

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING FEBRUARY 4, 2016 8:00PM**

Chairman Glen Stalboerger called the Town Board Meeting to order at 8:00 pm and lead the Pledge of Allegiance. Board Members Present: Glen Stalboerger, Cyril Erkens, John Willenbring, Jerry Frieler and Heidi Stalboerger

Others Present: Maintenance Supervisor Todd Menke, Zoning Administrator Bridget Chard, Building Project Coordinator Larry Lahr, Jim Kuechle-Project One, Dave Heinen, Mark Stalboerger, Greg Henry, Bob Mueller, Mary Huettl, Paul Hoopingarner, Kevin Dierkhising, Tom Ruhland and Shane and Karla Smetana.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO APPROVE THE FEBRUARY 4, 2016 AGENDA AND CONSENT AGENDA WITH THE CHANGE MADE TO CONSENT AGENDA ITEM E CHANGING THE TIME OF FROM 9:30 PM TO 9:30 AM REGARDING THE TIME OF THE LOCAL BOARD OF APPEAL AND EQUALIZATION ON APRIL 25, 2016. MOTION CARRIED 3-0.

Consent Agenda Items:

- A. Minutes January 7, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE JANUARY 7, 2016 MONTHLY MEETING MINUTES AS PRESENTED.
- B. Minutes January 25, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE JANUARY 25, 2016 SPECIAL MEETING MINUTES AS PRESENTED.
- C. Appointment of the Absentee Ballot Board and Election Judges **Recommendation:** TO APPROVE RESOLUTION #04.FEBRUARY.2016.001 RESOLUTION APPOINTING ABSENTEE BALLOT BOARD AND ELECTION JUDGES FOR 2016 MARCH TOWNSHIP GENERAL ELECTION
- D. Board of Audit **Recommendation:** TO HOLD THE ANNUAL BOARD OF AUDIT ON MARCH 3, 2016 AT 8:15 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING MINNESOTA.
- E. Local Board of Appeal and Equalization **Recommendation:** TO HOLD THE LOCAL BOARD OF APPEAL AND EQUALIZATION ON MONDAY, APRIL 25, 2016 AT 9:30 AM AT THE WAKEFIELD TOWN HALL 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA.

COLD SPRING SOFTBALL ASSOCIATION LIQUOR LICENSE RENEWAL REQUEST

Bob Mueller, Representative of the Cold Spring Softball Association was present to request a (3.2) Liquor License Renewal for 2016. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO APPROVE THE COLD SPRING SOFTBALL ASSOCIATION LIQUOR LICENSE RENEWAL FOR 2016. MOTION CARRIED 3-0.**

TOWN HALL BUILDING PROJECT UPDATE

Jim Kuechle gave an update of the Town Hall Building project. Kuechle reviewed the total draw to date and remaining balances. Kuechle reviewed a change order for the Bertram Electric who installed floor boxes for electric and data. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO APPROVE CHANGE ORDER #1 FOR BERTRAM ELECTIC IN THE AMOUNT OF \$1118 FOR THE INSTALLATION OF ELECTRIC AND DATA FLOOR OUTLETS. MOTION CARRIED 3-0.** Kuechle will keep in touch with the Board regarding the shingles. Larry Lahr recommended that insurance coverage on the building should be reviewed with MATIT since the building is complete and occupied. Clerk Stalboerger will follow up with MATIT. Lahr inquired regarding the date of an open house. The Board decided to hold an open house on Wednesday, April 27, 2016 from 4:00-7:00 pm.

ASSESSOR UPDATE

Assessor Cheryl Foster was available to give an update of property values in the township. Values based upon ratios of Residential, Lake, Ag and Commercial are within an acceptable range and will remain steady with minor modifications. Foster reviewed valuations and programs available. The Local Board of Appeal and Equalization will be held on April 25, 2016 at 9:30 am at the Wakefield Town Hall, 22295 Frostview Road, Cold Spring, Minnesota.

PLANNING AND ZONING

Zoning Administrator Chard reviewed the four candidates who have expressed interest in the Planning Commission Board. The Board asked the candidates to introduce themselves, explain their background and express why they are interested in serving as a Planning Commissioner. Paul Hoopingarner, Kevin Dierkhising, Tom Ruhland and Mary Huettl introduced themselves and were thanked for their interest and time. The Board tabled the discussion of appointing a Planning Commissioner until later in the meeting.

LAND USE

Victor Schlangen was present to request and Administrative Subdivision Boundary Line Adjustment for PID 36.23696.0000, 13.51 acres currently zoned as Ag 40. Schlangen is seeking a certificate of conformity. The Board reviewed Tract A, A1 and B and requested clarification as to a building entitlement on Tract B. **A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO CONCUR WITH THE PLANNING COMMISSION TO APPROVE THE ADMINISTRATIVE SUBDIVISION BOUNDARY LINE ADJUSTMENT LOCATED IN SECTION 7, TWP 123N, RANGE 30 AND TO ISSUE A CERTIFICATE OF CONFORMITY WITH CONDITIONS. MOTION CARRIED 3-0.**

