

**WAKEFIELD TOWNSHIP
22295 FROSTVIEW ROAD
COLD SPRING, MINNESOTA 56320
*www.wakefieldtownship.net***

CHAIRMAN:
SHAWN GARDING

SUPERVISORS:
CYRIL ERKENS
JOHN WILLENBRING

TREASURER:
JERRY FRIELER

CLERK:
HEIDI M. STALBOERGER

PLANNING COMMISSION:
PETER GILLITZER
KEVIN DIERKHISING
MARY HUETTL
SHAWN GARDING
WALLY BACKES

**WAKEFIELD TOWNSHIP
ANNUAL MEETING MINUTES
MARCH 8, 2022 8:00 PM**

The Wakefield Township annual meeting was called to order by Clerk, Heidi Stalboerger, shortly after 8:00 pm at the Wakefield Town Hall, 22295 Frostview Road, Cold Spring, Minnesota. Attendees include Heidi Stalboerger, Jerry Frieler, Cheryl Foster, Jon Lentz, Mark Stalboerger, Kyle Knudson, Shawn Garding, John Willenbring, Todd Menke, Glen Koshoil, Adelaide Turkowski, Kevin Kruger, Kaye Roan and Colleen Woods.

The Clerk asked for nominations for a moderator. **MARK STALBOERGER NOMINATED SHAWN GARDING AS MODERATOR. WITH NO OTHER NOMINATIONS, SHAWN GARDING ACCEPTED THE NOMINATION TO MODERATE THE ANNUAL MEETING.**

A MOTION WAS MADE BY JOHN WILLENBRING SECONDED BY MARK STALBOERGER TO APPROVE THE AGEND AS PRESENTED. MOTION CARRIED.

The minutes of the 2021 Annual Meeting were read by Clerk Stalboerger. **A MOTION WAS MADE BY MARK STALBOERGER SECONDED BY JOHN WILLENBRING TO ACCEPT THE 2021 ANNUAL MEETING MINUTES AS PRESENTED. MOTION CARRIED.**

The Clerk presented a report of the Board of Audit. **A MOTION WAS MADE BY KYLE KNUDSON SECONDED BY MARK STALBOERGER TO ACCEPT THE BOARD OF AUDIT REPORT AS PRESENTED. MOTION CARRIED.**

A MOTION WAS MADE BY JOHN WILLENBRING SECONDED BY KYLE KNUDSON TO READ A SYNOPSIS OF THE TREASURERS REPORT. MOTION CARRIED.

Treasurer Jerry Frieler read the 2021 Treasurers Report. Frieler highlighted the cash balances and the profit and loss schedule.

A MOTION WAS MADE BY KYLE KNUDSON SECONDED BY MARK STALBOERGER TO ACCEPT THE TREASURERS REPORT AS PRESENTED. MOTION CARRIED.

The Chain of Lakes Fire & Rescue District (COL) update was reviewed. John Willenbring added that the Chain of Lakes Relief Association donated \$35,000 to the fire department for new extrication equipment. Willenbring reviewed the newly established capital improvement plan for equipment replacement primarily used for department vehicles. The group reviewed the vehicles in the department fleet. The roster is at an all-time high of twenty-nine members. Calls were reviewed.

John Willenbring gave an update for the Cold Spring Fire Department (CSFD). The new fire truck is now in service. The fire protection contract was recently renewed with minimal changes or impact to the budget. The group reviewed the calls for the year as well as the boundary lines for the service call area.

Stearns County Sheriff Captain Jon Lentz was present to give an update from the Stearns County Sheriff's Department. Lentz reviewed the monthly calls for February 2022 as well as a review of the total calls in 2016-2021. The update of fleet has stalled because of the chip shortage. New vehicles are mixed due to availability. The 2022 campaign to proceed with issuing body cameras for all officers continues to move forward. The group thanked Lentz and the Stearns County Sheriff's Department for its service.

Wakefield Township Assessor Cheryl Foster was present. Foster reviewed the sales in the township with a sales ratio of 74-85% based on sales type and district. By law, this ratio target is 95% and therefore, significant market value increases are expected. Foster reviewed the new construction increase in value for the township of over \$7,750,000. The Local Board of Appeal and Equalization meeting will take place at the Wakefield Town Hall on April 18, 2022 beginning at 9:30 am. Foster reviewed the 2022 tax capacity rates and how increases to the levy are offset by increases in market value.

The group skipped the road report as the Township Engineer was attending other township annual meetings.

The group discussed the opportunity available for the Sportsman's Park property as well as areas of concern and association estimated costs.

The proposed 2023 levy was reviewed.

-The group discussed an overview of the expenses paid from the General Revenue Fund. The General Revenue Fund proposed amount was reviewed. **A MOTION WAS MADE BY KYLE KNUDSON SECONDED BY MARK STALBOERGER TO APPROVE THE 2023 GENERAL FUND LEVY AMOUNT OF \$375,000. MOTION CARRIED.**

-The group discussed the newly introduced levy item of Park Funds as well as estimated and anticipated expenses and visions for the use of the park. **A MOTION WAS MADE BY KYLE KNUDSON SECONDED BY GLEN KOSHOIL TO APPROVE THE 2023 PARK FUND LEVY AMOUNT OF \$20,000. MOTION CARRIED.**

