

**MINUTES**  
**WAKEFIELD TOWNSHIP BOARD MEETING**  
**AUGUST 28, 2024, 7:00 PM**  
**22295 FROSTVIEW ROAD, COLD SPRING, MN 56320**

The Special Meeting was called to order at 7:00PM and the Pledge of Allegiance was led by Town Chair Shawn Garding. Attendees present are Supervisors Shawn Garding, Dave Dold , John Willenbring, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Attorney Bob Ruppe and Mark Stalboerger.

The purpose of the meeting is for the Wakefield Township Board of Supervisors to meet with the Township Attorney to review procedures regarding private roads becoming public township roads, legal issues and financing options related to this process as well as right of way, tree removal and drainage for road projects.

The Board reviewed a situation with the Attorney regarding a group of homeowners, who have formed a Homeowners Association (HOA) and who privately maintain a platted township road (which is *not* dedicated to the public) and have approached the township to inquire about the steps and cost to have the township take over maintenance of the road. The group of homeowners has also discussed a portion of the road with the nearby City. Supervisor Willenbring has been in communication with the HOA.

Attorney Ruppe reviewed the steps involved in the process, beginning with obtaining an easement from the HOA/Homeowners (depending on the language of the deed of the road/Outlot) as well as the process of the township accepting the easement. Ruppe also reviewed the conditions under which the township would accept the road, including the HOA bringing the existing road to meet township road specifications and standards before requesting the township to take over the township financing the necessary improvements of the road to meet the township specifications and standards and then assessing the homeowners for the improvements. Ruppe covered details about the legal process for the different options of financing and the cooperation of the individual homeowners involved in the HOA.

The group requested that Ruppe attend another meeting with the Board and the HOA members to explain the process and to invite the HOA Engineer as well. The Board will discuss a meeting date at the September 5, 2024 meeting.

The group reviewed additional requests for a shared road agreement resulting in the above-mentioned road becoming a publicly maintained township road, along with other roads bordering other municipalities.

The Board discussed the township roads and standards.

The Board discussed drainage regarding township roads. The Board discussed prescriptive drainage rights. The group also discussed trees in the township right of way as well as trees outside of the township right of way.

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO ADJOURN THE MEETING AT 9:29 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by:

/s/Heidi Stalboerger, Clerk

/s/Shawn Garding, 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. 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.