

WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING
AUGUST 6, 2020 7:00PM

Chairman John Willenbring called the Town Board Meeting to order and lead the Pledge of Allegiance. Board Members Present: Supervisors John Willenbring, Cyril Erkens, Shawn Garding, Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Mike Nielson, Todd Menke, Jon Petters, Bill Trout, Michael Lang and Jon Lentz

APPROVAL OF THE AGENDA AND MINUTES

Chairman Willenbring requested approval of the Agenda and Consent Agenda. An item was added to the Agenda under the Clerk Update, #6 E. Miscellaneous (Election Update, Boundary Validation Program map and form-US Census, COVID-19 Relief Program and Aid Distribution, Meeting Update) *MOTION BY GARDING SECONDED BY ERKENS TO APPROVE THE AGENDA WITH ADDITIONS AND CONSENT AGENDA AS PRESENTED. MOTION CARRIED 3-0.*

A. *Monthly Meeting Minutes July 2, 2020*

ENGINEER REPORT

A. Nielson reviewed the Frostview Road project dust issues. Additional calcium chloride will be applied tomorrow to control dust issues. Nielson reviewed the intersection of Frostview Road and Great Northern Drive. After review, Nielson recommended to pull the centerline approximately 10 degrees to the north and add shouldering so that the intersection has proper radius, visibility and safe maneuverability in both directions. Nielson mentioned to add temporary raised pavement markers for the centerline to show the centerline. Additional excavation will be conducted to ensure bad material is removed by the north town hall driveway. Final grading and driveway prep will take place before paving. Paving is projected to take place on August 20th. Nielson reviewed Pay Voucher #1 in the amount of \$159,997.62 payable to Knife River for the Frostview Road project.

MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE FROSTVIEW ROAD PROJECT PAY VOUCHER #1 IN THE AMOUNT OF \$159,997.62 MADE PAYABLE TO KNIFE RIVER AS PRESENTED. MOTION CARRIED 3-0.

-Glenwood Road – A speed limit reduction was requested. Nielson researched the criteria for a rural residential speed district. This area does not qualify for a reduced speed limit. The Board did not approve a speed study. Nielson will respond to the request.

CLERK REPORT

A. Jon Petters was present, acting as the Agent for Administrative Subdivision Applicant, Daniel and Pamela Eller. This request is for an Administrative Subdivision: Building Sites >20 Acres. Stalboerger reviewed the Staff Report, including the Planning Commission discussion and recommendation to approve the Administrative Subdivision and Attachment for PID 36.23518.0010. The Board reviewed the staff report and updated survey, which included Tract A and Tract B (both with building entitlements) as well as Driveway Easement. The survey also includes the removal of one driveway entrance off of 260th Street. The driveway on the west side of the parcel is being developed for ingress/ egress and is shown on the survey. The field entrance on the east side of the parcel is being removed. The Board reviewed the wetlands, shoreland and feedlot setbacks affecting the buildable area on the

proposed tracts. The Planning Commission reviewed the request and recommended approval with updated survey.

MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE ADMINISTRATIVE SUBDIVISION: BUILDING SITES >20 ACRES FOR PID: 36.23518.0010 FROM APPLICANT DANIEL AND PAMELA ELLER AND DIRECT THE CLERK TO PROVIDE A CERTIFICATE OF COMPLIANCE TO STEARNS COUNTY ENVIRONMENTAL SERVICES. MOTION CARRIED 3-0.

B. The Board reviewed the attorney approved Tree Trimming and Brush Cutting letter to be sent to residents by the Maintenance Supervisor before township road right of way takes place. The letter is written to comply with statutes regarding right of way maintenance. Menke requested clarification about brush cutting and the definition of tree according to size. The group discussed if copies of the letter would need to be signed or returned. The Board directed Menke to send the letters to all affected property owners before right of way maintenance takes place.

C. Stalboerger reviewed the updated Coronavirus Relief Fund qualifications, distribution, eligible expenses as well as reporting and compliance.

