

# Waterford Township



"Where the path from the past & the future meet"

## Annual Township Meeting

Minn. Stat. Chapters 365 - 368 require Townships to conduct an annual Township meeting on the second Tuesday of March each year. In case of inclement weather, the meeting must be scheduled on the 3<sup>rd</sup> Tuesday of March.

The Waterford Township's annual Township meeting is scheduled for March 10, 2015 at 8:15 p.m. following the close of the annual Township election.

During the annual Township meeting, residents of the township have a direct opportunity to have a voice in how the township is run. They do this by voting on a variety of matters but most importantly, by directly voting on & approving the Township's tax levy for the next year. This basically means that the town board can only spend that which has been authorized by the voters.

The annual meeting is not conducted/moderated by the Township Supervisors but by a Township resident.

Agenda items may include any or all of the following:

- Setting the date, time & place of the next annual township meeting.
- Discuss & vote on the Township levy.
- Discuss & vote on road work including chloride, gravel, snow, maintenance of roads & ditches.
- Minn. Stat. 164.06 provides that the process to open, vacate, or alter a township road can begin at the annual meeting.
- Discuss & vote on election judge wages.
- Reports on fire protection, historic renovations, township cemetery, upcoming projects, etc.
- Announce the Township officer election results.
- Announce the results of any ballot question.
- Open forum on residential issues.

## DON'T FORGET!

Don't forget to vote in the annual township election on March 10, 2015 from 10:00 a.m. to 8:00 p.m. at the Waterford Town Hall 321<sup>st</sup> Street West, Northfield, MN 55057. Currently a Township Supervisor & a Township Treasurer position is on the ballot.

Absentee ballots can be obtained from Dakota County government center in Hastings or Apple Valley starting Friday, February 6, 2015.

## NEWSLETTER-DEC 2014 QUICK REFERENCE

**Township Board Meetings:** monthly from 7:00 p.m. to 9:00 p.m. on the 2<sup>nd</sup> Monday of every month. When the 2<sup>nd</sup> Monday is a Federal Holiday, the Board will meet the 2<sup>nd</sup> Tuesday.

Supervisor – John Dudley – Chairperson-Term 2016  
507-645-7903

Supervisor – *Frank Wergin*: Term Expires 2015  
612-308-1401, [fwergin@steelstructures-mn.com](mailto:fwergin@steelstructures-mn.com).

Supervisor – *Liz Messner*: Term Expires 2017  
507-663-1096, [lmessner@northfieldwifi.com](mailto:lmessner@northfieldwifi.com)

Treasurer – *Larry Odegard*: Term Expires 2015  
507-645-4576, [larryodegard@yahoo.com](mailto:larryodegard@yahoo.com)

Deputy Treasurer - *Jeannette Bakken*: appointed by board

Clerk – *Elizabeth Wheeler*: Term Expires 2016  
651-346-8467 [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com)

Deputy Clerk – *Bridget Redlund*: appointed by Board  
507-581-1152, [bhrenlund@mac.com](mailto:bhrenlund@mac.com)

Building Official - MNSPECT: *Scott Qualle*  
Office # 888-446-1801 or Cell # 763-458-6926

Certified Septic Inspector - BFS LLC: *Robert Freiermuth*  
Phone # 651-437-5343

## FILING FOR OFFICE

Notice is hereby given to qualified voters of the TOWNSHIP OF WATERFORD, Dakota County, State of Minnesota, that filing for township office will be held for a two-week period beginning Tuesday, December 30, 2015.

Offices to be filled at the March 10, 2015 Annual Election at the Waterford Township Hall, 3847 321<sup>st</sup> Street West, Northfield, MN 55057 are:

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

Affidavits of Candidacy can be filed with the Waterford Township Clerk Elizabeth Wheeler, by calling 651-346-8467. Filing fee is \$2.00 Filing dates are from Tuesday, December 30, 2015 to 5:00 p.m. Tuesday, January 13, 2015. Filing notice is published in the Northfield News.

