

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
DECEMBER 5, 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, John Willenbring, Dave Dold, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Clerk Addie Turkowski, Todd Menke, WSB Jeff Oliver, Mark Stalboerger, Mark Wocken, Aaron Willenbring, John Lenneman, Chuck Merten, Vicki Jungels, Jan Decker, Adam Lubbers.

2. Open Public Forum: N/A

3. SUPERVISOR WILLENBRING MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA WITH THE CHANGE OF MOVING THE DISCUSSION OF WOODLAND HILLS BETWEEN AGENDA ITEMS 7 AND 8. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

4. ***Consent Agenda:**

A. Monthly Meeting Minutes November 7, 2024

Recommendation: TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2024 MONTHLY MEETING AS PRESENTED.

5. Stearns County Sheriff's Update – Jon Lentz – no report

6. Wocken Shores Major Preliminary Plat: Clerk Stalboerger introduced the Applicant, Mark Wocken, and presented the staff report and plat drawing to the board for the preliminary major plat of Wocken Shores, located at 16204 County Road 49, Cold Spring, current Parcel ID No. 36.23834.0015. She noted all parcels are adjacent to County Road 49 and that there will be no township roads created in the plat. The Planning Commission moved to approve the preliminary plat with conditions. SUPERVISOR DOLD MOVED AND SUPERVISOR WILLENBRING SECONDED TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE WOCKEN SHORE MAJOR PRELIMINARY PLAT WITH THE FOLLOWING CONDITIONS:

1. DRIVEWAYS/EASEMENTS BE PRIVATELY DEDICATED ON THE PLAT, NOT FOR PUBLIC USE OR PUBLIC MAINTENANCE.

2. INFILTRATION BASINS AND RELATED STORMWATER FACILITIES BE PRIVATELY MAINTAINED.

MOTION CARRIED 3-0. Clerk Stalboerger and Town Chair Garding signed the plat.

7. 2025 Catfish Ice Fishing Event – Liquor License Request: Chuck Merten represented the event and noted that this is the fourth year of this event. SUPERVISOR WILLENBRING MOVED TO APPROVE THE TEMPORARY ON-SALE LIQUOR LICENSE FOR THE CATFISH ICE FISHING EVENT TO BE HELD AT THE WEST EDGE OF CEDAR ISLAND LAKE-HALFWAY BETWEEN HWY 22 AND CEDAR ISLAND LAKE ROAD IN THE TOWN OF WAKEFIELD TO BE HELD ON FEBRUARY 14, 2024 THROUGH FEBRUARY 15, 2025 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

11. D. Fireside Road/Woodland Hills Homeowners Association Petition: Clerk Stalboerger reviewed a petition for the formation of a Subordinate Services District for Fireside Road from the Woodland Hills Homeowners, and reviewed all necessary information with the Board. SUPERVISOR WILLENBRING MOVED TO APPROVE RESOLUTION #2024-017 ACCEPTING THE PETITION FOR SUBORDINATE SERVICES DISTRICT WITH ATTACHED MAP DEPICTING THE SUBORDINATE SERVICE DISTRICT AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. A public hearing date was set for January 9, 2025 at 6:30PM at Wakefield Township.

8. Engineer Update – Jeff Oliver, WSB, Inc.

A. 2024 Street Reconstruction Project 241st Street/158th Avenue: Oliver outlined a couple uncompleted items on the project. The completion of the project and final payment will not occur until those items are satisfied. SUPERVISOR WILLENBRING MOVED TO APPROVE \$364,688.15 PAY VOUCHER FOR ROAD PROJECT ON 241ST STREET AND 158TH AVENUE TO KRAEMER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. 2025 Road and Bridge Project: WSB asked for confirmation of the project for Oster Point Road and Knaus Lake Circle for the 2025 Street Reconstruction Project. The estimated cost of the proposed Oster Point Road project is \$816,834.79, including 10% contingencies and 15% indirect costs. The Board agreed to move forward on this project. Jeff Oliver stated that further discussion may be necessary to discuss the current width of the road.

C. 188th Avenue Culvert Replacement: Jeff Oliver recommended that the project study for surveying, hydraulic and hydrology study for possible replacement and installation of reinforced concrete boxes take place to ensure proper sizing at an approximate cost of \$10,000 to \$15,000. He recommends that the preliminary work proceed on an hourly basis to track costs. SUPERVISOR WILLENBRING MOVED TO DIRECT WSB TO BEGIN SURVEY WORK FOR CULVERT REPLACEMENT ON 188TH AVENUE AND CHARGE AN HOURLY RATE FOR THIS STEP IN THE PROCESS. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

D. Shared Road Agreements: The shared road issue with the City of Cold Spring was briefly discussed as a part of the proposed 2025 street project item, relating to the future Fireside Court/Road project and other roads including: 248th street near Cold Spring Brewing, Greystone Road near Peace Lutheran Church, 241st Street from 4th Avenue North to 158th Avenue, 245th Street in the area of the subdivision entrances, and Oster Point Road from proposed subdivision to County Road 49.

