

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
APRIL 4, 2024, 6:30 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Town Chair Shawn Garding called the monthly meeting to order at 6:30PM and led the Pledge of Allegiance. Supervisors present: Shawn Garding, Dave Dold, John Willenbring, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Clerk Addie Turkowski, Todd Menke, Mark Stalboerger, Tammy Garding, Kevin Kruger, WSB, Deb Sorenson.

2. Open Public Forum: N/A

3. SUPERVISOR WILLENBRING MOVED TO APPROVE THE AGEND AND THE CONSENT AGENDA. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

4. *Consent Agenda:

A. Special Township Board Meeting March 4, 2024

Recommendation: TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING MARCH 4, 2024, AS PRESENTED.

B. Monthly Meeting March 7, 2024

Recommendation: TO APPROVE THE MINUTES OF MARCH 7, 2024, MONTHLYMEETING AS PRESENTED.

C. Board of Canvass March 12, 2024

Recommendation: TO APPROVE THE MINUTES OF MARCH 12, 2024, BOARD OF CANVASS MEETING AS PRESENTED.

D. Qualification Meeting March 21, 2024

Recommendation: TO APPROVE THE MINUTES OF MARCH 21, 2024, QUALIFICATION MEETING AS PRESENTED.

5. Sheriff's Report – Sheriff Jon Lenz reviewed the calls for March 2024. He added that they had a “Lights On” program during the month in which they would stop a car with minor maintenance issues and give the driver a voucher for repairs. He also added that the average response time for all calls is 13 minutes but noted that emergency calls are answered in less time.

6. Sportsman's Park – Tammy Garding spoke on behalf of the Softball Association. She reported that with the concerns regarding the management agreement presented by the Wakefield Township Board, the Softball Association has decided not to collaborate with Wakefield Township at Sportsman Park (Softball Park). She noted that the Cold Spring Softball Association is not comfortable signing the management contract with Wakefield Township after having been advised by an attorney not to sign the contract. She said it is not just the requirement for the liquor license but with the overall management contract. She said the only way to move forward would be to rip up the contract and just have an operating agreement. Supervisor Dold suggested researching if another municipality, like the City of Cold Spring, would be interested in taking over management of the park since they have other parks and particularly a parks department. Also, the softball park is contiguous to the city. There was discussion about whether other townships have parks, and although there

are a couple other townships that have township parks, it appears that Wakefield Township is unique in having a softball/baseball park. Supervisor Garding spoke with the township attorney and said that from April through October the Softball Association would be totally responsible for anything that would happen at the Softball Park (24 hours a day) and said that it is too much responsibility for the Softball Association. He agreed the contract is too restrictive, especially when the Softball Association operates only three days a week. It was pointed out that the contract language was agreed to by the Board of Supervisors as well, the Cold Spring Softball Association members and approved by the Wakefield Township Attorney. Supervisor Willenbring added that Wakefield has the resource (the park) and should make sure it remains in good condition and doesn't deteriorate. Tammy Garding was asked if the park has been scheduled for use in 2024. She said that the area Youth Association wants to use the Sportsman Park Monday through Thursday and we will need to figure out how to give them access. Since the park belongs to Wakefield Township and is public property, it was suggested that we leave the softball gates open and not have softball fields scheduled. Supervisor Willenbring added that our residents have been happy with how the Softball Association has operated. He inquired with Tammy Garding if she would be interested if we work with her as done previously, but with no alcohol. The group discussed that it is public property and people can bring their own beverages without offering liquor sales. Tammy Garding finished by saying it is now too late and she and the Softball Association are done. She stated that it's not good that the three board supervisors are not on the same page, and she will not work with the Wakefield Township board from now on. She reminded the board that someone will need to do maintenance.

7. Treasurer's Report:

A. Treasurer's Report and List of Bills: Treasurer Cathy Backes reviewed the report.

SUPERVISOR WILLENBRING MOVED TO APPROVE THE APRIL 4, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE MARCH 13, 2024, MARCH 27, 2024 AND APRIL 4, 2024, LIST OF RECEIPTS, PAYMENTS, AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. March 7, 2024, List of Bills

SUPERVISOR WILLENBRING MOVED TO APPROVE THE UPDATED MARCH 7, 2024, LIST OF BILLS, UPDATING THE BUILDING PERMITS DEPOSITED IN THE MONTH OF FEBRUARY AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. The board reviewed the annual visa statements for 2023.

D. Stale Dated Check Policy: The memo from the state auditor said townships have 30 days to review bank statements and to call if there are any discrepancies. Clerk Stalboerger and Treasurer Backes had a discussion with the State Bank about future check orders. It was suggested by the bank employee and confirmed by the township Auditor that a "cash by" or stale date be added to the checks to ensure that checks are cashed in an acceptable amount of time. The clerk and treasurer will research if a policy regarding checks needs to be implemented.

8. Engineer Update – Kevin Kruger

A. 2024 Street Reconstruction (241st Street & 158th Avenue). No schedule is currently prepared. The contract documents are complete. The completion date for the project is set for mid to late September. One of the residents on 241st Avenue is concerned with the tree removal that took place. Kevin noted he sent a letter to the affected residents and had a conversation with the residents about the tree removal, in addition to the open house that all the residents were invited to. The Board requested a construction schedule from Kevin.

