

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING OCTOER 6, 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, Dave Heinen, Mark Stalboerger, Brigid Murphy, Dan Kron, Cliff Johnson, Dave TeBrake, Keith Furzland, Larry Lahr and Mike Hentges

APPROVAL OF THE AGENDA AND CONSENT AGENDA

MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO APPROVE THE OCTOBER 6, 2016 AGENDA WITH ADDITIONS. MOTION CARRIED 3-0.

MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO APPROVE THE OCTOBER 6, 2016 CONSENT AGENDA. MOTION CARRIED 3-0.

Consent Agenda Items:

- A. Minutes SEPTEMBER 1, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2016 MONTHLY MEETING MINUTES AS PRESENTED.
- B. Minutes SEPTEMBER 15, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE SEPTEMBER 15, 2016 SPECIAL BOARD MEETING AS PRESENTED.
- C. Minutes AUGUST 29, 2016 **Recommendation:** TO APPROVE THE MINUTES OF THE AUGUST 29, 2016 FIFTH MONDAY MEETING AS PRESENTED.

OPEN FORUM

Wakefield Township resident, Cliff Johnson, was present to state that he expected the agenda to be posted to the website sooner than it was. Stalboerger explained that while every attempt to post the agenda to the website as soon after the cut-off date (the Friday before the meeting at 5:00 pm), posting the agenda before the meeting is not required. Computer issues and illness prevented the meeting from being posted on Tuesday rather than Monday before the meeting. Johnson was instructed to call the township office with questions regarding the agenda in the future.

PLANNING AND ZONING

-Planning and Zoning Administrator, Bridget Chard, gave an update of the Planning and Zoning Activity Report.

-The Board discussed a construction site permit for the salt sand shed as well as a building permit. The building permit will be processed the same way that all permits are processed. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO WAIVE THE CONSTRUCTION SITE PERTMIT FOR WAKEFIELD TOWNSHIP SALT/SAND SHED. MOTION CARRIED 3-0.**

-Chard reviewed a property on Knaus Lake Circle that is being remodeled. A small porch was removed from the front of the house that is in lakeshore. The size of the porch is 5x9' which is not large enough for a construction site permit. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO WAIVE THE VARIANCE PROCESS TO REPLACE A FRONT PORCH ON PID 36.24296.0000 PUNG. MOTION CARRIED 3-0.**

A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO RECESS THE MONTHLY BOARD MEETING AT 8:15 PM FOR THE BOARD OF ADJUSTMENT. MOTION CARRIED 3-0.

-BOARD OF ADJUSTMENT (BOA)

Chairman Erkens called the Board of Adjustment to order at 8:15 pm. All members in attendance.

The BOA reviewed a request from Keith Furzland for a variance from the Wakefield Ordinance No. 4, Steans County Ordinance No. 439 (as amended), Section 6 Performance Standards, 6.2 Accessory Buildings-Residential, H which states that no residential accessory structure building shall be located closer than ten (10) feet to the principal residential building on the lot. Applicant is requesting relief of five (5) feet from the principal residential building. Chard reviewed the request, Planning Commission Findings of Fact and the Planning Commission recommendation. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO CONCUR WITH THE PLANNING COMMISSION TO APPROVE RESOLUTION NO. 2016-06.OCTOBER-0001 RESOLUTION ACCEPTING FINAL FINDINGS OF FACT AND APPROVAL OF VARIANCE. MOTION CARRIED 3-0.**

A MOTION WAS MADE BY WILLENBRING AND SECONDED BY GARDING TO ADJOURN THE BOARD OF ADJUSTMENT AND RESUME THE MONTHLY BOARD MEETING AT 8:30 PM. MOTION CARRIED 3-0.

-Dave TeBrake, Agent for River of Life Assembly of God was present requesting to amend an existing Conditional Use Permit No 00-29, dated May 2, 2001, Condition No.4 which states that a fifty-foot (50 foot) buffer be established adjacent to all wetlands within the plat and further that there shall be no removal or cutting of vegetation within the fifty-foot (50 foot) buffer. Applicant is seeking relief from the 50 feet to go to a twenty-foot (20 foot) setback from the wetlands for the Phase three of the Church construction. TeBrake reviewed preliminary drawings of the construction project, discussed holding ponds, drainage and parking lot requirements. Chard reviewed the Planning Commission Findings Report and Recommendation. **A MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE RESOLUTION NO 2016-06.OCTOBER.0002, RESOLUTION ADOPTING FINAL FINDINGS OF FACT AND APPROVING AN AMENDED CONDITIONAL USE PERMIT. MOTION CARRIED 3-0.**

