – annual rental fee – in p.o. box	144.00	APG (additional charges) Bill in p.o. box	114.74	Frank Wergin –Meetings received by email	350.00	Bolton & Menk – Zoning Bill in p.o. box Take funds from Fee Revenue	1,310.00	LHB – Bridge Grant Engineer – bill in p.o. box Take funds from Bridge Grant funds.	9,080.14	<p>Stop Sign Repair of \$172.00 &amp; Klemenhagen took expense off payroll sheet and put on expense reimbursement sheet) as directed by the Board. (see summary of bills &amp; action in minutes of meeting). All in favor. Motion carried.</p> <p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to authorize Treasurer to transfer Revenue Fee funds from savings to checking pay the Bolton &amp; Menk (\$1,310.00) billing as part of the Business District zoning update costs. All in favor. Motion carried</p> <p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to authorize Treasurer to transfer Bridge Grant funds from savings to checking to pay the LHB (\$9,080.14) billing as part of the engineering study costs. All in favor. Motion carried</p>
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# WATERFORD TOWNSHIP

ITEM	DISCUSSION		ACTION
	Frank's Landscaping – stop sign claim removed from invoice by Board	-172.00	
	<p>Klemenhagen re-wrote her expense &amp; payroll sheets correcting the coding error – expenses cannot be on a payroll sheet as the Township &amp; employee would need to pay payroll taxes</p>		
	<p>Clerk Wheeler reviewed the “added claims” and found no discrepancies. Recommends Board pay claims submitted</p> <p>Supervisor Messner stated upon review of the claims she received in the Supervisors Packet, she had <u>three concerns</u>:</p> <p><b><u>1. Charlene Klemenhagen Payroll &amp; Expenses:</u></b></p> <p>Messner stated that she talked with Klemenhagen just before the meeting regarding receipts. Messner said she was told that the receipts have since been furnished allowing for reimbursement.</p> <p>Deputy Treasurer Dilley reported that the original claims forms in the Supervisors packet contained an expense on a payroll form. Klemenhagen resubmitted correct forms for both payroll &amp; expenses. Original claims forms were never paid, and the forms were destroyed. Dilley explained that “expenses” left on a payroll form would cause both the Township and the employee to pay payroll taxes on expenses – a simple form error that was caught and corrected before any processing of the claims.</p> <p><b><u>2. Frank's Landscaping Invoice:</u></b></p> <p>Messner stated that the Stop Sign repair and replacement work seems excessive and does not contain any breakdown between supplies and labor costs. Reimbursement for supplies requires “receipts”. Receipts were not included with invoice.</p> <p>Messner stated she did not authorize the work and would have had Henry Excavating do the repair as other Township signs have been installed by Henry Excavating. Messner stated had Henry Excavating look at the stop sign repair and it was found to be done correctly.</p> <p>Messner recommends that the Frank's Landscaping claim be paid but that the \$172.00 charge be removed</p>		<p>Clerk Wheeler stated she would put together an “amended” October report to tie out the September claims and upload a corrected Supporting Documentation on the web by no later than the next Board meeting in November</p> <p>Supervisor Messner stated she was satisfied that the coding error was caught and corrected. No further action required.</p> <p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to pay Frank's Landscaping claim minus the \$172.00 stop sign repair. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Schrader Invoice – request explanation</i></p>	<p>from the payment. <b>Adjusted claim paid: \$922.00 - \$172.00 = \$750.00.</b></p> <p><b>Messner stated that Frank’s Landscaping can re-submit the claim for consideration with detailed breakdown and receipts.</b></p> <p><b>2. Schrader’s Invoice:</b> 9/4/18 &amp; 9/9/18 mowing Messner stated that the quote form that the Clerk sent out stated that mowing should be every 10 to 14 days depending up on weather. Messner stated that the mowing was only five days apart. Messner stated that mowing in the fall when the grass is not growing as rapidly as in the spring/early summer should be every two weeks.</p> <p>Clerk Wheeler stated that the quote form for the last four years has stated the quote criteria of ten to fourteen days. However, Wheeler stated that according to the Township Attorney &amp; the Minnesota Township Association a quote form is not a written agreement thus not legally enforceable. Both attorneys recommend the Township utilize written agreements signed by both the contractor and the Township.</p> <p>Wheeler stated that the Property Committee and the Road Committee are preparing agreements for Board approval using Minnesota Township Association’s sample contracts. Contracts will include roles and responsibilities specific to Waterford.</p> <p>Supervisor Wergin suggested that lawn mowing frequency be stated in an “agreement” and be based on length of grass.</p> <p>Supervisor Odegard stated that he doesn’t mow his lawn more frequently than every ten-days in summer and fall.</p> <p>Messner stated that she will approve payment of the claim but would request the Clerk write a letter to Schrader requesting an explanation.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to pay Schrader claim as presented but request the Clerk write Schrader a letter requesting an explanation of the frequency of the September 4<sup>th</sup> and 9<sup>th</sup>. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) <i>Approve GovOffice website contract</i></p>	<p>Clerk Wheeler reported that following the September Board meeting approving the GovOffice website as a replacement for the current google classic website that is scheduled for deprecation she requested the <u>Service &amp; License Agreement</u> from GovOffice for Waterford Township.</p> <p>Wheeler stated that she read through the contract as requested by Supervisor Wergin at the last meeting instead of sending the contract to the Township Attorney. Wheeler stated she does not have legal expertise, but as a consumer she thought the five-page contract was acceptable from a layman’s perspective.</p>	<p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the “Service &amp; License Agreement for Waterford Township” from GovOffice. All in favor. Motion carried.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Approve GovOffice \$995 first year fees</i></p>	<p>Clerk Wheeler explained that work needs begin quickly on the new website to ensure the new website is launched prior to the deprecation of the current website. Wheeler is requesting that the Board approve a check for \$995 based on the first-year fees as printed on the first page of the contract. Waiting for an invoice to be received and approved at the November meeting would delay the website build by a month.</p> <p>Wheeler stated that GovOffice stated they would send an invoice for the Township's records via e-mail once they get the signed contract.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to approve the first-year fees of \$995 to include with signed contract. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) <i>TABLE Cannon River Tree Service Quote for R.O.W tree removal.</i></p>	<p>Clerk Wheeler stated that the Road Committee Chairperson requested the Right of Way agenda item be TABLE.</p> <p>Cannon River Tree Service provided a quote dated 10/6/18 for tree and brush removal from right of way. The quote for \$18,135.00 exceeds the \$10,000 budgeted for 2018.</p> <p>Road Committee needs to review the quote, determine what trees on what roads should be cut this year and what trees will be cut next year.</p> <p>Wheeler reported that trees in the Right of Way that the Township wants removed measuring six inches in diameter as measured two feet from the ground requires the property owner be notified. Twelve property owners have been notified via certified mail as required by State Statute</p> <p>From that notification, two properties owners have requested that the wood be cut and stacked. JB Dudley on 320<sup>th</sup> has requested one Red Oak tree be cut and stacked. Gary Nelson on 320<sup>th</sup> has requested all his wood be cut and stacked.</p> <p>The cutting and stacking costs will need to be factored into the quote now that the Township knows what property owners have requested in writing the "cut and stack".</p> <p>Clerk Wheeler will call the Minnesota Township Association Attorney for clarification on the "cut and stack" provision of the State Statue. What exactly are the requirements – trunks, branches, length, type of tree, etc.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to TABLE the Cannon River Tree Service quote for R.O.W. tree removal until the Road Committee has reviewed estimate and makes a recommendation. All in favor. Motion carried</p>



