

**WAKEFIELD TOWNSHIP MINUTES  
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA  
REGULAR BOARD MEETING MARCH 3, 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, Dave Heinen, Mark Stalboerger, Greg Henry, Heidi Howard and Chuck Bisner.

**APPROVAL OF THE AGENDA AND CONSENT AGENDA**

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

Consent Agenda Items:

- A. Minutes February 4, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE FEBRUARY 4, 2016 MONTHLY MEETING MINUTES AS PRESENTED.

**TOWN HALL BUILDING PROJECT UPDATE**

Clerk Stalboerger gave an update of the Town Hall Building project. The Board reviewed the total cost of the maintenance building project and the town hall building project as well as remaining funds. Stalboerger reviewed pay app #6. **A MOTION WAS MADE BY ERKENS AND SECONDED BY WILLENBRING TO APPROVE PAY APPLICATION #6; CHANGE ORDER #1 FOR BERTRAM ELECTRIC IN THE AMOUNT OF \$1,121 AS PRESENTED. MOTION CARRIED 3-0.**

**BOARD OF AUDIT**

**A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO OPEN THE BOARD OF AUDIT. MOTION CARRIED 3-0.** The Board of Audit was tabled until later in the meeting.

**PLANNING AND ZONING**

Chuck Bisner with SunShare was present to request a six-month extension on the expired Conditional Use Permit for the construction of a 3 megawatt solar farm. The Board reviewed the ordinance and noted that no substantial progress has been made to this point. Bisner has been out of state working on other projects, but has been dealing with Xcel Energy to continue with this project. Bisner reviewed the plan specs, timeline and substation/connection lines. The SunShare escrow account currently has a balance of \$750. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO PROVIDE A SIX-MONTH EXTENSION AS OF MARCH 3, 2016 AND SET TO EXPIRE ON SEPTEMBER 3, 2016 IF NO SUBSTANTIAL PROGRESS HAS BEEN MADE TO THE WAKEFIELD TOWNSHIP SUNSHARE SOLAR FARM. MOTION CARRIED 3-0.**

Dennis Mehr was present to request reversal of a \$189 after the fact penalty fee due to a change in home construction plans. Mehr added 210 sq feet to the home plan that is near a wetland area. The permit fee was \$63 and the fee schedule states that a three times after the fact penalty fee will be applies to plans changed without approval. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO WAIVE THE AFTER THE FACT PENALTY FEE OF \$189 AND CHARGE THE BUILDING PERMIT FEE OF \$63 FOR A BUILDING PLAN CHANGE. MOTION CARRIED 3-0.**

Mehr also requested an overweight road transportation permit since road restrictions are currently in place. The Board reviewed the amount of time Mehr is requesting. **A MOTION WAS MADE BY ERKENS AND**

**SECONDED BY WILLENBRING TO LIFT THE ROAD RESTRICTION THROUGH MARCH 20, 2016. MOTION CARRIED 3-0.**

**A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO APPROVE LETTERS TO PAUL JEDDELOH REGARDING ROAD SETBACK VARIANCE AND ACCESSORY STRUCTURE AS WELL AS ROD GERTKEN REGARDING FROSTVIEW ROAD. MOTION CARRIED 3-0.**

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

### **LAND USE**

Heidi Howard was present to request approval of the Howard's Estates Second Addition Final Plat on 210<sup>th</sup> Street. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO APPROVE THE FINAL PLAT OF HOWARD'S ESTATES SECOND ADDITION AND TO AUTHORIZE THE CHAIR AND THE CLERK TO SIGN THE MYLARS. MOTION CARRIED 3-0.**

### **ADMINISTRATIVE UPDATE/REVIEW**

- Chard reviewed the recently approved Stearns County Subdivision Ordinance.
- Chard reviewed the 2016 Wakefield Township Zoning Map.
- Chard gave an update of the Stearns County Planning Commission and County Board meetings.
- Chard reviewed Planning Commission projects including mapping and the Comprehensive Plan.
- Chard reviewed Planning Commissioners terms.

