

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
AUGUST 1, 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 Backus, Todd Menke, Deputy Clerk Addie Turkowski, Sheriff Jon Lentz, Mark Stalboerger, Molly Thompson, Riann George, Nick Kemp, Todd Kirchner, Denise Tipka, Barry Tipka, Mike Rozycki, Mike McCarney, Kevin Kruger, WSB.

2. Open Public Forum: N/A

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

4. *Consent Agenda:

A Monthly Meeting July 2, 2024

Recommendation: TO APPROVE THE MINUTES OF THE JULY 2, 2024, MONTHLY MEETING AS PRESENTED.

5. Stearns County Sheriff Jon Lentz gave the Wakefield Township update for the Sheriffs' Department.

6. Schlenner Wenner Inc. – Molly Thompson and Riann Harpster

A. The 2023 Audited Financial Statements presented by Molly Thompson and Riann Harpster on behalf of Schlenner Wenner Inc., and explained the process used to issue their audit opinion. Molly noted three points on the audit: 1) the audit went smoothly, 2) they have a positive working relationship with township administration, 3) there was nothing unusual (sans explanation) in the transactions and accounting. She reviewed audit findings as well as necessary corrective actions. Thompson reiterated that the audit was demanding work well done.

7. Engineer Update – Kevin Kruger, WSB, Inc.

A. 2024 Overlay Project: On 178th Ave and Fieldcrest Rd - Knife River paved the week of July 22nd. The shouldering and seeding were completed the week of July 29th. This project went well and was successful. The topsoil and shouldering costs were a bit higher than anticipated, but no change orders were necessary.

B. 2024 Street Reconstruction Project 241st Street/158th Avenue: Kraemer has started the reclamation and will continue working on grading. This project area has many driveways making the project difficult. Kruger reviewed the project culverts and other obstructions. Supervisor Willenbring suggested the engineer uses his discretion in dealing with the homeowners to remove obstructions and/or culverts. The homeowners have received letters to contact Kruger with questions or concerns.

C. 2025 Street Reconstruction Project: Oster Point and Knaus Lake Circle are projects to explore for the 2025 construction season. Oster Point Road will be difficult to increase to a 24ft width, which is township standards. Knaus Circle will also be a challenge. The Board also reviewed other roads for possible overlay if the budget allows. The Board requested an update from Kruger regarding the joint project on 3rd Ave SE with Cold Spring. Kevin will follow up with the City of Cold Spring. Kruger will update the 2025 Road Plan.

8. Sportsman's Park

A. Stadium Lighting: Supervisor Garding spoke with multiple electricians regarding upgrading the stadium lights to LED. He will report back at the next meeting.

B. Rental Agreement: Garding stated that the Youth Association season is not completed and will discuss a management relationship with them after the season ends.

C. Park and Park Maintenance: Supervisor Garding will contact other area park systems to find out fees for park use. Supervisor Willenbring said we need to decide on fees for the park, the concession stand use and the pavilion rental in the future. Supervisor Garding added that league teams fees for use of field and the concession stand need to be defined. Garding suggested that he request Tammy Garding to send the fee schedule she currently uses for the park to the township. The Board also discussed rental for offsite bleacher use.

Supervisor Garding said the sprinklers are working well. There will be teams playing in a two-week tournament in September. Xcel Energy will replace the meter in the park.

D. Park Committee: Supervisor Willenbring arranged for a Park Committee meeting only one Park Committee Member and Jim Dwyer, speaker, showed up for the meeting. Supervisor Garding recommended that the Township Board and Planning Commission meet with the Park Committee to allow all groups to have the same information and starting point. He also added that volunteers will be necessary to help the different committees necessary to move forward with park improvements and grant writing/fundraising. Garding stated that the Planning Commission suggested committee organization for the Park Committee. Supervisor Willenbring stated that he would like to organize a Park Committee meeting in September.

9. Treasurer's Report

A. Treasurer's Report and List of Bills: Treasurer Backus noted that check number 10893 was an ACH payment and has been listed as voided.

SUPERVISOR WILLENBRING MOVED TO APPROVE THE AUGUST 1, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE JULY 3, 2024, LIST OF RECEIPTS, JULY 17, 2024, JULY 31, 2024, AND AUGUST 1, 2024, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. CD Report – Upcoming Maturing CD's, Interest, Investments will be updated for the board. There will be two CD's maturing in September. The Board will review investments and purchases at the next meeting.