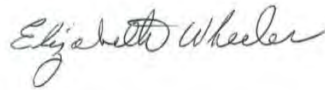
# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<i>Bridge Grant – L3274 Rehabilitation Project</i>	<p>Bridge Grant Manager Elizabeth Wheeler reminded the Board that the Stakeholders will be meeting in Apple Valley at the Dakota County Government Center on October 10, 2018 at 1:00 p.m. to review and discuss the design, plans and special provisions of the 30% submittal review as prepared by LHB.</p> <p>Following the meeting Wheeler reported she will be making the necessary submissions to SHPO (State Historical Preservation Office) and the Minnesota Historical Society as required by the Grant.</p>	Report only – no action
<b>CITIZEN COMMENTS</b>		
<i>Jerry Wicklund</i>	<p>1. Wicklund asked Supervisor Messner about the frequency of mowing by prior contractors.</p> <p>Wicklund requested that the Township Treasurer prepare a report on the frequency and costs of lawn mowing for 2017 and for 2018.</p> <p>Supervisor Wergin stated that he does year to year comparisons for his business and it is most helpful.</p> <p>2. Wicklund stated that he “called” for volunteers via e-mail and only himself and Klemenhagen showed up to clean up the park adjacent to the Town Hall. With the recent storms it would be important to have “volunteers”.</p>	<p>Klemenhagen will provide information at the November Board meeting.</p> <p>Clerk Wheeler stated that her previous job she handled all the insurance policies and claims including volunteer coverage. Wheeler stated she knows how volunteers are covered by the League of Minnesota Cities Insurances but needs time to call the Minnesota Township Association to make sure the cover is the same. Wheeler stated she will report back.</p>
<i>Larry Vorwerk</i>	<p>Vorwerk requested that “speed limit” signs be posted for traffic entering the intersection of 290<sup>th</sup> and Danbury. Vorwerk requested signs like the signs installed on Danbury near the curve at Wicklund’s would help to slow traffic.</p> <p>Vorwerk stated that last year two cars ended up sliding into his ditch causing property damage because traffic is traveling too fast and the intersection in the winter tends to be icy. While sanded sometimes, sometimes the intersection is very icy.</p>	Clerk Wheeler will notify the Road Committee Chair of the complaint for discussion at the next Road Committee meeting hopefully on October 15, 2018.
<b>TOWN BOARD REPORTS</b>		
	<p>Township Chairperson Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>Reported the Dakota County Sheriff called to report that a man ran into the south end of the Dudley Bridge. Damage was some paint and scuff marks – no cracks.</li> </ul>	No report – no action required.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Clerk Wheeler, as prior Risk Manager asked Odegard for the Sheriff's report and insurance information in case cracks or damage does appear. Odegard stated he didn't get a report.</p> <p>Township Supervisor Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Chairperson Odegard and seconded by Supervisor Wergin to adjourn the meeting at 8:43 p.m. All in favor. Motion carried.

Recorded & Transcribed by:



Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** November 13, 2018 **Start Time:** 7:00 p.m. **Adjourn Time:** 9:23 p.m.

**MEMBERS PRESENT:** Larry Odegard – Chairperson/Supervisor, Liz Messner- Supervisor;  
Frank Wergin-Township Supervisor; Elizabeth Wheeler - Township Clerk;  
Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Brittany Vatko, Eric Vatko, Clark Fischer, Larry Vorwerk, Tom Devney, Jerry Wicklund,  
Jim Blaha, Bryan Nelson, Marie Struss, Steve Wheeler, Mark Henry

ITEM	DISCUSSION	ACTION
Call to Order	At 7:00 p.m. Chairperson/Supervisor Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Marie Struss.
Approval of Regular Agenda	Board members to add the following to the agenda:	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>REGULAR</b> agenda for November 13, 2018. All in favor. Motion carried.
Approval of Consent Agenda	<ul style="list-style-type: none"> <li>• October 8, 2019 - Regular Board Meeting</li> <li>• Clerk's Monthly Claims &amp; Deposit Report</li> <li>• Claims report for October</li> <li>• Treasurer's report for October</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>CONSENT</b> agenda for November 13, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Deputy Sheriff Schuster	<p>Deputy Schuster reported that there has been thefts from irrigator systems and solar farms – materials stolen are most likely sold for scrap.</p> <p>Schuster warned that this is the time of year when residents “warm” up their cars there is an increase in car theft. Don't leave your keys in the vehicle. 3</p> <p>If you see something, call 911 and report. Don't wait, call 911.</p>	Report only – no action necessary
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
<i>Bryan Nelson Planning Commission</i>	Bryan Nelson, Chairperson of Planning Commission reported the Commission meet on November 5, 2018 but had no Zoning Reviews.	Report only – no action required.