-The group discussed the newly introduced levy item of Equipment Funds. The group discussed the equipment currently owned and used by Wakefield Township for road maintenance and ditch work. Due to the cost of equipment replacement, the group discussed the need to increase the

amount of the proposed line item. **A MOTION WAS MADE BY MARK STALBOERGER SECONDED BY KYLE KNUDSON TO APPROVE THE 2023 EQUIPMENT FUND LEVY AMOUNT OF \$25,000. MOTION CARRIED.**

-The Road and Bridge Fund proposed amount was reviewed. The group discussed the plan set forth by the township engineer for road maintenance. The group discussed the need to maintain the roads rather than waiting for replacement after failure. The group reviewed recently upgraded roads and the estimated cost for road construction. **A MOTION WAS MADE BY GLEN KOSHOIL SECONDED BY MARK STALBOERGER TO APPROVE THE 2023 ROAD AND BRIDGE FUND LEVY AMOUNT OF \$572,000. MOTION CARRIED.**

-The Snowplow and Sanding Fund proposed amount was reviewed. The group reviewed the cost for salt/sand and snowplowing. The group stated that they would like to see the fund amount remain static, with any unused portion of the fund to be moved to the Equipment Fund balance. Conversely, if the amount of the salt/sand and snowplowing exceeds the amount levied, the balance should be taken from the general fund. **A MOTION WAS MADE BY MARK STALBOERGER SECONDED BY KYLE KNUDSON TO APPROVE THE 2023 SNOWPLOW AND SANDING FUND LEVY AMOUNT OF \$40,000; FURTHERMORE, TO TRANSFER SURPLUS AMOUNTS TO THE EQUIPMENT FUND AND TO TRANSFER GENERAL FUNDS FOR SNOWPLOW AND SANDING FUND DEFECITS. MOTION CARRIED.**

-The Fire Protection Fund proposed amount was reviewed. Willenbring explained the cost of equipment for the additional members of the Chain of Lakes as well as the equipment fund addition. Willenbring explained that Wakefield Township donated \$20,000 for two years for the new fire truck for the Cold Spring Fire Department. The group discussed the construction of the proposed Life Safety building in Cold Spring, where the Fire Department will share space with the Cold Spring Police Department. The group also reviewed cost per call from both departments as well as number of calls per year. **A MOTION WAS MADE BY MARK STALBOERGER SECONDED BY KYLE KNUDSON TO APPROVE THE 2023 FIRE PROTECTION LEVY AMOUNT OF \$140,000. MOTION DENIED BY GLEN KOSHOIL MOTION CARRIED BY THE MAJORITY.**

-The Certificate of Indebtedness Fund proposed amount was reviewed. **A MOTION WAS MADE BY MARK STALBOERGER SECONDED BY KYLE KNUDSON TO APPROVE THE 2023 CERTIFICATE OF INDEBTEDNESS LEVY AMOUNT OF \$144,293. MOTION CARRIED.**

Pre-certified election results were reviewed. Eighteen ballots were cast. Shawn Garding, running for the Office of Supervisor, received eighteen votes with no write in votes received.

Kevin Kruger, WSB was present to give a road report. Kruger reviewed Oster Point Road, Fisher Road and Fisher Court projects completed in 2021. Kruger reviewed a five-year plan with a map highlighting projects in need of repair. Kruger reviewed the upgraded pavement management plan, with an overall improved rating over the last three years. The group reviewed the projects that were completed since the last pavement management plan was completed. The group also discussed the 2022 road projects: Fairway Circle and 133rd Avenue (line road with Rockville). The group reviewed gravel roads in the township and future plans for maintenance or improvement.

Regularly attended meetings were reviewed; Annual Road Review, Cold Spring Fire Department, Chain of Lakes Fire and Rescue Department, Cold Spring City Council, Cold Spring Planning Commission, Richmond City Council, Richmond Planning Commission, Stearns County Township Officers Meeting, Stearns County Board of Commissioners Meeting, Stearns County Planning Commission Meetings, Fifth Monday meetings, Wakefield Township Planning Commission meetings, Stearns County Board of Adjustment and Minnesota Association of Township Meeting and/or Training Courses. John Willenbring requested to add Park Meetings to the list to discuss park planning for Sportsman's Park. **A MOTION WAS MADE BY JOHN WILLENBRING AND SECONDED BY GLEN KOSHOIL TO APPROVE A QUORUM OF BOARD ATTENDANCE AT THE ABOVE MENTIONED REGULARLY SCHEDULED MEETINGS WITHOUT SPECIAL NOTICE, INCLUDING PARK MEETINGS. MOTION CARRIED.**

The 2023 Election date and voting hours were reviewed. **A MOTION WAS MADE BY JOHN WILLENBRING AND SECONDED BY MARK STALBOERGER TO APPROVE THE 2023 WAKEFIELD TOWNSHIP ANNUAL ELECTION ON MARCH 14, 2023 VOTING HOURS FROM 4:00 PM – 8:00 PM AND THE ANNUAL MEETING ON MARCH 14, 2023, AT 8:00 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING MINNESOTA. MOTION CARRIED.**

Kyle Knudson requested that future Treasurer Reports include a report of Comparative Profit and Loss Statements.

A MOTION WAS MADE BY GLEN KOSHOIL AND SECONDED BY KYLE KNUDSON TO ADJOURN THE 2022 WAKEFIELD TOWNSHIP ANNUAL MEETING AT 10:09 PM. MOTION CARRIED.

Respectfully Submitted,

/s/Heidi M. Stalboerger, Clerk

/s/Shawn Garding, Moderator