

WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING JANUARY 7, 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 and Heidi Stalboerger Others Present: Maintenance Supervisor Todd Menke, Zoning Administrator Bridget Chard, Building Inspector David Barsody, Building Project Coordinator Larry Lahr, Jim Kuechle-Project One, Dave Heinen, Dean Holthaus, Jon Holthaus, Barry Mackedanz, Jerry Haus, Mark Stalboerger, Greg Henry and Heidi Howard

Supervisor Stalboerger introduced the Chain of Lakes Fire and Rescue Member's Dean Holthaus, Jon Holthaus and Barry Mackedanz. Dean Holthaus explained that they were present to implement a commercial pre-incident plan, which includes a walk-through of the town hall and maintenance building, sketching a floor plan of both as well as a list of items that may affect a fire or rescue call, such as; fire alarms, fire extinguishers, first aid/defibrillator, chemicals, etc.

APPROVAL OF THE AGENDA

A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO APPROVE THE JANUARY 7, 2016 AGENDA WITH ADDITIONS. MOTION CARRIED 3-0.

CONSENT AGENGA

- Approve the Minutes of the December 3, 2015 Board Meeting
- Approve the Minutes of the December 10, 2015 Continuation of the December 3, 2015 Board Meeting

A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO APPROVE THE JANUARY 7, 2016 CONSENT AGENDA. MOTION CARRIED 3-0.

BUILDING INSPECTOR REPORT

David Barsody was present to review permits issued in December 2015. Barsody reviewed a permit that was issued in 2015 originally for a cold storage accessory building for John Philippi. Barsody sent an after the fact permit fee of \$301.98 to Philippi due to the fact that the building was insulated and had a finished interior. The after the fact permit fee included charges for the increase in cost of a cold storage building rather than a finished building, plan review, inspections (that should have taken place), state surcharge and penalty fee of 2 times the permit fee. Philippi is contesting the after the fact permit fee and requested that the Town Board waive the fee.

A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO ENFORCE THE AFTER THE FACT PERMIT FEE OF \$301.98 FOR A RESIDENTIAL ACCESSORY STRUCTURE FOR JOHN PHILLIPI IN VIOLATION OF THE TOWNSHIP ORDINANCE. MOTION CARRIED 3-0.

TOWN HALL BUILDING PROJECT UPDATE

Jim Kuechle gave an update of the Town Hall Building project. The air system needs to be balanced. This is proposed to happen next week before a final inspection which will happen shortly thereafter. The exterior sign only has letters on the north side. Additional letters have been (rush) ordered and will be installed when they arrive. O&M "As Built" plans are nearing completion and Kuechle has reviewed the plans with Maintenance Supervisor Menke. Project One is handling all paperwork for final payments and retainage. Kuechle reviewed the warranty letter from Owens Corning regarding claim number 20534826 dated December 11, 2015 for the shingles. Kuechle recommended that the town board take the recommendation of the manufacturer and wait for warmer weather before making additional construction changes to the shingles. Braun Contracting, shingle

installer, is requesting payment. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO PAY BRAUN CONTRACTING THE INVOICE AMOUNT LESS \$2,000 PLUS RETAINAGE UNTIL THE SHINGLE CLAIM IS COMPLETE. MOTION CARRIED 3-0.**

PLANNING AND ZONING

Zoning Administrator Chard reviewed the Planning and Zoning end of the year activity report. Chard reviewed the Sun Share CUP granted earlier this year. The activity period has ended. No further notification is needed. The Gertken reclassification hearing is set for February 2, 2016 at Stearns County. Water testing will be reviewed.

LAND USE

Larry Lahr representing Lahr Heritage Acres LLP was present to request reclassification from R-1 to Ag 40 that overlays a portion of 36.23844.0000 and 36.23844.0060 pursuant to Section 4.10.5 of the Stearns County Land Use Ordinance No. 439 and the MOU/Wakefield Township Land Use and Zoning Ordinance No. 4. This is approximately 6.14 acres in total for reclassification. Chard reviewed reports including goals, policies and objectives from Stearns County as well as the Wakefield Township Planning Commission. No verbal or written comment were received. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO CONCUR WITH THE PLANNING COMMISSION AND TO RECOMMEND APPROVAL TO THE STEARNS COUNTY BOARD OF COMMISSIONERS THE REQUEST FOR RECLASSIFICATION FROM R1 TO AG40 FOR PIN NUMBERS 36.23844.0000/36.23844.0060 SECT-27 TWP-123 RANGE 30 CONSISTING OF APPROXIMATELY 6.14 ACRES. MOTION CARRIED 3-0.**

Heidi Howard, Landowner was present requesting approval for the Preliminary Plat of Howard Estates-One Lot Plat/Second Addition. This is a ten-acre parcel, PID NO. 36.24009.0010. Chard reviewed the Planning Commission Findings and Recommendations. **A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE PRELIMINARY PLAT FOR HOWARD ESTATES SECOND ADDITION LOCATED IN SECTION 36; FURTHERMORE, TO AUTHORIZE THE CHAIR AND THE CLERK TO SIGN THE PRELIMINARY PLAT OF HOWARD ESTATES SECOND ADDITION WITH CONDITIONS. MOTION CARRIED 3-0.**

