

**WAKEFIELD TOWNSHIP MINUTES  
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA  
REGULAR BOARD MEETING APRIL 7, 2016 8:00PM**

Chairman Cyril Erkens called the Town Board Meeting to order at 8:00 pm and lead the Pledge of Allegiance. Board Members Present: Cyril Erkens, John Willenbring, Shawn Garding, Jerry Frieler and Heidi Stalboerger Others Present: Maintenance Supervisor Todd Menke, Zoning Administrator Bridget Chard, Jon Lentz, Duane Schmitz, Don Schramel, Doug Eisenschenk, Mandy Fladmark, Roger Thomas, Dave Heinen, Mark Stalboerger, Clifford Johnson, Larry Lahr and Ron & Alice Zumwalde.

**APPROVAL OF THE AGENDA AND CONSENT AGENDA**

**A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE THE APRIL 7, 2016 AGENDA WITH ADDITIONS. MOTION CARRIED 3-0. A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE THE APRIL 7, 2016 CONSENT AGENDA AS PRESENTED. MOTION CARRIED 3-0.**

Consent Agenda Items:

- A. Minutes March 3, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE MARCH 3, 2016 MONTHLY MEETING MINUTES AS PRESENTED.
- B. Minutes March 21, 2016 Qualification Meeting **Recommendation:** TO APPROVE THE MARCH 21, 2016 QUALIFICATION MEETING MINUTES AS PRESENTED.
- C. Minutes March 21, 2016 Special Meeting **Recommendation:** TO APPROVE THE MARCH 21, 2016 SPECIAL MEETING MINUTES AS PRESENTED.
- D. Resolution Number 2016.April.7.001 **Recommendation:** TO APPROVE RESOLUTION #2016.APRIL.7.001 RESOLUTION TO APPOINT SUPERVISOR TO CHAIN OF LAKES FIRE AND RESCUE DISTRICT BOARD.

**2016 LIQUOR LICENSE RENEWAL REQUESTS**

-Mandy Fladmark was present to request a Liquor License Renewal for the Rich Spring Golf Course. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE THE 2016 LIQUOR LICENSE RENEWAL REQUEST FOR THE RICH SPRING GOLF COURSE. MOTION CARRIED 3-0.**

-Dave Heinen was present to request a Liquor License Renewal for St. James Parish. **A MOTION WAS MADE BY GARDING AND SECONDED BY WILLENBRING TO APPROVE THE 2016 LIQUOR LICENSE RENEWAL REQUEST FOR ST. JAMES PARISH. MOTION CARRIED 3-0.**

**BUILDING INSPECTOR UPDATE**

David Barsody was present to give a building inspection update. Barsody reported that he is very busy and building permit requests are picking up again after winter.

**LAW ENFORCEMENT UPDATE**

Jon Lentz was present to give a law enforcement update. Lentz review the calls for the last month.

**ROAD QUOTE OPENING**

Clerk Stalboerger read the posted notice for road work quote requests. Five quotes were received. The Board opened and reviewed the quotes. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO TABLE THE ROAD QUOTE OPENING DISCUSSION UNTIL THE MAINTENANCE SUPERVISOR UPDATE LATER IN THE MEETING. MOTION CARRIED 3-0.**

## **TOWN HALL BUILDING PROJECT UPDATE**

Larry Lahr reviewed the proposed budget for the town hall building from June 6, 2013 versus the actual budget from April 7, 2016. Lahr reviewed the budget for the maintenance building as well. Clerk Stalboerger reviewed pay app #7. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE PAY APPLICATION #7; CHANGE ORDER #2 FOR BERTRAM ELECTRIC IN THE AMOUNT OF \$496 AND CHANGE ORDER #2 FOR LK PLUMBING IN THE AMOUNT OF -\$496 AS PRESENTED. MOTION CARRIED 3-0.**

## **PLANNING AND ZONING**

### **-ZONING**

Don Schramel was present to request that the Board and Planning Commission consider changing the ordinance regarding storage container use in an Ag 40 Land Use District; rather renting off site storage as an alternative. Schramel requested clarification about the process involved with an Administrative Land Split. Chard explained an administrative subdivision/land split does not require a public hearing. Schramel suggested that the township inspect a possible failing culvert on 260<sup>th</sup> Street. Menke will inspect and discuss with Collegeville Township.

Doug Eisenschenk was present to request that his driveway approach be widened from an 11-foot approach to the standard size. The Board agreed that the driveway should be widened for safety concerns and that the work on the existing driveway does not require a driveway permit. No action taken.