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<b>REGULAR MEETING</b>		
<p>Discussion – <i>Castle Rock Store &amp; Railroad Liquor</i> # 41-00600-27-082</p>	<p>Clark Fischer stated that he manages the Castle Rock Storage for Monty Granger. Currently the Convenience Store is closed. Fischer stated that Granger was approached by Eric &amp; Brittany Vatro with a proposal to sell used cars using the store and the parking lot. Fischer stated that having an active business instead of an empty store front minimizes vandalism and other activities.</p> <p>Fischer stated the gas pumps are operational and must remain operational. If they are not operational for two or more months, the State requires the tanks be removed.</p> <p>Fischer stated that they are aware of the proposed County Road 86 closure but believe the used car business can survive the interruption.</p> <p>Brittany Vatro explained that she has been in a family owned used car business for ten years. She would like to have ten to 15 cars on the lot. Cars would be in running condition not needing repairs. Cars are bought from auctions and would be cleaned up before they arrive at the Convenience Store.</p> <p>Supervisor Messner stated that “used car lots” are currently not a permitted use in the Ag-Preservation district.</p> <p>Wheeler explained the process of changing the Zoning Ordinance starts with looking at the Comprehensive Plan. Currently the Met Council is reviewing the 2040 Comprehensive Plan. The review is anticipated to be complete in the first quarter of 2019.</p> <p>Once the approved 2040 Comprehensive Plan is received the Town Board will need to decide if they wish to request an amendment from the Met Council to re-zone the Castle Rock Mini Mall, Benjamin Bus, Taylor Trucking, Ben Franklin Plumbing, Olson Brothers Construction, Tony’s Towing, etc. would be re-zoned non-conforming business in the Rural Residential District and the Ag-Preservation District.</p> <p>If the Town Board applied for and received approval for such an amendment, then the Planning Commission would need to hold public hearings to take comments about the proposed re-zoning. The along with Attorneys and Planning Consultants and the Board a decision would be made.</p> <p>Clerk Wheeler was asked to estimate time required to complete all phases of re-zoning should the Board decide to move forward. Wheeler estimated the fourth quarter of 2019.</p>	<p>Discussion only - no action required.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Snow &amp; Ice Control Agreement</i></p>	<p>Clerk Wheeler stated that Vatko has the right to apply for a public hearing. The applicant would be required to pay all costs associated with a hearing with no guarantee the Town Board could approve a permitted use based on the current zoning.</p> <p>Supervisor Messner explained that Convenience Car Care can sell a few cars as secondary to a vehicle repair business in the new Business District. However, having used cars as a secondary to a Convenience Store in the Ag-Preservation district may not be allowed.</p> <p>Clerk Wheeler reported that the Town Board approved the Snow &amp; Ice Control Agreement at a Special Meeting on November 5, 2018. The Town Board gave direction to the Clerk and Road Committee Chairperson Steve Wheeler to hand deliver the “agreement”, a quote sheet and a letter outlining the due date and time to two contractors.</p> <p>Clerk Wheeler stated that she and the Road Committee Chairperson met with Mr. Frank Gerdesmeier (Frank Landscaping – prior village contractor) and Mr. Mark Henry (Henry Excavating – prior rural road contractor). Each contractor got the “agreement”, the quote form and the letter.</p> <p>Clerk Wheeler stated that she received only one sealed envelope.</p> <p>Chairperson Odegard opened the envelope from Henry Excavating and read the rates per piece of equipment. Odegard also noted that Henry Excavating would be required to have an insurance certificate with the \$1.5 million liability coverage as required in “agreement” to avoid a gap in liability coverage for the Township tax payers.</p> <p>Supervisor Messner inquired about the “Responsible Contractor Statement” attached to the quote from Henry Excavating that the Board had not requested or previously approved.</p> <p>Clerk Wheeler stated that Mr. Henry had told her that he was including the “Responsible Contractor Statement” with the quote. Wheeler stated she called the Minnesota Township Association (MAT) on the Responsible Contractor Statement. MAT stated that the “Statement” pertains to sealed bids and or to “agreements” that are anticipated to exceed \$50,000.</p> <p>Wheeler stated that the “agreement” is only until April 30, 2018, is not anticipated to exceed \$50,000 and was not an advertised bid but a non-advertised quote.</p>	<p>Motion was made by Supervisor Wergin and seconded by Chairperson/Supervisor Odegard to award the “Snow &amp; Ice Agreement” for the snow season ending April 30, 2019 to Henry Excavating effectively upon signature by both parties on 11/14/18. All in favor. Motion carried.</p> <p>Clerk Wheeler &amp; Henry Excavating will meet to sign agreement, complete the “Sole Proprietor &amp; Workers Compensation” form on 11/14/18 at Prairie Creek School in Castle Rock.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Billing Error for \$133.50.</i></p>	<p>Wheeler recommended the Board award the “agreement” but not approve the “Responsible Contractor Statement” per MAT.</p> <p>Clerk Wheeler explained that Road Committee Chairperson Steve Wheeler was doing a cost analysis on snow removal and road maintenance to establish a “cost per road mile” for 2017 &amp; 2018 when he discovered the Township had approved and paid \$133.50 charge in error. The \$133.50 charge was for work done on Cambodia Avenue in Castle Rock.</p> <p>Clerk Wheeler explained that she called the Minnesota Township Association (MAT) to ask if the Township had the right to ask for the return of the money after almost six months. Attorney Steve Fenske stated that the \$133.50 is tax-payers money and must be recovered regardless of time line.</p> <p>Clerk Wheeler explained that “road maintenance” billings/claims/invoices should be reviewed by the Road Committee prior to being paid by the Board.</p> <p>The Road Committee going forward will be reconciling bills with approved Road &amp; Bridge budget and approved road maintenance plans. According to the “Snow &amp; Ice Control Agreement”, the contractor is required to submit their bills no later than the first Monday of the month. The bills are immediately reviewed by the Road Committee and then given to the Clerk &amp; Treasurer for payment by the Town Board on the second Monday of the month.</p>	<p>Motion was made by Supervisor Wergin and seconded by Chairperson/Supervisor Odegard to notify Henry Excavating of the billing error and request the \$133.50 be credited on the next road maintenance billing. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Claim Adjustment for Paul Little – Planning Commission</i></p>	<p>Clerk explained that “meeting reimbursement” form is something new that the Board adopted within the last year. Everyone is learning how to complete the forms. Paul Little left the meeting amounts blank. The Treasurer filled in the Planning Commission amounts of \$25.00 per meeting. However, Paul attend two public hearings and those did not get filled in. Clerk Wheeler stated that when she was auditing the bills for claims approval by the Board, she noticed the discrepancy.</p> <p>Clerk Wheeler is requesting the Board approve meeting pay for each public hearing and either pay this evening or approve for the next billing cycle.</p> <p>Supervisor Messner and Clerk Wheeler agreed that training and a cheat sheet would avoid this type of discrepancy going forward. Wheeler will prepare a “cheat sheet” explaining meeting compensation. Wheeler will put the “cheat sheet” on the back of the meeting reimbursement form.</p>	<p>Motion was made by Supervisor Messner and seconded by Chairperson/Supervisor Odegard to pay \$50.00 to Paul Little for two Public Hearings he attended as a Planning Commissioner that were not filled in on his Meeting Compensation form. All in favor. Motion carried.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Transfer semi-annual billings &amp; collections responsibilities of “shared well” from Clerk to Treasurer.</i></p>	<p>Clerk Wheeler reported that the Town Treasurer and Deputy Treasurer have volunteered to assume the responsibilities of the semi-annual billings and collections for the “shared well”.</p> <p>Wheeler stated that she has had to follow up with phone calls and letters for delinquent accounts on two accounts every time bills are sent out. One bill was finally paid but one remains unpaid. Treasurer will need to include the past due amount in the new billing.</p>	<p>Motion was made by Chairperson Supervisor Odegard and seconded by Supervisor Messner to transfer “shared well” billing and collection responsibilities from the Town Clerk to the Town Treasurer. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Authorize Clerk to work with Bolton &amp; Menk on “Shared Well Ordinance”</i></p>	<p>Clerk Wheeler requested that the Town Board consider an “ordinance” for the shared well as was suggested some months back by the Township Attorney.</p> <p>Without an ordinance the Township doesn’t have the legal authority necessary to set billing parameters including interest charge for past due billings.</p>	<p>Motion was made by Chairperson Supervisor Odegard and seconded by Supervisor Messner to authorize Clerk Wheeler to request that Bolton &amp; Menk include “Shared Well Ordinance” in the Zoning Ordinance Update. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Authorize payment to Peterson Equipment for railing repair</i></p>	<p>Road Committee Chairperson Steve Wheeler presented a bill the Clerk just that is \$150.00 more than the original estimate to repair the railing on the Dudley Bridge. The railing had to be galvanized and the shop that does that work is north of the cities, thus transportation costs.</p> <p>Wheeler reported that the railing is installed. Dakota County came out on November 9, 2018, took pictures and documented their files. Dakota County will be picking up the safety barriers in the next few days.</p> <p>Wheeler requested the Board approve the revised costs for the bridge repair.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to pay Peterson Equipment for the Dudley Bridge railing repair as invoiced for \$3,433.86. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Transfer Town Aid from checking to savings per R2018-09</i></p>	<p>Clerk Wheeler requested that the Town Aid of \$2,803.06 received from the State of Minnesota be transferred into savings and earmarked for the \$100,000 reserve fund as dictated by R2018-09.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to transfer from checking to savings the Town Aid funds of \$2,803.06 from the State of Minnesota and earmark as reserve funds as dictated by R2018-09. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Certification of 2018 Township Road Mileage</i></p>	<p>Clerk Wheeler introduced “Certificate of 2018 Township Road Mileage” that needs to be passed by the Township, signed and returned. State aid is based on the mileage on the certificate.</p> <p>The mileage on the certificate is 16.329 miles.</p>	<p>Motion was made by Chairperson/Supervisor Odegard and seconded by Supervisor Wergin to certify 16.329 miles as stated on the Certificate of 2018 Township Road Mileage from the County. All in favor. Motion carried.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Set due date for all vendor and or contractor bills</i></p>	<p>Clerk Wheeler, Treasurer Klemenhagen and Deputy Treasurer Dilley have been fine tuning the monthly claims process. To allow adequate time to prepare and process the Clerk's reconciliation and the Treasurer's financial reports, it is necessary for the cut off for receiving bills for payment is the first Monday of the month.</p> <p>Clerk request that the Town Board pass a motion to set the due date for all bills for the first Monday of the month.</p>	<p>Motion was made by Chairperson/Supervisor Odegard and seconded by Supervisor Messner to set the claims due date for the first Monday of the month. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Garbage Complaint for 32868 Northfield Blvd.</i></p>	<p>Clerk Wheeler stated that there was a complaint regarding the build up of garbage outside the rental home at 32868 Northfield Blvd. Wheeler stated that she had written a letter to the same property owner on July 18, 2017. Ms. Eva Damian, owner of the property lives in Eagan. The property was cleaned up after Damian received letter.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to have the Clerk write a letter to Ms. Eva Damian to clean up the area surrounding her rental home. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Closure of 1909 Waterford Bridge</i></p>	<p>Clerk Wheeler reported that she called the Minnesota Township Association (MAT) Attorney Steve Fenske for advice on what to put on the sign to close the bridge.</p> <p>Fenske stated the Township would need to have "Bridge Closed" "Bridge Not Safe" No Trespassing" Just a sign of "Bridge Closed" does not inform the public as to what and why.</p> <p>Clerk Wheeler stated that the Township's sign company stated they could have the signs ready within 10 days. Road Committee Chairperson Steve Wheeler stated he can drive the post and mount the signs.</p> <p>Clerk Wheeler stated that the Property Committee would be investigating solutions to the "chain link" fencing and report back to the Town Board.</p> <p>Resident Tom Devney stated that a couple of 16" livestock gates chained to the bridge might be an easy temporary solution until a more permanent barrier could be installed. Tom and Andy Devney stated they would help Wheeler with the installation of the livestock gates. Just call them once the gates have arrived.</p> <p>The Property Committee will check with Dakota County as well as Bolton and Menk for possible companies that install mesh under the entire length and with of the bridge for installation sometime in the spring of 2019.</p>	<p>Motion was made by Supervisor Messner and seconded by Chairperson/Supervisor Odegard to order the signs and have Steve Wheeler install them as soon as possible. All in favor. Motion carried.</p> <p>Motion was made by Supervisor Messner and seconded by Chairperson/Supervisor Odegard to order two livestock gates and chains as a temporary barrier until a permanent barrier can be obtained. All in favor. Motion carried.</p> <p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to assign the mesh under the bridge as recommendation by LHB to the Property Committee to investigate and report back to the Board by no late than the spring of 2019. All in favor. Motion carried.</p>
<p>Discussion – Board Request – Lawn Mowing – 2017 &amp; 2018</p>	<p>Treasurer Charlene Klemenhagen provided the Town Board with a report comparing the year 2017 lawn mowing (Frank's Landscaping) and the year 2018 (Schrader's). Schrader's 2018 lawn mowing bills</p>	<p>Report only – no action required.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
Discussion – 2012 FEMA Final Report	<p>were \$800 less than Frank’s Landscaping lawn mowing bills.</p> <p>Klemenhausen stated that Carleton College owns the parcel with the rock down by County Road 47.</p> <p>Supervisor Messner stated that she thought maybe the rock symbolized a grain route. Marie Struss also thought it might be having something to do with a grain route.</p> <p>Deputy Treasurer Dilley suggested that Waterford asked Carleton College for a quick claim deed. Using tax payer dollars to mow property owned by Carleton College is not “clean”. It might be possible that Carleton is unaware of the property and would sell it to avoid mowing the property.</p> <p>Deputy Treasurer Dilley stated several searches were done trying to locate the paperwork necessary to close out the 2012 FEMA claim.</p> <p>Clerk Wheeler called a left message with the former clerk and left message with the former clerk’s mother.</p> <p>Clerk Wheeler spoke with JB Dudley asking if John Dudley had any Township paperwork at the house that the Township might acquire. Wheeler reported that JB Dudley got rid of a lot of materials but doesn’t think what they got rid of was Township stuff.</p> <p>Deputy Dilley reported that she was able to get into the “old” computer. Couldn’t acquire any meaningful information regarding the 2012 culvert/road repair.</p> <p>Deputy Dilley stated that they went through all the files in the Township. Dilley noted that the 2013 file is missing. There is a file marked 2013, but the paper work is gone.</p> <p>Dilley did state that an invoice from American Excavating was found. CTAS shows we paid \$13,325.00 to American Excavating which included culverts.</p> <p>Dilley stated it appears that the Township owes FEMA \$1,379.81.</p>	<p>Board ordered Dilley to push back on FEMA. Board stated that FEMA fired the representative the Board was working with so if the paperwork is lost or archived it is FEMA’s problem not the Townships. Dilley to report back to Clerk. Clerk may need to call a Special Meeting to avoid an open meeting law violation.</p>
Discussion - Board of Audit	<p>Deputy Treasurer Jane Dilley asked the Board for their thoughts on having the Board of Audit the first week in February.</p> <p>Dilley also asked if the Board wanted to “dig a little” deeper when conducting the audit. Currently the three supervisors rotate selecting two transaction per month for the twelve months of the year. each supervisor selects a couple of transaction from each month of the year</p>	<p>Town Board requested that Treasurer &amp; Deputy Treasurer call the Minnesota Township Association for advice on how to conduct an audit.</p>



# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>Wheeler reported he had a meeting with Dakota County Supervisors regarding the drainage issues in the village. Wheeler stated he had received complaints from a couple of residents as to gravel in their lawns.</p> <p>Wheeler reported that Dakota County stated that the Township will need to work on the culverts and ditches to get the water to flow correctly. Dakota County will help the Township with design, etc.</p> <p>Dakota County suggested that the east end of 321<sup>st</sup> Street be vacated. This will help with drainage issues, manages visibility issues, and controls traffic that rips through the village in order to avoid the Highway 3 and County Road 47 traffic congestion.</p> <p>Dakota County will provide the Township with ball park estimates for budget purposes.</p>	<p>Report only – no action.</p>
<p><i>Budget Committee Report</i></p>	<p>Chairperson Marie Struss stated the committee met on November 5, 2018. The committee will not meet again until January. At the January meeting the committee will put together the first draft of the 2020 budget.</p> <p>The second draft of the budget will be presented on February 11, 2018.</p> <p>Supervisor Wergin commented that the \$100,000 reserve (R2018-09) needs to be clearly earmarked and not mixed up with Road &amp; Bridge.</p>	<p>Report only – no action</p>
<p><i>Property Committee Report</i></p>	<p>Chairperson Elizabeth Wheeler stated that because several people arrived early for the Board meeting, the committee was unable to conduct much business.</p> <p>The committee will not meet in January but will meet at 5:45 p.m. on February 11, 2018. The items for discussion will be the Town Hall and the Memorial Garden.</p> <p>At the last Board meeting Supervisor Wergin requested the Clerk investigate the insurance deductibles for the Township. Wheeler reported that the Township does not have a deductible for property, but it does have a 10% deductible for land use and zoning claims.</p> <p>Wheeler told the Board that MAT did not know that the Town Hall is an historic building. The current coverage is not adequate for a historic building. Wheeler will be working on getting MAT the paperwork relative to the historic designation.</p>	<p>Report only – no action</p>
<p><i>Bridge Grant – L3274 Rehabilitation Project</i></p>	<p>The 30% Grant reports were due on November 13, 2018. The reports were either mailed directly to SHPO or uploaded through a portal for the Minnesota State Historical Society. Both SHPO &amp; MSHS has 30 days to respond to the reports. The plan is to have</p>	<p>Report only – no action</p>