### **BOARD OF AUDIT**

Treasurer Frieler reviewed all accounts and claims paid in 2016. The following random claims were reviewed:

- Check #6511, March 5, 2015-PERA & Medicare wages. Willenbring accepted claim.
- Check #6753, October 1, 2015-Northland Trust, Chain of Lakes Certificate of Indebtedness  
Principal only. Stalboerger accepted claim.
- Check #6815, November 5, 2015-Harddrives, Class 5 gravel for road behind Town Hall building  
Check number changed from 6814 to 6815. Willenbring accepted claim.
- Check #6487, March 5, 2015-Kevin Blonigen, Loader bucket/Maintenance & Repair.  
Erkens accepted claim.

**A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO APPROVE THE 2015 BOARD OF AUDIT AND TO CLOSE THE BOARD OF AUDIT AT 9:36 PM. MOTION CARRIED 3-0.**

### **CLERK UPDATE**

-The Clerk reviewed an estimate for a security system in the maintenance building from Safeguard Security. **A MOTION WAS MADE BY WILLENBRING AND SECONDED BY ERKENS TO HIRE SAFEGUARD SECURITY TO INSTALL A SECURITY SYSTEM IN THE MAINTENANCE BUILDING AS PER QUOTE. MOTION CARRIED 3-0**

-The Board discussed the Township open house. The group discussed serving hamburgers, hot dogs, chips, pop, water, coffee and cookies. The Board authorized the Clerk to handle ordering food items for the event.

-The Clerk reviewed the Assessors Contract for 2016 and increase in 2017.

-The Board reviewed a date for the qualification/re-organization meeting. **A MOTION WAS MADE BY ERKENS AND SECONDED BY WILLENBRING TO HOLD THE QUALIFICATION MEETING ON MONDAY MARCH 21, 2016 AT 11:00 AM. MOTION CARRIED 3-0.**

-The Road Review meeting will be held on Monday, March 14, 2016 at 11:00 am.

-The Board reviewed and discussed the Township Posting Location and the Legal Newspaper of Record. **A MOTION WAS MADE BY WILLENBRING TO POST NOTICES AT THE TOWN HALL AND USE THE ST. CLOUD TIMES FOR PUBLISHED NOTICES OF RECORD. A MOTION WAS MADE BY ERKENS TO POST NOTICES AT THE TOWN HALL AND USE THE COLD SPRING RECORD FOR PUBLISHED NOTICES OF RECORD. STALBOERGER SECONDED THE MOTION MADE BY WILLENBRING TO POST NOTICES AT THE TOWN HALL AND USE THE ST. CLOUD TIMES FOR PUBLISHED NOTICES OF RECORD. MOTION CARRIED 2-1.** The second notice made by Erkens to post at the town hall and used the Cold Spring Record for published notices of record failed due to lack of second.

### **MAINTENANCE UPDATE**

-Maintenance Supervisor Todd Menke discussed roads in need of updates and improvements. The Board discussed project estimate costs for Island Lake Road, 163<sup>rd</sup> Avenue, 238<sup>th</sup> Street and the Turtle Creek neighborhood.

-Menke reviewed a brine tank that is available for sale. The Board authorized Menke to offer \$100 for the tank.

-The Board reviewed the equipment fund balance of \$13,000.

### **2017 PROPOSED LEVY**

The Board reviewed the 2017 proposed levy as well as previous levies compared to actual amounts spent during that time period. The proposed levy for 2017 that will be presented at the annual meeting is \$741,356.

### **TREASURER'S REPORT**

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

**A MOTION WAS MADE BY WILLNBRING AND SECONDED BY ERKENS TO AUTHORIZE MENKE TO REQUEST QUOTES FOR OVERLAY AND SHOULDERING ON 163<sup>RD</sup> AVENUE, 238<sup>TH</sup> STREET AND THE ROADS IN THE TURTLE CREEK NEIGHBORHOOD FOR REVIEW AT THE APRIL 7, 2016 MEETING. MOTION CARRIED 3-0.**

### **ADJOURN/RECESS**

**A MOTION WAS MADE BY ERKENS AND SECONDED BY WILLENBRING TO ADJOURN THE MEETING AT 12:15 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: \_\_\_\_\_