9. Sportsman's Park –

A. Stearns County Park Grant –Clerk Stalboerger reviewed the Stearns County Park Grant awarded to Wakefield Township. SUPERVISOR WILLENBRING MOVED TO ACCEPT THE STEARNS COUNTY PARK AND TRAIL ENHANCEMENT MATCHING GRANT FUNDING AGREEMENT IN THE AMOUNT OF \$50,000. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. The Park Committee will continue to reach out to civic organizations for management of the park.

Brushing Bids: Two bids were received for the brush removal. Bids were received from Lenneman Brush Clearing and from Aaron Willenbring. SUPERVISOR GARDING MOVED TO AWARD THE BRUSH TRIMMING BID TO AARON WILLENBRING IN THE AMOUNT OF \$9750, NOT TO EXCEED \$10,500,

INCLUDING THE REMOVAL OF A TREE BY THE PARK PAVILLION. SUPERVISOR DOLD SECONDED. ROLL CALL VOTE: GARDING – YES, DOLD – YES, WILLENBRING – ABSTAIN. MOTION CARRIED 2-0.

B. Management Agreement: Supervisor Dold explained that he had a discussion with a township resident interested in improvements and management of the park. Supervisor Garding suggested a meeting with the interested as soon as possible to discuss Sportsman’s Park Management. Supervisor Dold will schedule.

C. Park Maintenance Update: Supervisor Garding reviewed bids that he has been requesting for upgrading the stadium lighting (28 bulbs) to LED. Garding presented a bid from Electrical Installers for \$12,965 with Xcel rebate for \$6115 and a bid from Faber Electric for \$13,000. No decision was made. The Board reviewed the amount spent year to date for the park.

D. Park Committee Update: The park committee discussed purchasing used disc golf baskets from the City of St. Cloud in the amount of \$2,700 for 18 baskets. The disc golf group is willing to help the township lay out the disc golf course and set the posts. The township will pay for the installation. The Board discussed proposed updates to the park pavilion regarding future catering needs. Supervisor Willenbring plans to hold another Park Committee meeting in December.

E. Parcel Split – Combining Softball Parcels: The west softball field is on a parcel number with the parcel by the river. The east ball field has its own parcel number. The Board discussed combining the parcels to have one parcel number for the Softball Park to keep the parcel numbers consistent with the address location of the parcel. No action was taken by the board.

10. Maintenance Update – Todd Menke

A. One-ton Truck Quotes: received quotes on the one-ton truck and chassis. The quotes included varying details. The Board requested that Menke secure additional bids and that the bids must be similar on the truck and chassis.

B. Menke reviewed the Notice of Tree Removal letter sent to affected homeowners on 210th Street and Emerald Hill Road. To date, one homeowner has requested a public hearing. Clerk Stalboerger has attempted to follow up to request a public hearing date from the homeowner.

11. Clerk/P&Z Update

A. Catalis Subscription (Township Website): SUPERVISOR WILLENBRING MOVED TO APPROVE A ONE-YEAR CONTENT MANAGEMENT SUBSCRIPTION AS OF JULY 1, 2024-JULY 1, 2025 AT A COST OF \$932.80 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. 2025 Voting Location: SUPERVISOR WILLENBRING MOVED TO APPROVE RESOLUTION #2024-016 RESOLUTION DESIGNATING POLLING PLACE FOR ELECTIONS CONDUCTED IN WAKEFIELD TOWNSHIP IN 2025. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. Designation of location for the March 11, 2025 Wakefield Township Annual Election and Absentee Voting location: SUPERVISOR DOLD MOVED TO APPROVE THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, STEARNS COUNTY, MINNESOTA AS THE OFFICIAL VOTING LOCATION FOR THE MARCH 11, 2025 WAKEFIELD TOWNSHIP ANNUAL ELECTION AND ABSENTEE VOTING LOCATION. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0

D. Fireside Road/Woodland Hills Homeowners Association Petition – (earlier on agenda)

E. Building Permit Refund – Re-roofing permit: June 2024 Fairway Circle \$60. SUPERVISOR DOLD MOVED TO DENY REFUND REQUEST FOR BUILDING PERMIT FEE REFUND AS EXPENSES HAVE BEEN INCURRED. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

F. Broadband Update – Stalboerger reviewed maps as provided by Dr. Williams, Stearns County Administrator. The county is working to resolve approximately 12 premises in the county/Wakefield Township that have no broadband options. Dr. Williams stated that he is hopeful to obtain a contract for service for the remaining locations.

G. Fee Schedule – Review proposed changes as provided. The Board will continue to discuss the addition of park rental and fees to include before updates are accepted.

H. Stalboerger gave an update of insurance costs from McClure Agency.

12. Treasurer’s Report

A. Treasurer’s Report and List of Bills: SUPERVISOR WILLENBRING MOVED TO APPROVE THE DECEMBER 5, 2024 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE NOVEMBER 6, 2024, NOVEMBER 20, 2024, DECEMBER 4, 2024 AND DECEMBER 5, 2024 LIST OF PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

13. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – The Annual Budget Meeting will take place on December 9, 2024 at 8:00 pm. Board member changes for the Fire Department will be announced at that time.

B. Cold Spring Fire Department – No meetings to report.

14. General Questions and Comments from Board of Supervisors – None

15. SUPERVISOR DOLD MOVED TO ADJOURN. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. TOWN CHAIR GARDING ADJOURNED THE MEETING AT 10:01PM.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/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. 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.