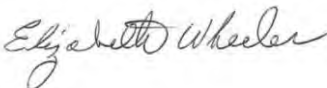
# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><i>Zoning Ordinance Update Grant</i></p> <p><i>Website Progress</i></p> <p><i>Newsletter</i></p>	<p>December 13, 2018 meeting to answer the 30% comments and immediately submit the 60% reports.</p> <p>Board is welcome to attend the 60% submission on February 13, 2018 at 10:00 a.m. at the Dakota County Apple Valley Government building.</p> <p>Currently Bolton &amp; Menk are preparing a letter of understanding indicating that \$5,000 of the project fees will be paid by the grant and almost \$5,000 of the project fees will be paid by the Township.</p> <p>Wheeler is requesting a joint work session with the Planning Commission and the Board for November 29, 2018 to work on the Zoning Ordinance updates.</p> <p>The timeframe is aggressive to meet the March 15, 2019 deadline.</p> <p>Clerk Wheeler stated that she &amp; Steve Wheeler had received a couple of one-hour trainings from GovOffice. Wheeler stated she is building the website.</p> <p>Clerk Wheeler stated she has an eight-page newsletter that is approximately 50% complete with the other 50% in rough draft form. Target date to mail is December 12, 2018.</p>	<p>Clerk Wheeler will coordinate a joint Planning Commission and Board work session for November 29, 2018 to work on the Zoning Ordinance Update.</p> <p>Report only – no action</p> <p>Report only – no action</p>
<p><b>CITIZEN COMMENTS</b></p>		
<p><b>TOWN BOARD REPORTS</b></p>	<p>Township Chairperson Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <p>Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>Township Deputy Treasurer Jane Dilley reported, followed up or following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Chairperson Odegard and seconded by Supervisor Wergin to adjourn the meeting at 9:23 p.m. All in favor. Motion carried.

Recorded & Transcribed by:

  
 —  
 Elizabeth Wheeler – Township Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Town Board & Planning Commission Work Session

**DATE & TIME:** November 29, 2018 **Start Time:** 7:00 p.m. **Adjourn Time:** 8:30 p.m.

**MEMBERS PRESENT:** Larry Odegard -Chairperson/Supervisor; Liz Messner- Supervisor; Frank Wergin-Supervisor; Elizabeth Wheeler - Township Clerk; Charlene Klemenhagen-Township Treasurer; Jane Dilley- Deputy Treasurer, Bryan Nelson Planning Commission Chairperson, Paul Little- Planning Commission, Andy Devney – Planning Commission, Marie Struss – Planning Commission, Theresa Bentz-Planning Commission

**OTHERS IN ATTENDANCE:** Steve Wheeler-Road Committee Chairperson, Jerry Wicklund-Road Committee,

ITEM	DISCUSSION	ACTION
Call to Order	At 7:00 p.m. Chairperson Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance lead by Steve Wheeler.
Purpose of Meeting	<ul style="list-style-type: none"> <li>• Zoning Ordinance Update</li> <li>• 2019 Planning Commission</li> <li>• Road Committee Update</li> </ul>	No action required.
<b><u>Zoning Ordinance Update</u></b>	<p>Clerk Wheeler provided each member of the Town Board, the Planning Commission, and the Road Committee members (hereafter called the "Working Group") with a 65-page copy of the 2001 Zoning Ordinances. The copy provided for a column to the right for note taking.</p> <p>Clerk Wheeler provided the aggressive schedule for the Zoning Ordinance Update project. Failure to follow the time line most likely will jeopardize the \$5,000 grant money from the Federal Community Development Block Grant Program as administered by the Dakota County Community Development Agency.</p> <ol style="list-style-type: none"> <li>1. <u>First work session</u> for Town Board &amp; Planning Commission – 11/29/18</li> <li>2. <u>Second work session</u> for Town Board &amp; Planning Commission – 12/19/18</li> <li>3. <u>Third work session</u> for Town Board &amp; Planning Commission – 01/23/19</li> <li>4. <u>Fourth work session</u> for Town Board &amp; Planning Commission with Bolton &amp; Menk – 02/04/19</li> <li>5. Proposed Zoning Updates on web – 02/18/19</li> <li>6. Planning Commission Public Hearing – 03/04/19</li> </ol>	<p>Each member of the Working Group will review the 65-page Zoning Ordinance and prepare a "top ten" list of items for updating.</p> <p>Each member of the Working Group will bring two copies of their top ten list to the December 19, 2018 Work Session.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>7. Town Board Meeting – 03/11/19 8. Publication &amp; Effective date – 03/20/19</p> <p>Wheeler explained that she put comments in “purple” and Bolton &amp; Menk put their comments in “red”.</p> <p>The red comments are where Bolton &amp; Menk inserted the eight amendments. Wheeler stated the eight amendments need tweaking as everything changes over time. For example, the Township no longer requires an Interim Use Permit for Solar less than 40 kw.</p> <p>The purple comments are areas the Clerk has had either a question from the public or are areas that the Township does not enforce or areas that need some clarification.</p> <p>Wheeler explained that in order to meet the aggressive time line of this “grant”, it is necessary for everyone to do their homework, read through the 2001 Zoning Ordinance and note all the areas needing updating.</p> <p>Wheeler will facilitate the meeting to get “one” list of top ten to Bolton &amp; Menk by the deadline of 8:00 a.m. on Friday, December 21, 2018.</p>	
<p><b><u>2019 Planning Commission</u></b></p>	<p>Clerk Wheeler stated she is currently writing bylaws for the Planning Commission, the Budget Committee, the Road Committee and the Project/Property Committee. Bylaws are needed for good governance and transparency.</p> <p>Wheeler stated the Bylaws included “Purpose,” “Appointments,” “Members,” “Terms,” “Compensation,” “Roles &amp; Responsibilities,” and “Board Liaison.” Wheeler stated she used her years of government service and her year on the Planning Commission to prepare the Bylaws.</p> <p>Wheeler encouraged discussion from the Town Board and the Planning Commission regarding “term limits”, Chairperson rotation, etc.</p> <p><b><u>ROTATION:</u></b> Wheeler stated in April 2016 the Board adopted a resolution requiring Town Board Chairperson rotation. Rotation of Supervisors has proven effective and is done without any issues associated with the actual rotation or the “passing of the gavel” at the Annual Town Meeting in March each year.</p> <p>Wheeler stated, a side benefit of rotation for Commission and or Committee members is the opportunity to gain experience in leadership roles. The next generation of Supervisors will most likely come from the Commission and or a Committee member.</p>	<p>Clerk Wheeler will write a resolution for Town Board approval at the December 10, 2018 Regular Meeting.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p><b><u>AS NEEDED BASIS:</u></b> As the Board Liaison to the Planning Commission, Wheeler summarized “meeting information” for 2018:</p> <ol style="list-style-type: none"> <li>1. Regular Planning Commission meetings = 8</li> <li>2. Cost of 8 meetings = \$1,600</li> <li>3. Only 38% of the meetings (3 of 8) had any Zoning Reviews - \$200 x 3 = \$600</li> <li>4. 62% of the meetings (5 of 8) did not have any Zoning Reviews - \$200 x 5 = \$1,000</li> </ol> <p>Wheeler reported that the Commission meets for Zoning Review on a regular basis, however the only zoning review done is generally for new building and/or for a project that changes the footprint of an existing structure. Due to the size of the Township and the lack of “buildable sites” available, the Commission does not need to meet on a regular basis as the meeting information clearly shows.</p> <p>Wheeler recommended that the Planning Commission meet on an “as needed basis” effective January 1, 2019. Wheeler stated she can put an article in the December 2018 Newsletter announcing the “as needed basis”.</p> <p>Wheeler stated the Newsletter has proven to be an effective policy notification tool. The June 2018 Newsletter announced the new process for “Zoning Review” by the Planning Commission resulting in pre-meeting preparation and zoning checklists.</p> <p>Wheeler summarized benefits to an “as needed basis” meeting policy:</p> <ul style="list-style-type: none"> <li>• Commission meets when there is a Zoning Review – respectful of Commission members time.</li> <li>• Commission doesn’t meet regularly from April through October but is <b><u>available January through December on an “as needed basis.”</u></b></li> <li>• Resident’s can usually meet with the Commission within two weeks of the initial call to the Clerk.</li> <li>• Taxpayers are not paying for meetings that do not have “zoning reviews.”</li> <li>• Planning Commission has all forms and documents for Zoning Review.</li> <li>• Town Board receives a “signed” Zoning review with assurance that all Zoning criteria has been reviewed and found to be compliant.</li> </ul> <p>Wheeler recommended the following process:</p> <ul style="list-style-type: none"> <li>• Township resident calls Clerk for a “Zoning Review”</li> <li>• Clerk coordinates, schedules and posts a “Zoning Review” within two weeks of the call from the resident.</li> <li>• Clerk prepares all paperwork for Zoning Review.</li> </ul>	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p><b><u>Road Committee Update:</u></b></p>	<p>Road Committee Chairperson Steve Wheeler reported that the Road Committee will meet on December 11, 2018 to continue working on a 2020 proposed Road &amp; Bridge budget and 2019 road maintenance plans.</p>	
<p><b>ADJOURN</b></p>		
<p>Adjourn the meeting</p>		<p>A motion was made by Supervisor Messner and seconded by Supervisor Wergin to adjourn the meeting at 8:30 p.m. All in favor. Motion carried.</p>