Donna Zierden, Landowner is requesting an Administrative Subdivision/Land Split of Parcel Numbers 36.23536.0000 (40.34 acres) and 36.23533.0000 (40.27 acres). Chard reviewed the Planning Commission Report and Recommendations. **A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE ADMINISTRATIVE SUBDIVISION/LAND SPLIT AND BOUNDARY LINE ADJUSTMENT LOCATED IN SECTION 4 & 5, TONWSHIP 123 NORTH, RANGE 30 AND TO ISSUE A CERTIFICATE OF CONFORMITY WITH CONDITIONS. MOTION CARRIED 3-0.**

ADMINISTRATIVE UDPATE/REVIEW

Chard stated that Planning Commissioner Wally Backes wishes to remain on the Wakefield Township Planning Commission. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING TO APPOINT WALLY BACKES TO A THREE YEAR TERM ON THE WAKEFIELD TOWNSHIP PLANNING COMMISION. MOTION CARRIED 3-0.**

Chard reviewed letters of interest from three additional applicants for the remaining position on the Planning Commission. The Board directed Chard to contact the applicants for interviews. The Fee Schedule will become an ordinance after published in the newspaper. Chard has submitted it for publication.

MISCELLANEOUS

Chard requested and received Board authorization to send invoices for the Riverfield Subordinate Service District.

The Board discussed manure stockpiles near residential lots. Supervisor Erkens will pass information along to Chard to review and research the Stearns County Land Use Ordinance.

CLERK UPDATE

Clerk Stalboerger recently discussed an annexation article recently published in *The Cold Spring Record* stating that the City of Cold Spring is interesting in exploring annexation possibilities north of the Rocori campus and south of North Point. The Board discussed a meeting date and time of Monday January 25, 2016 at 8:00 pm at the Wakefield Town Hall, 22295 Frostview Road, Cold Spring, Minnesota and instructed the Clerk to send out letters to residents in and around the affected proposed annexation area informing them of the upcoming meeting. The Board would like to meet with the City of Cold Spring to discuss a community transportation plan after January 25, 2016.

The Board discussed the most recent road maintenance agreement with Collegeville Township versus the proposed snow plowing contract. Supervisor Stalboerger will discuss the contract with Collegeville Supervisor Craig Guggenberger.

The Clerk gave an update of the impending annexation of a 6-acre parcel near the City of Richmond. Township Attorney, Bob Ruppe, is waiting to hear from the City of Richmond Attorney to learn if the City Council accepted the tax reimbursement compensation formula presented by the township. Ruppe will be in contact with the Clerk.

MAINTENANCE UPDATE

Maintenance Supervisor Todd Menke discussed the amount charged for sign repair/replacement. Menke recommended charging an hourly rate (2 hours minimum) for time and materials. The Board will review this information with Treasurer Frieler at the February meeting. Menke discussed truck maintenance. Menke presented information regarding a salt brine in addition to using a salt/sand mixture. Menke is able to purchase the salt brine locally. The Board reviewed the exterior township campus lights for security reasons. Under normal circumstances, only the flag lights will remain on for building illumination. The Board requested Menke to begin creating a list of roads in need of maintenance in 2016.

TREASURER'S REPORT

The Treasurer's report was reviewed. **A MOTION WAS MADE BY SUPERVISOR ERKENS AND SECONDED BY SUPERVISOR WILLENBRING 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 WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO APPROVE PAYMENT OF THE ACCOUNTS PAYABLE FROM CHECK NUMBER 6850-6903 ACCORDING TO THE LIST AND SUPPLEMENTAL LIST PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.**

The Board reviewed Town Hall Building Project Pay App #4 and pending change orders. **A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR ERKENS TO APPROVE CHANGE ORDER(S) #1 AS FOLLOWS:**

- MID STATE TILE-DECREASE/SAVINGS IN CONTRACT AMOUNT BY \$1,533**
- COLD SPRING CARPET-DECREASE/SAVINGS IN CONTRACT AMOUNT BY**

\$1,277.45

**-LK PLUMBING-DECREASE IN CONTRACT AMOUNT BY \$1,400 FOR CUSTOMER
PURCHASED WATER SOFTENER**

MOTION CARRIED 3-0.

ADJOURN/RECESS

**A MOTION WAS MADE BY SUPERVISOR WILLENBRING AND SECONDED BY SUPERVISOR
ERKENS TO ADJOURN THE MEETING AT 11:38 PM. MOTION CARRIED 3-0.**

Date Approved: _____

Respectfully submitted,

WAKEFIELD TOWNSHIP

Heidi M. Stalboerger, Clerk

Glen Stalboerger, Chairman

Amendments: _____