Denis Mehr was present to request an extension on a permit for the road weight restrictions. Mehr needs an additional three loads of cement and requested a limited extension of two days. The Board discussed the condition of Frostview Road with Menke. Menke stated that it appears to be holding up. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO GRANT AN EXTENSION FOR AN OVERWEIGHT ROAD RESTRICTION PERMIT FROM APRIL 11, 2016-APRIL 13, 2016. MOTION CARRIED 3-0.**

Duane Schmitz was present to request approval of a feed lot permit form from Stearns County. Schmitz is not increasing animal units; rather expanding the feed lot. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE THE FEED LOT PERMIT FORM FROM STEARNS COUNTY AND TO AUTHORIZE THE CHAIR TO SIGN THE FORM. MOTION CARRIED 3-0.**

Chard updated the Board on the Stearns County Board of Adjustment decision and reviewed the following items:

- Paul Jeddelloh, Residential Accessory Structure
- Gertken, Reclassification Request
- Lahr, Reclassification Request

Chard also gave an update on the status of the SunShare Solar Farm project

### **-ACTIVITY REPORT**

Zoning Administrator Chard reviewed the Planning and Zoning Activity reports as well as escrow funds and account balances.

### **-LAND USE REQUEST**

Ron and Alice Zumwalde were present to request an Administrative Subdivision-Boundary Line Adjustment for parcel #36.23909.0000. The total land area is 1.59 acres with an additional 40 feet being added to the property on the western side of the property to make it 2.84 acres. The Board reviewed the Planning Commission Report/Recommendations. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO CONCUR WITH THE PLANNING COMMISSION AND TO APPROVE THE**

**ADMINISTRATIVE SUBDIVISION/BOUNDARY LINE ADJUSTMENT (ZUMWALDE FAMILY REVOCABLE TRUST PROPERTY) AND TO AUTHOIZE THE CHAIR AND THE CLERK TO SIGN A CERTIFICATE OF CONFORMITY WITH NO CONDITIONS. MOTION CARRIED 3-0.**

**-ADMINISTRATIVE UPDATE**

Chard reviewed the following items:

- Fireside Road Homeowners Association
- 222<sup>nd</sup> Street shared road agreement with Munson Township
- City of Cold Spring Bio solids permit
- Stearns County Subdivision Ordinance
- Stearns County Shore Land Permit-Land Use permit.
- Accessory Structures on properties without a principal structure
- Stearns County Zoning Map
- Storage Container Permit
- Structures with a combined barn/house. Review MOU.
- Various maps related to Wakefield Township.

**-MISCELLANEOUS**

John Willenbring gave an update of the proposed bike path from 241<sup>st</sup> Street to the Rocori campus. Willenbring will continue to contact affected property owner and report back to the Board at the May meeting.

**MAINTENANCE UPDATE**

-Maintenance Supervisor Todd Menke reviewed the Road Quotes received earlier in the meeting. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO AWARD THE OVERLAY ROAD QUOTE TO KNIFE RIVER FOR THE 163<sup>RD</sup> /STREET 238<sup>TH</sup> AVENUE PROJECT IN THE AMOUNT OF \$72,484.50 AS QUOTED AND TO AWARD THE OVERLAY ROAD QUOTE TO KNIFE RIVER FOR THE TURTLE CREEK ROAD PROJECT IN THE AMOUNT OF \$76,399.90 AS QUOTED. MOTION CARRIED 3-0.** The Board reviewed other items that may need patching.

-Matt Schmitz will mow the township ditches for the same price as last year.

-The group discussed requesting quotes for crack filling on 210<sup>th</sup> Street and Forest Hill Road.

-The group discussed landscaping, seeding and an irrigation system for around the town hall building and maintenance building. Menke will request quotes for the irrigation system.

-The Board reviewed remaining funds available for road work and the Island Lake Road project. The Board agreed that although there are not enough funds to complete the Island Lake Road project in 2016, prep work will begin in 2016 for a possible project in 2017.

-The Board discussed building a salt/sand shed with remaining building project funds. Menke reviewed various building styles, will continue to research and get back to the Board at the May meeting.

**CLERK UPDATE**

-The township will participate in a Community Clean-Up day that Tom Kraemer, Inc will be facilitating on Saturday, May 7, 2016 from 8:00 am-12:00 noon.

-Stalboerger updated the Board on the parcel of property that was recently annexed by the City of Richmond.

-Security Safeguard installed the security system in the maintenance building. The invoice is expected to be less than quoted because the conduit was already present and the proper connection wires were already present.

**TREASURER'S REPORT**

The Treasurer's report was reviewed. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE THE APRIL 7, 2016 TREASURER'S REPORT AS PRESENTED. MOTION CARRIED 3-0.**

**BILLS AND MAIL** Bills and mail were reviewed. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST AND SUPPLEMENTAL LIST PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.**

**ADJOURN/RECESS**

**A MOTION WAS MADE BY GARDING AND SECONDED BY WILLENBRING TO ADJOURN THE MEETING AT 12:03 AM. MOTION CARRIED 3-0.**

Date Approved: \_\_\_\_\_

Respectfully submitted,

**WAKEFIELD TOWNSHIP**

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Heidi M. Stalboerger, Clerk

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Cyril Erkens, Chairman

Amendments: \_\_\_\_\_