Recorded & Transcribed by:

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Elizabeth Wheeler – Township Clerk

620023

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Waterford Township Monthly Meeting

**DATE & TIME:** December 10, 2018 **Start Time:** 7:02 p.m. **Adjourn Time:** 8:56 p.m.

**MEMBERS PRESENT:** Larry Odegard – Chairperson/Supervisor, Liz Messner- Supervisor;  
Frank Wergin-Township Supervisor; Elizabeth Wheeler - Township Clerk;  
Charlene Klemenhausen-Township Treasurer; Jane Dilley- Deputy Treasurer

**OTHERS IN ATTENDANCE:** Jerry Wicklund, Bryan Nelson, Marie Struss, Steve Wheeler,

ITEM	DISCUSSION	ACTION
Call to Order	At 7:02 p.m. Chairperson/Supervisor Odegard called the meeting to order.	A roll call was taken of members present and a quorum was declared. Pledge of Allegiance led by Jane Dilley.
Approval of Regular Agenda	Board members to add the following to the agenda: <ul style="list-style-type: none"> <li>Annexation Update – Clerk Wheeler</li> <li>Budget Committee Member – Jake Bentz</li> <li>Project/Property Committee Board Liaison</li> <li>Right of Way Tree Removal</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>REGULAR</b> agenda for December 10, 2018. All in favor. Motion carried.
Approval of Consent Agenda	<ul style="list-style-type: none"> <li>November 13, 2018 - Regular Board Meeting</li> <li>Clerk's Monthly Claims &amp; Deposit Report</li> <li>Claims report for November</li> <li>Treasurer's report for November</li> </ul>	A motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the <b>CONSENT</b> agenda for December 10, 2018. All in favor. Motion carried.
<b>REPORTS &amp; PRESENTATIONS</b>		
Deputy Sheriff Reiner	Deputy Reiner reported that there has not been much going on.  Be careful when approaching the intersection at Highway 3 and County Road 86.  Cooper thefts – stealing from irrigators. Found person responsible – should stop now.  Remind people about driving “sober” during the holiday season.	Report only – no action necessary
Treasurer Klemenhausen & Deputy Treasurer Dilley	Dilley reported that she has finalized the 2012 FEMA Report. The good news is FEMA found the paperwork furnished was adequate to satisfy FEMA without the Township having to return any funds.  Klemenhausen & Dilley requested the Board review the Board of Audit procedures as a Board of Audit	