B. 178th Avenue and Fieldcrest Road Design: Kevin suggested to the board that further discussion is important in the area north of the church. He does not recommend overly as the road is in tough shape. He said we may need to reclaim that section of the road and recommends two soil borings as he is concerned about what is underneath. The road is broken up and the cost estimate is about \$200,000 for the project. Kevin suggested that we may need further surveys on driveways and recommended we open the bids next month, so we are ready. A MDOT permit may be necessary if we are getting close to Highway 23 rights-of-way. The Supervisors recommend repairing the road on the north side of the Rocori Trail and not the MnDOT ROW. SUPERVISOR DOLD MOVED TO ADVERTISE THE ROAD PROJECT FOR 178TH AVENUE AND FIELDCREST ROAD. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. Supervisor Willenbring and Clerk Stalboerger met with the City of Cold Spring to discuss options for a trail connection from North Pointe to ROCORI via 241st Street. More research is necessary, and it is likely that another route may need to be researched due to potential drainage, elevation and slope concerns.

9. Maintenance Update – Todd Menke stated he has two quotes for wheels and tires from \$129.59 each with a \$21-\$36 mount charge. Pomp's Tires is offering the \$21 per tire mounting prices and so Menke will go with Pomp's. Will also need an oil change. There was some snow plowing needed. The sander may need repair. Ditches will need to be cut this summer by Math Schmitz. The Board reviewed a \$4200 for weed removal which is actually the cost for the tree cutting. Backes will update the transaction as road maintenance and will be corrected in the treasurer's report. Supervisor Willenbring added that he has received praise from residents for the tree trimming on 3rd Street SE.

10. Clerk/P&Z Update – Heidi Stalboerger

A. Employee Handbook – SUPERVISOR WILLENBRING MOVED TO APPROVE THE APRIL 4, 2024, AMENDMENT TO THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK RELATED TO REIMBURSEMENT OF MEALS AND THE ADDITION OF JUNETEENTH AS A NEW HOLIDAY. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. All employees need to sign their handbook once approved.

B. Annual Meeting Moderator –

SUPERVISOR DOLD MOVED TO ACCEPT THE VOLUNTEER OFFER/NON-PAYMENT REQUEST FROM TONY TERWEY AS THE 2024 ANNUAL MEETING MODERATOR. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

C. Sportsman's Park Picnic Tables Use Request – Deb Sorenson requested to borrow picnic tables for the Boy Scouts event during Hometown Pride Days. SUPERVISOR WILLENBRING MOVED TO ALLOW THE BOY SCOUTS USE OF SIX TO EIGHT PICNIC TABLES DURING HOMETOWN PRIDE DAYS IN JULY IN COLD SPRING. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

D. Presidential Nomination Primary –Stalboerger is working with Backes to request reimbursement for all eligible expenses.

E. Minnesota Association of Township – Spring Short Course rescheduled date is April 22, 2024. It is an all-day training.

F. Local Board of Appeal and Equalization – April 15, 2024, at 9:30am. Currently there is one request by phone. The meeting has been published in the newspaper, posted at the town hall, posted on the website and published in the annual newsletter.

G. Sportsman’s Park Committee Meeting Spring 2024 – The Board set the date of May 14, 2024, at 6:30PM at the town hall. Clerk Stalboerger will send out a notice.

Addition:

H. The minutes of January 11, 2024, were revised. SUPERVISOR WILLENBRING MOVED TO AMEND THE MINUTES OF JANUARY 11, 2024, AS PRESENTED TO THE BOARD. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – The Department is working with the Power House, St. Joseph. The Power House would like to install a an RTU tower for robotic lawn mowers. In exchange for the tower placement, the Power House would give a robotic mower to the Department, which will save the department money on lawn care. Working on a training center in which five 40ft containers will be used. Jerry’s Pub is for sale so gambling income for the department is not certain. The Relief Association would like to route gambling monies through Wakefield Township to Chain of Lakes Fire and Rescue District. However, Wakefield Township does not make donations. SUPERVISOR DOLD MOVED TO NOT ACCEPT A DONATION PASS THROUGH FROM THE CHAIN OF LAKES FROM RELIEF ASSOCIATION AND TO THE CHAIN OF LAKES FIRE AND RESCUE DISTRICT. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

B. Cold Spring Fire Department – There seems to be some resistance from township citizens on the \$40,000 addition to the levied Fire Fund. Supervisors from each township being served will be meeting with the City of Cold Spring to discuss the fire hall building. Supervisor Garding added that we can only do what our residents will approve. Supervisor Willenbring said that Wakefield Township will not make any commitments.

12. General Questions and Comments from Board of Supervisors: The supervisors added that the Tri-City meeting discussed that cable tv is being used less and as a result, there is less tax income being generated and the operating budget is a concern. They were asked to support cable tv. SUPERVISOR WILLENBRING MOVED TO SUPPORT ROCORI TV CABLE COMMISSION IN SUPPORT OF THE EQUAL ACCESS TO BROADBAND ACT HF 4182/SF 4262. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

Supervisor Dold asked how Wakefield Township gains from Sportsman’s Park and the Softball Association, since it is a liability, and no income is generated by the park. He stated that if it were an area park, it would not matter if it was in the City of Cold Spring or in Wakefield Township, but the City of Cold Spring is receiving gambling funds to support their parks department and they have employees who can manage the park maintenance. Supervisor Garding said that we would not want to have a city take away township land.

13. SUPERVISOR WILLENBRING MOVED TO ADJOURN AT 9:25PM. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. MEETING WAS ADJOURNED.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski
Deputy Treasurer

/s/Shawn Garding
Town Chair

NOTE: Items listed in the Consent Agenda are acted upon without discussion and are all approved with a single motion. When the Town Chair calls for a motion on the Consent Agenda, the Board Members may ask to have an item removed from the list for discussion later on the agenda.