-Dan Kron, Surveyor and Agent, was present requesting and submitting the Preliminary Plat of the City of Cold Spring Well Site for a property that is presently zoned as Ag40- PID: 36.23622.0000 (215 acres) and 36.23629.0000 (118.91 acres) owned by Joseph H. Froehle Revocable Trust. The total plat area will contain 19.08 acres: Lot 1, Block 1 is 2.5 acres for the Plant Site and 13.06 acres for the Well Site and 2.87 acres for access between the areas. Kron discussed the road access and maintenance with the Board. Chard reviewed the Planning Commission Findings Report and Recommendation. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE PRELIMINARY PLAT CALLED *COLD SPRING WELL SITE* LOCATED IN SECTION 12, TOWNSHIP 123 NORTH, RANGE 30 WITH CONDITIONS. MOTION CARRIED 3-0.**

-Mike Hentges, Agent for Clara Theis Estate, was present requesting the Board to review the Preliminary Plat of Springview Acres that is currently zoned as R1, PID: 36.23760.0002 (currently identified as 22.57 acres). Lot 1 is 10.08 acres and lot 2 is 11.76 acres plus or minus. **A MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE PRELIMINARY PLAT OF SPRINGVIEW ACRES WITH CONDITIONS. MOTION CARRIED 3-0.**

-ADMINISTRATIVE UPDATE

-Larry Lahr, Applicant, Lahr Heritage Acres LLC, was present to discuss the SunEdison Solar Farm project progress and decommissioning details. A formal request was received in writing from Martin Gavin, Agent and Site Acquisition Specialist, to extend the Conditional Use Permit, reference Resolution No. 2016-02.June.01, from December 2, 2016 for an additional six (6) months. **A MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO EXTEND THE EXPIRATOIN DATE FOR RESOLUTION NO 2016-02.JUNE.01 RESOLUTION ADOPTING FINAL FINDINGS OF FACT AND APPROVEING A CONDITIONAL USE PERMIT FOR SUNEDISON SOLAR FARM FROM DECEMBER 2, 2016 TO MAY 2, 2017. MOTION CARRIED 3-0.**

The Board reviewed the project of the SunEdison Solar Farm. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO WAIVE THE CONSTRUCTION SITE PERMIT FEE AS ALL PERMIT COSTS ARE BEING MET THROUGH THE CONDITIONAL USE PROCESS. MOTION CARRIED 3-0.**

The group reviewed the bond amount requested for the SunEdison decommissioning plan. An original amount suggested by the township engineer who reviewed the application was \$690,000 surety bond. The Agent, Mr. Gavin, requested decommissioning bond be reduced to \$112,500 and in the form of a letter of credit. The township attorney suggested that the amount be reduced to \$200,000 in the form of a letter of credit. **A MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO ADJUST THE DECOMMISSIONING BOND AMOUNT FROM \$690,000 TO A LETTER OF CREDIT IN THE AMOUNT OF \$200,000 FOR THE DECOMMISSIONING PLAN AS DETAILED ON PAGE 9, CONDITION NUMBER 26 OF STEARNS COUNTY RECORDED DOCUMENT #A1479221, RESOLUTION NO 2016-02.JUNE.01 . MOTION CARRIED 3-0.**

-Chard stated that SunShare has submitted a check and the escrow amount is now up to date.

-Chard is working with Midcontinent on a right of way violation regarding a utility.

-The Planning Commission is focusing on Construction Site Permits vs. Building Permits and feed lot issues.

-Erv Mueller was present to discuss ditch work on the east end of 232nd Street. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO ISSUE AND SIGN A RIGHT OF WAY PERMIT, #2016-061016.0001 TO THE CITY OF COLD SPRING FOR UTILITY PUPOSES AND WAIVE THE PERMIT FEE FOR A NEIGHBORING MUNICIPALITY. MOTION CARRIED 3-0.**

-MISCELLANEOUS:

Chard reviewed the Riverfield Streetlight Subordinate Services District Budget for 2016 as well as the proposed budget for 2017. The group discussed the process of certification to property taxes as well as delinquent balances. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO MAINTAIN THE SAME RATE FOR 2017 AS 2016 OF \$138/YEAR/PROPERTYOWNER; FURTHERMORE, TO HOLD A RIVERFIELD STREETLIGHT SUBORDINATE SERVICE DISTRICT UTILITY BUDGET AND RATE MEETING ON NOVEMBER 3, 2016 AT 8:15 AT THE MONTHLY BOARD MEETING AT THE WAKEFIELD TOWN HALL. MOTION CARRIED 3-0.**

-Chard reviewed upcoming variance requests.