Henry's Acres Property (Commercial)-Shane Smetana, Landowner, was present to request relief from the Road and Access Ordinance for the road into the properties. Smetana would like the Board to waive the requirement for Geo Technical Soils and Engineer Designs to build a road in the township. Smetana purchased Henry's Acres, Lots 2,3,4 & 5 with the intent to build a road access which would provide ingress and egress access to each lot. The road would then connect to County Road 83. The Supervisors reviewed that Smetana has the Road and Access plan with all requirements listed, is working with a reputable contractor and is willing to work closely with Maintenance Supervisor Menke. **A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO PROVIDE RELIEF FROM THE ENGINEER DESIGN REQUIREMENT FOR THE BUILDING OF A ROAD FOR ACCESS TO LOTS 2, 3, 4 & 5 TO HENRY'S ACRES; FURTHERMORE, TO WORK UNDER THE SUPERVISOR OF MAINTENANCE SUPERVISOR MENKE FOR PLAN MODIFICATION IF NECESSARY. MOTION CARRIED 3-0.**

ADMINISTRATIVE UPDATE/REVIEW

- Chard updated that John Phillipi paid for the invoice building permit less the penalty fee. Any unpaid balance within 30 days will be certified to Phillipi's property taxes
- Chris Prior had a Conditional Use Permit on property that was recently sold. The CUP expired. A public hearing will be forthcoming to revoke the CUP.
- Chard reviewed a building permit that was issued for a residential accessory building that is now being used as living quarters. Chard will follow up and monitor with Building Inspector Barsody.
- Chard reviewed a meeting that she attended for the approval of a reclassification request for Rod Gertken. The County is requesting a statement from the Township Board to identify if Frostview Road can handle additional traffic for a future housing development. The Board reviewed the Road Work Plan and stated that Frostview Road can handle additional traffic currently and that Frostview Road has been identified as a road in the Township five-year plan for resurfacing and widening.
- Chard reviewed a set-back issue on Cedar Island Lake Road. Stearns County is reviewing a request for Paul Jeddeloh and has discovered a road set-back issue on a residential accessory structure that is older than 30

years. Stearns County is requesting the Township to defer to the County. **A MOTION WAS MADE BY SUPERVISOR WILLEBRING AND SECONDED BY SUPERVISOR ERKENS TO DEFER A ROAD SET-BACK ISSUE TO STEARNS COUNTY ENVIRONMENTAL SERVICES DUE TO UNIQUE CIRCUMSTANCES AND AGE OF STRUCTURE. MOTION CARRIED 3-0.**

-Chard updated the Board that a variance request on Cedar Island Lake Road for Weld is on hold.

-Chard reviewed the Township Memorandum of Understanding and Stearns County Ordinance relating to Signs [On-Premise and Off-Premise] and Solar Permits.

CLERK UPDATE

-The Clerk reviewed a resolution passed by the Stearns County Township Officers Association dated November 18, 2015 regarding County Road Turn Backs. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO ENDORSE RESOLUTION FOR THE STEARNS COUNTY BOARD OF COMMISSIONERS TO RECEIVE TOWNSHIP APPROVAL FOR COUNTY ROADS TO BE TURNED BACK TO TOWNSHIPS, ADOPTED BY THE STEARNS COUNTY TOWNSHIP OFFICERS ASSOCIATION ON THE 18TH DAY OF NOVEMBER, 2015. MOTION CARRIED 3-0.**

-Supervisor Erkens will be attending The Township Day at the Capitol and has sent in his registration.

-Clerk Stalboerger reviewed the monthly invoice review. Changes will be implemented at the March 2016 meeting.

-The Clerk gave an update of the impending annexation of a 6-acre parcel near the City of Richmond. The Township Attorney will continue to communicate further information.

-The Board gave authorization to the Clerk to purchase rather than rent an entry way utility mat.

-The Board gave authorization to the Clerk to enroll in a business club membership at Sam's Club.

MAINTENANCE UPDATE

-Maintenance Supervisor Todd Menke discussed the oil tests and maintenance records for the maintenance equipment. The Board directed Menke to follow all recommendations for repairs for the maintenance equipment.

-Menke gave a snow removal update.

-Menke recommended holding the road review in early March. The weather may be a factor in determining the date.

-Menke gave an update of snow removal on 260th Street (shared road with Collegeville). Supervisor Stalboerger will follow up with Supervisor Guggenberger from Collegeville Township.

TREASURER'S REPORT

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

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

PLANNING COMMISSIONER APPOINTMENT

The Board reviewed the Planning Commission Position Letters of Interest. **A MOTION WAS MADE BY SUPERVISOR STALBOERGER AND SECONDED BY SUPERVISOR ERKENS TO APPOINT KEVIN DIERKHISING AS A PLANNING COMMISSIONER AND TO APPOINT MARY HUETTL AS AN EX-OFFICIO PLANNING COMMISSION MEMBER. MOTION CARRIED 3-0.**

ADJOURN/RECESS

A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO ADJOURN THE MEETING AT 11:28 PM. MOTION CARRIED 3-0.

Date Approved: _____

Respectfully submitted,

WAKEFIELD TOWNSHIP

Heidi M. Stalboerger, Clerk

Glen Stalboerger, Chairman

Amendments: _____