

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
DECEMBER 1, 2022 7:00 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Monthly Meeting Called to Order and Pledge of Allegiance led by Town Chair Cyril Erkens. Supervisors present: Cyril Erkens, Shawn Garding, John Willenbring, others present: Clerk Heidi Stalboerger, Treasurer Jerry Frieler, Deputy Clerk Addie Turkowski, Kevin Kruger, WSB, Todd Menke, Kyle Knudson, Bob Belmont, Mark Stalboerger.

2. Open Public Forum: Bob Belmont addressed the township board and asked if 241st Street was going to have maintenance completed. Chair Erkens noted that 2023 road projects will be discussed later on the agenda.

3. SUPERVISOR WILLENBRING MOVED TO APPROVE THE AGENDA AND THE CONSENT AGENDA WITH THE ADDITIONS OF: 8F. STEARNS COUNTY PLANNING COMMISSION, (F IS A REPEAT OF D) AND 8G. BUILDING PERMITS. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

4. ***Consent Agenda:**

A. Monthly Meeting November 3, 2022

Recommendation: TO APPROVE THE MINUTES OF NOVEMBER 3, 2022 MONTHLY MEETING AS PRESENTED.

5. Sheriff's Report: There was no report for November.

6. Engineer Services Proposal – Mike Nielson gave a short presentation on a new Engineering Company: Sambatek. He is an experienced engineer, now with a new company. He noted that Chris Berg has been hired with this company which has experience with road development and repairs. His firm employs 125 personnel in planning, environmental, and civil engineering. The company is available to provide services in this area.

7. Engineer Update – Kevin Kruger noted that a couple of items needed to be attended to. The final pay voucher for Knife River project completion needed to be modified to an amount \$10.00 less and forward a final check. SUPERVISOR WILLENBRING MOVED TO RESCIND MOTION OF 11/3/22 FOR THE PAYMENT OF \$38,374.64 TO KNIFE RIVER. SHAWN GARDING SECONDED. MOTION CARRIED. SUPERVISOR WILLENBRING THEN MOTIONED A FINAL PAY AMOUNT TO KNIFE RIVER IN THE AMOUNT OF \$49,243.04. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Secondly Kevin Kruger announced the three seal coat bids, which were very close. SUPERVISOR GARDING MOVED TO AWARD THE SEAL COAT BID TO ALLIED BLACKTOP IN THE AMOUNT OF \$185,189.00. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. Kruger added that the seal coat has increased in costs but hopefully will be stable through 2023. He will be working on estimating crack filling for the coming year.

A. 2023 road projects estimate that the two roads 182nd Avenue (reconstruction) and 178th Avenue (overlay) will cost approximately \$190,000. Supervisor Erkens asked about roads 241st Street and 158th Avenue. The plan is to reclaim roads and reconstruct the roads to a 24-foot width. The township specification is 24 feet width for safety. Mr. Belmont expressed concern regarding damage to sprinkler heads close to the asphalt. Kruger assured him that residents will be given at least two weeks' notice to adjust the sprinkler heads. The plan is for Wakefield Township engineer to hold a neighborhood meeting. The timeline for 241st Street and 158th Avenue reconstruction is in 2024 due to the current increase oil prices. Mr. Belmont expressed concern about the percentage of costs Wakefield Township pays in light of the fact that a portion of 241st Street is an entry point to North Point, a development in the City of Cold Spring. Clerk Stalboerger clarified that 241st Street is not currently included in the Line Road Agreement with the City of Cold Spring. Supervisor Willenbring added that as additional projects occur in the community, Wakefield Township will invite the City Cold Spring to review the Line Road Agreement. Kevin Kruger shared that there are grants available for Emerald Ash Borers invasive

destruction for training of staff for removal of ash trees. The Board directed Todd Menke to conduct an inventory of ash trees.

B. Sportsman's Park Soil Borings – the outcome of the analysis of the soil borings was given to Supervisors and showed no issues that need to be remediated. Supervisor Willenbring asked Kevin Kruger for suggestions on how to proceed with Sportsman Park Planning. Kruger suggested a landscape architect to create a master plan. He noted that there should be many opportunities for grants once a master plan is created and a visual rendering would be ideal.

8. Clerk/P&Z Update – Heidi Stalboerger

A. Sportsman's Park – Softball Park Management Agreement Meeting

SUPERVISOR WILLENBRING MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 30, 2022 SOFTBALL PARK MANAGEMENT AGREEMENT MEETING AS PRESENTED. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Clerk Stalboerger shared a proposal provided to Wakefield Township on a Planning Proposal Options for Softball Park development and planning. The Proposal was prepared by Jon Ruis of Ruis Consulting Group. Supervisors will review and have further discussion on the proposal. The Board directed Stalboerger to send a copy of the Ruis proposal to the Sportsman's Club Planning Committee. Supervisor Willenbring asked Kevin Kruger to have WSB provide a proposal on Park planning and development. It was noted that planning through a consultant process to create a master plan for Sportsman Park could have a great outcome.