CLERK UPDATE

Stalboerger reviewed the quotes for the monitor and speaker system and reviewed the differences between the two quotes. The Board directed Stalboerger to research the possibility of a wireless system and estimate from

Safeguard Security. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO HIRE SAFEGUARD SECURITY TO INSTALL A MONITOR WITH SPEAKER AND SOUND SYSTEM NOT TO EXCEED \$10,000. MOTION CARRIED 3-0.**

-Stalboerger reviewed the Permanent Road Easement and Temporary Construction Easement signed by Reynold Schreiner for improvements to the south cul de sac on Firefly Road. Menke reviewed two estimates for the road expansion project regarding the cul de sac. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO ACCEPT THE PERMANENT ROAD EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT FROM RIVER OAKS OF COLD SPRING, INC. FOR THE EXPANSION PROJECT OF THE SOUTH END OF FIREFLY ROAD AND TO ACCEPT THE QUOTE FROM KRAEMER EXCAVATING AS PRESENTED FOR THE CUL DE SAC EXPANSION. MOTION CARRIED 3-0.**

-Stalboerger reviewed the framing project for various maps for Wakefield Township. **A MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO ACCEPT THE PROPOSALS FOR FRAMING FROM CHRIS PRIOR, PRIOR CABINETS IN THE AMOUNT OF \$95 PER FRAME FROM THREE FRAMES. MOTION CARRIED 3-0.**

-The Board reviewed the 2016 Township Road Mileage Certification Form from Stearns County Highway Engineer. The amount of road mileage in Wakefield Township remained unchanged at 57.1 miles. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO APPROVE THE 2016 TOWNSHIP ROAD MILEAGE CERTIFICATION FORM. MOTION CARRIED 3-0.**

-Stalboerger reviewed the timing of the Fall 2016 Newsletter. The Board discussed whether there was enough time to mail out the newsletter before the election. The Board directed Stalboerger to send a newsletter this fall and then produce only one newsletter per year in the spring of the year due to cost and lack of response.

-Stalboerger reviewed meetings attended outside of the township and amount of time worked per week. The Board discussed the option of changing the status of the Clerk position from part-time to full-time and will discuss at another meeting.

-Stalboerger reviewed the town hall building project shingle issue. The representative from Owens Corning inspected the shingles and recommended that patches of shingles be replaced. Braun Contracting replaces faulty shingles. The final pay app was reviewed which included final payment to Braun Contracting and retainage as well as final payment to Project One Construction.

MAINTENANCE UPDATE

Menke reviewed the quotes for paving for the salt sand shed, work to be completed, invoices to be paid and the time line for the construction of the building.

-Menke reviewed the road work.

-Menke reviewed a skid loader that will be at the Stearns County auction and discussed the equipment. **A MOTION WAS MADE BY WILLENBRING SECONDED BY GARDING TO PURCHASE A CASE 1845 C SKID LOADER AT THE STEARNS COUNTY AUCTION NOT TO EXCEED \$9,000. MOTION CARRIED 3-0.**

-Menke reviewed information from the Fall Expo that he recently attended.

CHAIN OF LAKES FIRE AND RESCUE DISTRICT UPDATE

Willenbring reviewed the most recent Chain of Lakes Board meeting. The Fire Department is purchasing a new air compressor system for filling air tanks. The Fire District Board is reviewing a policy on concealed and carry fire arms.

TREASURER’S REPORT

The Treasurer’s report and list of bills was reviewed. **MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO APPROVE THE OCTOBER 6, 2016 TREASURER’S REPORT AS PRESENTED; FURTHERMORE, TO APPROVE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST AND SUPPLEMENTAL LIST AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.**

ADJOURN/RECESS

MOTION WAS MADE BY GARDING SECONDED BY WILLENBRING TO ADJOURN THE MEETING AT 12:23 AM. MOTION CARRIED 3-0.

Date Approved: _____

Respectfully submitted,

WAKEFIELD TOWNSHIP

Heidi M. Stalboerger, Clerk

Cyril Erkens, Chairman

Amendments: _____