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	will need to take place sometime in January or February before the Annual Meeting in March.	
<b>PLANNING COMMISSION &amp; PUBLIC HEARING</b>		
<i>Bryan Nelson Planning Commission</i>	Bryan Nelson, Chairperson of Planning Commission reported the Commission meet on November 5, 2018 but had no Zoning Reviews. 8	Report only – no action required.
<b>REGULAR MEETING</b>		
<p>Motion (M2018-0xx) <i>Approve “storage” only for building on PID# 41-03000-75-080</i></p> <p>Resolution R2018-10 <i>Planning Commission “As Needed Basis” &amp; Bylaws</i></p>	<p>Joe Schnell, Parcel ID #41-03000-75-080 current owner, stated he put one new door on the old gas station located along Highway 3 in order to remove garbage from inside the building. Schnell stated he also installed electricity for both indoor and outdoor lighting.</p> <p>Schnell stated that before putting on a new roof, installing additional doors and installing security lighting he wanted to come before the Board to make sure he would be allowed to use the building for “storage” purposes.</p> <p>Clerk Wheeler reported Schnell came before the Board on June 11, 2018 to present his proposal for using the building for his personal and business storage. At the Board’s direction Clerk Wheeler called Dee McDaniels on June 12, 2018 for two reasons: Dakota County has the underlying land use authority for properties in the shoreland and recreational district; the County is familiar with the property because of the prior squatter problems causing County enforcement.</p> <p>McDaniels sought advice from the County Attorney. While the building is in the shoreland and recreational zoning districts of Dakota County, the County would allow the current property owner to clean up the property, install security lighting and use the building for “storage” to mitigate problems associated with vacant buildings if the Town Board allows such use of the property. The attorney also stated that the property does not have enough acreage to allow for sewer or water installation.</p> <p>Chairperson/Supervisor Odegard stated that Resolution 2018-10 should be tabled until the next work session due to a couple of housekeeping items.</p> <p>Wheeler stated that this presented a problem for her as she has the December Newsletter ready for mailing and it has an article announcing the “As Needed Basis” Planning Commission protocol. The protocol was discussed at the November 29, 2018 Work Session and a go ahead was given to announce</p>	<p>Motion was made by Chairperson Odegard and seconded by Supervisor Messner to allow storage in the building located on Highway #3 (PID # 41-03000-75-080) currently owned by Joe Schnell to be used for “storage” only provided the owner cleans up the property and installs lighting. All in favor. Motion carried.</p> <p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to APPROVE RESOLUTION R2018-10 ADOPTING “AS NEEDED BASES MEETING SCHEDULE” AND THE PLANNING COMMISSION “BYLAWS” NOTING THAT BYLAWS CAN BE CHANGED IN THE FUTURE SHOULD THE PLANNING COMMISSION WITH ADDITIONAL STUDY FIND A NEED</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	<p>the “As Needed Basis” Planning Commission item in the December Newsletter so as to inform all Township property owners of the change prior to the new year.</p> <p>Wheeler requested what would cause this item to be tabled. Odegard asked Marie Struss what was the objection? Struss stated she had questions about the “term limits” in the Bylaws.</p> <p>Wheeler requested the Board provide her with a yes or no as to the Newsletter article “Announcing Enhanced Services.” The Newsletter is complete, was mailed to the Supervisors for review and is now ready for printing on December 11<sup>th</sup> and mailing December 12<sup>th</sup>.</p> <p>Wheeler asked the Supervisors if they agreed that the Newsletter article does not speak to term limits.</p> <p>Supervisor Messner stated that a question on term limits is simply a housekeeping item in the Bylaws. Housekeeping items in the Bylaws would not cause a change to the December Newsletter article “Announcing Enhanced Services.”</p> <p>Wheeler stated getting the “As Needed Basis” notification to the property owners in the December Newsletter is critical as the next Newsletter does not get printed until June 2019. Housekeeping items in Bylaws can and will be changed in the future without impacting Planning Commission Services.</p> <p><b>WHEREAS</b>, the Town Board has the responsibility to ensure the Planning Commission can perform effectively and efficiently; and</p> <p><b>WHEREAS</b>, the Town Board asked the Commission and Committees serving the Township to prepare bylaws for Town Board review and adoption; and</p> <p><b>WHEREAS</b>, the Planning Commission on November 29, 2018 brought before the Town Board “Planning Commission Bylaws” for discussion; and</p> <p><b>WHEREAS</b>, the Planning Commission on November 29, 2018 brought before the Town Board an “As Needed Bases Meeting Protocols” for discussion;</p> <p><b>WHEREAS</b>, the Bylaws clearly and concisely lay out the purpose and the requirements necessary to perform effectively and efficiently; and</p> <p><b>WHEREAS</b>, the “As Needed Bases Meeting Protocols” is a “win-win” for the Planning Commission members, the applicants and the taxpayers by enhancing customer service delivery and saving tax dollars; and</p>	<p>TO REQUEST SUCH A CHANGE. All in favor. Motion carried.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Resolution R2018-11 <i>Approve Closing the 1909 Waterford Bridge</i></p>	<p><b>WHEREAS</b>, the Planning Commission and the Town Board came to consensus on both the Bylaws and the “As Needed Bases Meeting Schedule”; and</p> <p><b>NOW THEREFORE BE IT RESOLVED</b>, the Town Board adopts the Planning Commission Bylaws and the “As Needed Bases Meeting Protocols” with periodic review for effectiveness and efficiency.</p> <p>Clerk Wheeler reported that when she was calling the Minnesota Township Association (MAT) regarding “legal” language for the “Bridge Closed” signs, Attorney Steve Fenske stated that the Township cannot close a Bridge with a motion but must close the Bridge with a Resolution.</p> <p>Attorney Fenske also stated that LHB recommended a “chain link” fence and “signage” be installed, thus a chain link fence for liability purposes should be installed. Township is following the recommendation of the engineering firm studying the Bridge.</p> <p>Attorney Fenske also stated that from an insurance perspective, “Bridge Closed” doesn’t go far enough to protect the Township. Fenske stated that the sign should tell them why and what is required of someone reading the sign. Fenske recommended:</p> <p><b>BRIDGE CLOSED – BRIDGE NOT SAFE – NO TRESPASSING.</b></p> <p>Clerk Wheeler read Resolution R2018-11:</p> <p><b>WHEREAS</b>, the Zoning Ordinance #2001-5 Section 2 states that the purpose of the Ordinance is to protect the public health, safety, and general welfare in Waterford, and;</p> <p><b>WHEREAS</b>, Historic Bridge L3275 (one lane 1909 Iron Bridge) was 100 years old in 2009 and was closed to vehicle traffic in 2010 and is currently undergoing an “existing Condition &amp; Rehabilitation” study by LHB, Inc. a Minnesota based multi-disciplined engineering firm located in Duluth; and</p> <p><b>WHEREAS</b>, LHB on October 10, 2018 presented an initial report for review by the various stakeholders as well as the Minnesota State Historical Society and the State Historical Preservation Office; and</p> <p><b>WHEREAS</b>, the report, on page 49” recommends “closing the bridge to pedestrian traffic immediately” due to the concrete deck and the advancing of deck edge failures that pose a safety risk for pedestrians”; and</p>	<p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to <b>APPROVE RESOLUTION R2018-11 TO CLOSING THE 1909 WATERFORD BRIDGE TO PEDESTRIAN AND ALL FORMS OF TRAFFIC UNTIL RESTORED OR REMOVED.</b> All in favor. Motion carried.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Resolution R2018-12 <i>Approve On-Line Banking</i></p>	<p><b>WHEREAS</b>, LHB recommends in the same report a chain link fence be installed at both ends of the bridge to close the bridge until it can be rehabilitated; and</p> <p><b>WHEREAS</b>, according to Attorney Steve Fenske at MAT (Minnesota Township Association liability insurance carrier) the Township must close the bridge via way of a resolution; and</p> <p><b>WHEREAS</b>, according to Attorney Steve Fenske at MAT the signage should read “Bridge Closed – Bridge Not Safe – No Trespassing”; and</p> <p><b>NOW THEREFORE BE IT RESOLVED</b>, the Town Board closes Historic Bridge L3275 (one lane 1909 Iron Bridge) to pedestrians and all forms of traffic until restored or removed.</p> <p>Supervisor Messner stated she had read the on-line banking terms and was concerned about “bill pay”. Messner stated that other than the automatic withdrawal for the Bridge Loan payment and the two Xcel utility payments she was opposed to any other automatic withdrawal or bill pay.</p> <p>Clerk Wheeler stated that having on-line “read only” banking privilege will allow the Clerk to check the statement throughout the month to watch for various direct deposits from State, County and eventually grant funding checks when they arrive to ensure we receive an email notification explaining the deposit in a timely manner. The on-line feature also allows the Clerk to view the bank statement to prepare the Clerk reconciliation every month.</p> <p><b>WHEREAS</b>, Waterford Township has always banked at Castle Rock Bank, 27925 Danville Ave. P.O. Box 518, Castle Rock, MN 55010; and</p> <p><b>WHEREAS</b>, Castle Rock Bank offers numerous services including secure “On-Line Banking” for its customers; and</p> <p><b>WHEREAS</b>, On-line Banking allows the Town Board members access to the Township’s banking account twenty-four a day; and</p> <p><b>WHEREAS</b>, the Town Board has read the “Online Banking Agreement and Disclosure” form supplied by the bank; and</p> <p><b>WHEREAS</b>, the Town Board approves On-Line Banking with Castle Rock Bank; and</p> <p><b>WHEREAS</b>, the Town Board approves full on-line banking privileges for the Treasurer and the Deputy Treasurer to manage Waterford’s bank account; and</p>	<p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to APPROVE RESOLUTION R2018-12 TO WORK WITH CASTLE ROCK BANK TO SET UP ON-LINE BANKING FOR THE TOWNSHIP’S BANK ACCOUNTS WITH FULL TREASURER/DEPUTY TREASURER PRIVILEGES AND “READ” ONLY PRIVILEGES FOR THE CLERK &amp; CHAIRPERSON.</p> <p>All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Approve Bridge Closure Design, Purchase of Materials &amp; Installation</i></p>	<p><b>WHEREAS</b>, the Town Board grants “read only” on line banking privileges for the Town Clerk and the Chairperson (Chairperson rotates every year); and</p> <p><b>NOW THEREFORE BE IT RESOLVED</b>, the Town Board approves the Town Treasurer and the Deputy Treasurer to obtain on line banking services from Castle Rock Bank, Castle Rock, MN as noted above on behalf of the Township.</p> <p>Grant Manager Wheeler referred to the report LHB Existing Condition &amp; Rehabilitation Scope of Work report under the Stabilization Recommendations. LHB recommends that a chain link fence be installed at both ends of the bridge to close the bridge until it can be rehabilitated.</p> <p>Wheeler stated that her husband has AutoCAD design software and design a fencing with a list of materials needed as well as an approximate cost. Wheeler stated that if the design and costs are approved, she and her husband will install the fence by the end of December.</p> <p>Wheeler stated that the design and installation will be donated to the Township.</p>	<p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to approve the fencing design, purchase of supplies and the installation of the fencing by year end on the Waterford Bridge as the LHB report. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Approve the transfer of Bridge Grant funds from savings to checking to cover LHB invoice.</i></p>	<p>Wheeler, Bridge Grant Manager stated that the LHB invoice should be covered by the Minnesota Historical Society Grant funds that are in savings until needed to pay invoices related to the grant process.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to direct the Treasurer to transfer Bridge Grant funds from savings to checking to pay the LHB invoice of \$11,392.97. All in favor. Motion carried.</p>
<p>Motion (M2018-0xx) <i>Approve the transfer of Bridge Grant funds from savings to checking to cover LHB invoice.</i></p>	<p>Wheeler stated that she had talked with Gerdesmier about submitting his bill for the “stop sign” repair. Gerdesmier told Wheeler that he did not have the receipts.</p>	<p>Motion was made by Supervisor Wergin and seconded by Supervisor Messner to request that the Town Clerk ask Mr. Gerdesmier to submit his claim for the “stop sign” repair without receipts for board review. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) <i>Authorize the Board Chair to sign the NRFPD Agreement for Fire Protection Services.</i></p>	<p>Wheeler reported she received the Northfield Rural Fire Protection District “Agreement for Fire Protection Services” for January 1, 2019 through December 2019. The cost will be two equal payments totaling \$13,300.</p> <p>Board needs to sign the agreement and the Clerk needs to return the signed agreement ASAP. Once the NRFPD receives the signed agreement, they will sign and return a copy for the Township records.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to authorize the Board Chairperson Larry Odegard to sign the “Agreement for Fire Protection Services” for 2019. All in favor. Motion carried</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Motion (M2018-0xx) <i>Appoint Jake Bentz to the Budget Committee</i></p>	<p>Chairperson Marie Struss requested that Jake Bentz be appointed to the Budget Committee.</p>	<p>Motion was made by Supervisor Messner and seconded by Supervisor Wergin to appoint Jake Bentz to the Budget Committee. All in favor. Motion carried</p>
<p>Motion (M2018-0xx) <i>Transfer Board Liaison Appointments</i></p>	<p>Supervisor Messner stated she talked with Supervisor Wergin about switching Board Liaison Committee appointments</p>	<p>Motion was made by Chairperson/Supervisor Odegard and seconded by Supervisor Messner to appoint Supervisor Wergin to the Project/Property Committee and appoint Supervisor Messner to the Road Committee. All in favor. Motion carried</p>
COMMITTEE REPORTS		
<p>Road Committee – Steve Wheeler</p>	<p>Wheeler referred to the letter in the Board packet that informed the Village residents of the change in snow plow contractors for the 2019/2020 winter months. Letters were mailed on 12/10/2018.</p> <p>Wheeler reported that the Road Committee will be meeting on December 11, 2018 to review budget &amp; levy plus other items.</p> <p>On January 24, 2019 the Road Committee will meet to finalize the 2020 proposed road budget &amp; levy request.</p> <p>On February 14, 2019 the Road Committee will meet to discuss the March Annual Meeting power point presentation.</p>	
<p>Budget Committee – Marie Struss</p>	<p>Struss reported the Committee has been meeting to finalize the 2021 proposed Budget and Levy. The committee will meet again January 2020, but the date has not been set yet.</p> <p>The Committee will be working with the Clerk to prepare a power point presentation for the March Annual Meeting.</p>	
<p>Project/Property Com Elizabeth Wheeler</p>	<p>The Committee continues to meet to work on the Town Hall &amp; Memorial Garden No meeting in January due to working on power point for 2019 Annual Meeting.</p>	
<p>Grants - Bridge Elizabeth Wheeler</p>	<p>Wheeler reported that she and any Board member is welcome to attend the Project review at Apple Valley on December 13, 2018.</p> <p>The issues that will be reviewed and discussed are the State Historical Preservation Office and Minnesota State Historical Society comments regarding the railing height, deck, approach panel, etc. It is</p>	


# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
<p>Zoning Ordinance Elizabeth Wheeler</p>	<p>expected to have the DNR (Mill Towns Trail) will be in attendance to comment on “trail requirements”.</p> <p>Wheeler reported on the November 29, 2018 joint work session – preliminary review – good discussion.</p> <p>Outcome of the meeting is that each member of the work group will review the 65-page Zoning Ordinance and prepare a top ten list.</p> <p>Each member of the Working Group will bring two copies of their top ten list to the December 19, 2018 Work Session.</p> <p>This process is necessary because the Grant for Zoning Review &amp; update is for \$5,000. Once the Grant money is exhausted, the Township will need to fund the Bolton &amp; Menk consulting fees by utilizing the “Revenue Fees” the Township acquires from Building Permits. Revenue Fees, by law can only be used for Planning and Zoning costs.</p>	
<p>Website Admin Elizabeth Wheeler</p>	<p>Wheeler reported that she and her husband are building the web pages. GovOffice will review the design to ensure it meets all ADA requirements . Wheeler is targeting March 1, 2019 or sooner as the launch date of the new website.</p> <p>Once the new website is launched, the old “free” website will be emptied of content and a message will be posted referring visitors to the new website at: Waterfordtownshipmn.org</p>	
<p>Newsletter Elizabeth Wheeler</p>	<p>Wheeler stated she is in the last stages of final review and is targeting mailing the newsletter on 12/12/18.</p> <p>The newsletter is eight pages and has numerous articles including “filing for office notification”, launch of the website, snow plowing, notifications for public hearings, grants, etc.</p>	
<p><b>CITIZEN COMMENTS</b></p>		
<p><b>TOWN BOARD REPORTS</b></p>		
	<p>Township Chairperson Larry Odegard reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Frank Wergin reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Township Supervisor Liz Messner reported, followed up or questioned the following items:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report – no action required.</p> <p>No report – no action required.</p> <p>No report – no action required.</p>

# WATERFORD TOWNSHIP

ITEM	DISCUSSION	ACTION
	Township Treasurer Charlene Klemenhagen reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None.</li> </ul> Township Deputy Treasurer Jane Dilley reported, followed up or following items: <ul style="list-style-type: none"> <li>• None</li> </ul> Township Clerk Elizabeth Wheeler reported, followed up or questioned the following items: <ul style="list-style-type: none"> <li>• None</li> </ul>	No report – no action required.  No report – no action required.  No report – no action required.
<b>ADJOURN</b>		
Adjourn the meeting	Chairperson requested a motion to adjourn the meeting.	A motion was made by Chairperson Odegard and seconded by Supervisor Wergin to adjourn the meeting at 8:56 p.m. All in favor. Motion carried.

Recorded & Transcribed by: \



Elizaabeth Wheeler – Town Clerk

# WATERFORD TOWNSHIP



*"where the path from the past and the future meets"*

**MEETING:** Closed Door – Attorney/Client Privilege – District Court Decision on Annexation

**DATE & TIME:** December 21, 2018 **Start Time:** 8:00 a.m. **Adjourn Time:** 9:51a.m.

**MEMBERS PRESENT:** Larry Odegard -Chairperson/Supervisor; Liz Messner- Supervisor; Frank Wergin-Supervisor; Elizabeth Wheeler - Township Clerk

**OTHERS IN ATTENDANCE:** Mike Couri – Township Attorney

ITEM	DISCUSSION	ACTION
Purpose of Meeting	Meeting is closed pursuant to Minnesota Statutes 13D.05, Subdivision 3(b) related to attorney-client privilege to discuss the December 20, 2018 Court decision by Judge Arlene Perkkio on the “breach of contract” of the 1980 Annexation agreement between the City of Northfield and the Township.	At 8:00 a.m. Chairperson Odegard called the meeting to order  A motion was made by Supervisor Messner and seconded by Supervisor Wergin to Close the meeting at 8:01 a.m. All in favor. Motion carried.
<b>ADJOURN</b>		
Adjourn the meeting		A motion was made by Supervisor Messner and seconded by Supervisor Wergin to adjourn the meeting at 9:51 a.m. All in favor. Motion carried.

Recorded & Transcribed by: \_\_\_\_\_

Elizabeth Wheeler – Township Clerk