B. The Budget Format for 2023 is moving forward. Stalboerger will continue to work on expanding the report to offer the support necessary to propose the 2024 levy at the annual meeting.

C. Employee Review Meeting Date will be scheduled for December 13, 2022 at 12:30. Stalboerger will post the meeting.

D. The Short-term rentals (Vacation/Private Home Rentals) ordinance update was approved by the Stearns County Commissioners on November 29, 2022. A property on Oster Point Road is moving through the Interim Use Permit application process. However, there are issues as it would not meet the minimum lot size requirements under the new ordinance language accepted and effective as of January 1, 2023. The Stearns County Planning Commission is holding a public hearing on the Interim Use Permit on December 15, 2022 to meet the 60-day period and is requesting a response from Wakefield Township. Stearns County respects the Wakefield Township moratorium, but some applications for short term rentals were accepted after the moratorium was enacted. The township supervisors briefly discussed that they would like to have all pending applications meet the updated standards that go into effect on 1/1/23. That way, the rules will be the same for all applications, even those submitted in 2022. Clerk Stalboerger will send correspondence to the County stating this and the Board will wait for a recommendation from the Wakefield Township Planning Commission before taking action to lift the moratorium.

E. Polling Place Resolution: SUPERVISOR WILLENBRING MOVED TO APPROVE RESOLUTION 2022-012 A RESOLUTION DESIGNATING POLLING PLACE FOR ELECTIONS CONDUCTED IN 2023 IN WAKEFIELD TOWNSHIP AS PRESENTED. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

F. The Stearns County Planning Commission will also review an application for a solar farm on the southside of Grey Stone Road at the December 15 meeting. The contractor contacted Clerk Stalboerger about this project. Clerk Stalboerger listed items regarding standards for driveways, EMS, fire rescue, police protection and 911 signage. Clerk Stalboerger will send correspondence to Stearns County for the public hearing.

Stalboerger gave an update on a Stearns County Commissioner meeting she attended recently. Stearns County held a public hearing to update their fee schedule for 2023. The Board directed Stalboerger to have the Planning Commission review the Wakefield Township Fee Schedule as well.

The Wakefield Township Building Inspector contacted Clerk Stalboerger on a couple projects in the township for which building permit applications were not obtained prior to construction. The Board directed the Clerk to continue working with the Building Inspector to contact the property owner before involving the attorney.

9. Maintenance Update – Todd Menke

A. Red Cedar Road Tree Cutting is completed at \$71.00 per tree, 151 trees were trimmed.

B. Living snow fence on Island Lake Road was created by Marcus Blonigen and Wakefield Township will reimburse \$350 for the cost.

C. Dave Dold contacted Menke to inquire if he was in need of another back-up snow plow operator. The Board directed Menke to hire him as a back-up snow plow operator at \$25.00 per hour.

10. Financial Report: The board discussed creating more sub accounts on categories of expenses, such as equipment, park fund, etc. Treasurer Frieler will assess a more detailed financial reporting that shows the amount of money in each category which is designated or committed and not available to be acted upon for other expenses. Treasurer Frieler sent a letter to Deputy Treasurer Larry Lahr to thank him for his service.

A. Treasurer’s Report and List of bills

SUPERVISOR WILLENBRING MOVED TO APPROVE THE DECEMBER 1, 2022 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE NOVEMBER 9, 2022, NOVEMBER 23, 2022, AND DECEMBER 1, 2022 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

B. Kyle Knudson has accepted the Deputy Treasurer office and took the Oath of Office as Deputy Treasurer for Wakefield Township.

11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue will hold the annual budget meeting December 12, 2022 at 8:00pm. They are hiring a new staff member. The budget has increased by \$10,000 in the second year of the phase in period to provide additional funding for replacement of vehicles and equipment as agreed to at the 2021 annual budget meeting with the townships.

B. Cold Spring Fire Department: no update.

The Board directed Clerk Stalboerger to contact Nexamp and sign up the Town Hall Campus and the Riverfield Steet light Subordinate Service District account for reduced electric usage cost.

12. SUPERVISOR WILLENBRING MOVED TO ADJOURN AT 9:52PM. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Respectfully submitted,

Approved by

/s/Addie Turkowski, Deputy Clerk

/s/Cyril Erkens, Township Chair