10. Maintenance Update – Todd Menke

A. Front End Loader Update: The Loader lift cylinder is leaking and Coil Spring on trip cutting edge. The cost for repair is between \$700-\$1,000. Supervisor Dold suggested that Todd check on the costs of a new front loader. Menke noted that the township maintenance vehicles are getting older. Supervisor Willenbring stated his concern for repair costs on aging equipment. Menke stated that the International Plow Truck center pin needs repair.

B. International Plow – Need to replace center pin and Todd will get an estimate. SUPERVISOR WILLENBRING MOVED TO REPAIR THE FRONT LOADER LIFT CYLINDER COIL SPRINGS; FURTHERMORE, TO OBTAIN TWO ESTIMATES ON REPLACEMENT PARTS FOR THE INTERNATIONAL PLOW. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. Dust control completed on all gravel roads.

D. Mailboxes on Edgehill Circle for Edgeview Road: Mike Rozycki spoke about the mailboxes located on Edgehill Circle and requested that they be relocated to Edgeview Road for those residents. He stated that this is a safety issue and inconvenient. Mike McCarney reiterated Rozycki's point and stated that they have been working with and agree with the Richmond Postmaster on the proposed location of the mailboxes. The residents of Edgeview Road would like the township to wave the fees to move the mailboxes. Todd Menke responded that it would take about five hours. Supervisor Garding suggested that the residents remove the mailboxes, and Menke will relocate the posts. The group agreed to pay \$500 to relocate ten mailbox supports from Edgehill Circle to Edgeview Road. SUPERVISOR WILLENBRING MOVED TO HAVE THE TOWNSHIP RELOCATE TEN MAILBOX POSTS FROM EDGEHILL CIRCLE TO EDGEVIEW ROAD AT A COST OF \$500.00 TO BE INVOICED AND PAID BEFORE THE WORK COMMENCES. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Todd Kirchner, 20205 Edgeview Road, volunteered to receive the invoice and make payment for all affected homeowners.

E. Supervisor Willenbring added that he has noticed street signs in the township are hard to read. He suggested that Todd Menke make a list and replace as needed.

11. Clerk/P&Z Update

A. Review proposed changes to Wakefield Township MOU and Land Use and Zoning Ordinance #7. Clerk Stalboerger will have the attorney review the proposed changes, and publish the public hearing date. SUPERVISOR WILLENBRING MOVED TO APPROVE A PUBLIC HEARING AT THE WAKEFIELD TOWNSHIP PLANNING COMMISSION MEETING ON AUGUST 27TH, 2024 AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA AT 6:30 PM TO CONSIDER THE PROPOSED WAKEFIELD TOWNSHIP MEMORANDUM OF UNDERSTANDING, EXHIBITS AND THE WAKEFIELD TOWNSHIP LAND USE AND ZONING ORDANANCE #7. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. District 5 Meeting will be on 8/14/24 at the Willmar American Legion. Clerk Stalboerger will post notice for attendance of a quorum of Supervisors.

C. The Gilk Service Contract was reviewed by the Board to service the township HVAC equipment twice per year. SUPERVISOR DOLD MOVED TO ACCEPT THE THREE-YEAR CONTRACT WITH GILK PLUMBING AND HEATING AND AC AT \$900.00/THREE-YEAR. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

D. The Board reviewed professional contracts.

12. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue: Eight medical, two fire, and one false alarm.

B. Cold Spring Fire Department: Willenbring has been attending meetings to discuss the City of Cold Spring extending debt obligations to the township for a proposed fire hall. The Board expressed concerns about the proposed fire hall cost as well as the ability to approve debt/long term debt since the electors set the annual township levy. The 2024 Wakefield Township Annual Meeting was met with opposition for increasing the fire budget levy to accommodate debt payments for a municipality that offers service to the township without ownership in the Fire Department. Willenbring stated that Cold Spring is requesting Wakefield Township to pay for 21% of the debt (principal and interest) cost. The Board discussed various payment options for the bond payment. Supervisor Willenbring suggested a renegotiation of the fire service contract with the City of Cold Spring more heavily based on the number of calls per year.

13. General Questions and Comments from Board of Supervisors – Training and Meeting Updates: Supervisor Dold gave an update on a Tri-City Cable meeting he attended. He noted that Cable TV is losing revenue as residents use streaming and are seeking options to charge for streaming service.

14. SUPERVISOR DOLD MOVED TO ADJOURN. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. Supervisor Garding adjourned the meeting at 10:33PM.

Respectfully Submitted, [OBJ]

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Town Chair, Shawn Garding

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. This meeting may be recorded as an aid to the Clerk for minute taking purposes. The approved minutes are the official record of the township.