## Historic Rennovations

Bridget Renlund, Deputy Township Clerk is leading the charge to help restore the interior of the historic Waterford Township Hall. She presented color schemes for the interior to the Township Board at the September 2014 meeting.

Renlund is calling for volunteers to be part of an Ad Hoc committee to plan the interior renovation of the Township Hall. If you are interested in preserving Waterford's historic town hall call Renlund for information at 507-581-1152 or e-mail her at: [bhrenlund@mac.com](mailto:bhrenlund@mac.com)

# Thank You!

The Waterford Township Board wants to thank the following election judges for their civic service in the general election held November 4, 2014.

Linda Blankenberger	Jan Odegard
Erin Johnson	Larry Odegard
Lorraine Lemke	Bridget Renlund
Rein Lemke	Marie Struss
Ines Malecha	Elizabeth Wheeler

# Township Responsibilities

**Township Roads:** Snow removal, weed control, chloride & road repair is the largest & costliest function of the township. Township taxes are used to pay contractors for their services.

**Fire Protection/EMS:** Fire protection & emergency medical is contracted with the Northfield Area Fire & Rescue Service (NAFRS) & Randolph Volunteer Fire Department by the Township Supervisors. Township taxes are used to pay for fire service.

**Zoning:** The Township Board regulates the use of land and buildings. The Board adopts, administers, enforces & amends the zoning ordinances of the township.

**Cemetery:** The Township has the authority to sell plots, set fees for services & provide for expansion.

# Supervisor Duties

Township Supervisor duties include:

- Attend all monthly, annual & special meetings.
- Moderate township meetings according to law
- Formulate township policies & ordinances
- Ensure zoning & ordinances are adhered to
- Vote on township issues
- Participate in development & approval of township budget.
- Responds to complaints of township residents
- Carry out duties delegated by township board
- Authorize purchases &/or services for township

# Treasurer Duties

Township Treasurer's duties include:

- Attend all monthly, annual & special meetings
- Issues township checks after approval by board

- Deposit revenues in approved depositories
- Maintain accounting records utilizing CTAS (City & Town Accounting System)
- Submission of financial records to State Auditor
- Submit federal & state payroll reports
- Provide monthly revenue, expense & claim reports to township board for approval
- Keep account of township receipts, revenues & expenditures

# Clerk Duties

Township Clerk duties include:

- Attend all monthly, annual & special meetings.
- Take & transcribe township meeting minutes
- Maintain communication between supervisors without violating open meeting laws
- Answer/ direct township phone, e-mail & mail
- Maintain township records
- Maintain ordinance & resolution records
- Issue building permits & collect associated fees
- Respond to public records inquires/requests
- Manage/supervise elections
- Publish & post appropriate township notices
- Create, publish & mail semi-annual newsletter
- Perform clerical duties as assigned/required.

# Planning Commission

The Planning Commission consists of five members appointed by the Township Board. The Commission serves in both an advisory & administrative role for matters relating to land use, development & zoning. The Commission's goal is to take a long-range view, & think about how the many pieces fit together to achieve the Township's land use vision.

During the months of April through October the Planning Commission meets the first Monday of every month from 7:00 p.m. to 9:00 p.m. During the months of November through March the commission meets when requested by a resident. Residents can call Bryan Nelson, Chairperson at 507-663-9057 or e-mail him at [bsacnelson@hotmail.com](mailto:bsacnelson@hotmail.com) when wanting to meet with the commission. Meetings are held at the Waterford Township Hall located at 3847 321<sup>st</sup> Street West, Northfield, MN 55057

The Planning Commission responsibilities include:

- Plan & guide the development of Township
- Review proposals including site plans.
- Review special land use & rezoning proposals.
- Makes recommendations to the Township Board.
- Maintain Zoning Ordinance including the Zoning map which places every parcel of land into a zoning district. Each district has specific regulations.

## PLANNING COMMISSION MEMBERS & PHONE #

Bryan Nelson - Chair	507- 663-9057
Charlene Kleumenhagen	952-356-5164
Douglas Bakken	507-645-7973
Tom Davis	507-645-7644
Kris Mortensen	507-645-7921