SHERIFF'S REPORT

Captain Jon Lentz was present to review the Wakefield Township July call log.

BOARD OF ADJUSTMENT

Chairman Willenbring opened the Board of Adjustment (BOA) Public Hearing at 8:06 pm. Agent Michael Lang for Applicant, Jane Bradley was present to request a variance from Section 9.9.9.A.3 of the Stearns County Land Use Ordinance #439 to remove the current residential dwelling and construct a residential dwelling with attached garage 41 feet from the centerline of Red Cedar Road, located in a Residential 1 Land Use District. Said Ordinance #439 requires a 63-foot structural setback from the center line of a township road. Stalboerger reviewed the Staff Report, including minutes from the Planning Commission meeting. Stalboerger stated that one letter was received from a neighboring landowner, Lemke – 17649 Janssen Drive and relayed a phone call from Terhaar – 17635 Janssen Drive. Both comments were in support of the variance request. Willenbring called three times for questions and testimony from the public. With no further questions or testimony, Chairman Willenbring closed the public hearing at 8:15. The Board of Adjustment reviewed the Findings of Fact, which resulted in all affirmative responses.

MOTION BY GARDING SECONDED BY ERKENS TO APPROVE RESOLUTION #2020-007, RESOLUTION TO APPROVE FINDINGS OF FACT AND APPROVE VARIANCE REQUEST FROM JANE BRADLEY WITH CONDITIONS UPON ATTORNEY REVIEW. MOTION CARRIED 3-0.

Chairman Willenbring called the monthly meeting back to order at 8:27 pm.

CLERK UPDATE cont'd.

D. Stalboerger stated that Stearns County Engineer, Jodi Teich, will be working with the Stearns County Commissioners to arrange a public hearing at the Wakefield Town Hall for the 233rd Street turnback from Stearns County to Wakefield Township. The Board directed Menke to review the road for necessary improvements with Engineer Nielson before the meeting. Stalboerger will keep the Board informed of the public hearing date and time.

E. Miscellaneous

- Stalboerger reviewed the Boundary and Annexation Survey from the U.S. Census Bureau, requesting response to the Boundary Validation Program. The Board reviewed the paperwork and map and was verified to be correctly depicting the township area map and description. Chairman Willenbring signed the form. Stalboerger will submit the signed form.

- Stalboerger reviewed a meeting that she attended regarding the City of Cold Spring Well 8 & 9 Pre-Con meeting. Cold Spring will be submitting a request for a driveway when the exact location is known.

- Stalboerger gave an update of the upcoming Primary Election. This is the first election that the township will be holding by mail ballot. Stalboerger reviewed the inquires regarding the new mail ballot procedure.

MAINTENANCE REPORT

-Menke inquired about the removal of trees and brush in the township road right of way on Red Cedar Road requested by the landowner. The Board reviewed the location of the tree line in question. The trees and brush requested to be removed are wrapped in or have grown into a barbed wire fence line. The Board directed Menke to obtain at least two quotes to remove the trees and brush.

TREASURERS REPORT

Frieler distributed the balance sheet and profit and loss statement with the Board.

MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE JULY 2, 2020 TREASURERS REPORT AS PRESENTED. MOTION CARRIED 3-0.

The Board reviewed the list of bills.

MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE JULY 8, 2020 JULY 22, 2020 AND AUGUST 6, 2020 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.

FIRE DEPARTMENT UPDATE

A. Willenbring stated that the Chain of Lakes Chief reviewed recent calls. The Board discussed the opportunity to receive reimbursement for COVID-19 related expenses through the CARES Act. The department received another fire fighter application. The Chief requested to increase members by 3 as well as masks and pagers. The Board discussed the possibility of replacing the personnel carrier and grass rig. Administrator Lahr reviewed the quarterly financial report.

B. A Cold Spring Fire Department meeting was not held.

RECESS OR ADJOURN

*MOTION BY ERKENS SECONDED BY GARDING TO ADJOURN THE MEETING AT 9:35 PM
MOTION CARRIED 3-0.*

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/John Willenbring, Chairman