

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING DECEMBER 5, 2019 8:00PM**

Chairman Cyril Erkens called the Town Board Meeting to order at 8:00 pm and lead the Pledge of Allegiance. Board Members Present: Supervisors Cyril Erkens, John Willenbring, Shawn Garding, Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Mike Nielson, Todd Menke, Joe Wenner and Mark Stalboerger.

APPROVAL OF THE AGENDA AND MINUTES

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY WILLENBRING SECONDED BY ERKENS TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2019 MONTHLY MEETING AS PRESENTED. MOTION CARRIED 2-0. GARDING ABSTAINED.

MOTION BY GARDING SECONDED BY ERKENS TO APPROVE THE MINUTES OF THE NOVEMBER 19, 2019 SPECIAL MEETING AS PRESENTED. MOTION CARRIED 2-0. WILLENBRING ABSTAINED.

SHERIFF'S DEPARTMENT UPDATE

No update. Reports for November calls were distributed.

ENGINEER UPDATE

Nielson reviewed the Frostview Road preliminary road designs as well as a fourth option. The Board reviewed the fourth option, including reconstruction from County Road 83 to Great Northern Drive and a 1 ½ inch overlay from Great Northern Drive to Fenton Court. The estimated cost of this project is \$623,000, which includes a 15% contingency and Engineering Fees. This plan includes 2 – 12 foot driving lanes and 2-foot unpaved shoulders (from County Road 83 to Great Northern Drive), along with a reconfiguration of the intersection of Great Northern Drive and Frostview Road. This plan would provide for a 2-foot bump out for unpaved driveways and up to a 10-foot bump out for paved driveways (to blend driveway to the township road) in the township road right of way.

The Board discussed the road budget and outstanding grant amounts as well as remaining construction items and costs. The Board discussed the timing of the Frostview Road project. Although the budget likely won't allow for a 2020 project Frostview Road, it would be beneficial to prepare plans for bidding.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE FROSTVIEW ROAD PRELIMINARY DESIGN OPTION 4 – FULL RECONSTRUCTION FROM GREAT NORTHERN DRIVE TO CR 83 AND A 1 ½" OVERLAY FROM FENTON COURT TO GREAT NORTHERN DRIVE; FURTHERMORE, TO DIRECT MIKE NIELSON, WSB, TO PREPARE PLANS FOR BIDDING. MOTION CARRIED 3-0

RIVERLINKS UPDATE – Joe Wenner

Wenner gave an update of the open section and newly expanded section of the River Links plat. Wenner stated that lot sales are slow. Only 25 lots are built on, out of a possible 200 lots. The City of Cold Spring closed one of the unpaved paths from River Links that connect to Oster Point Road.

Wenner stated that the plan provides for an intersection from River Links to Oster Point Road. The group discussed a formal access request from the township for a constructed entrance onto Oster Point Road. The group agreed that a request for an access to accommodate traffic volume will be discussed annually.

CLERK UPDATE

A. 2018 Audit: The group discussed the 12/31/18 Audit presented by Molly Thompson, Schlenner Wenner. *MOTION TO APPROVE AND ACCEPT THE PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS DECEMBER 31, 2018 FOR WAKEFIELD TOWNSHIP AS PRESENTED BY MOLLY THOMPSON, SCHLENNER WENNER & CO. MOTION CARRIED 3-0.*

B. Fee Schedule: The Board reviewed the Fee Schedule, recommended for approval by the Planning Commission.

MOTION BY GARDING SECONDED BY ERKENS TO APPROVE ORDINANCE NO. 2019-001, ORDINANCE ESTABLISHING FEE SCHEDULE AS PRESENTED AS OF JANUARY 1, 2020. MOTION CARRIED 3-0.

C. Planning Commission Position: The position of Planning Commissioner for Mary Huettl is up for renewal. Huettl agreed to serve for another three-year term.

MOTION BY WILLENBRING SECONDED BY GARDING TO RE-APPOINT MARY HUETTL TO THE WAKEFIELD TOWNSHIP PLANNING COMMISSION FOR A THREE-YEAR TERM COMMENCING JANUARY 2020. MOTION CARRIED 3-0.

D. Review Employee Handbook: Stalboerger reviewed items in the current handbook that may be affected as a result of the recently enacted Wage Theft Law, specifically compensatory time (comp time). The group also reviewed the Short-Term Disability portion of the employee handbook. Frieler made a recommendation to update the comp time section of the handbook to reduce the hours carried over by employees to zero on December 31 annually, to avoid tax implications to the employer and employee. The Board agreed to have accumulated comp time paid to the employee by check annually on December 31. The Board agreed to leave the employee handbook as stated/approved regarding the short-term disability section. The Board recommended that the employees review and/or adjust disability benefits (through the cafeteria plan) during the open enrollment period.

-The Board discussed setting up a date for Employee Reviews in January 2020. The Board directed the Clerk to post a meeting for employee reviews on January 8, 2020 at 12:00 noon.

E. Other: Employee Health Insurance – The employees have reviewed the employee health insurance plan and have decided to change plans within the same insurance company.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE PREFERRED ONE SMALL GROUP RENEWAL ATTESTATION FORM AND DIRECTED THE CHAIRMAN TO SIGN THE FORM.

- The Board discussed snowplow violations; residents pushing snow across a township road rather than plowing or blowing snow onto their own property, according to state statute. Letters were sent out to homeowners violating this law.

-The Board discussed holding the Board of Audit at the January 2020 meeting and begin the proposed 2021 levy discussion.

MAINTENANCE SUPERVISOR UPDATE

A. Roadwork: Snowplowing went well. Menke stated that he would like to purchase approximately 10 ton of straight salt at approximately \$151/ton. Menke stated that he has adequate storage for the salt. The group discussed usage and application (brine or direct application). Menke will continue to pay close attention to hills and shaded roads while continuing to clear the roads of ice and snow.

MOTION BY GARDING SECONDED BY WILLENBRING TO PURCHASE APPROXIMATELY 10 TON OF SALT AT APPROXIMATELY \$151/TON. MOTION CARRIED 3-0.

B. Equipment: The hooks for the saw attachment for the loader are done. The amount for the hooks/plate from Notch is estimated at \$750.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE PURCHASE OF THE ATTACHMENT HOOKS/PLATE FOR THE DIAMOND SAW BLADE TO THE FRONT-END LOADER FROM NOTCH FOR ESTIMATE OF \$750. MOTION CARRIED 3-0.

-The Board reviewed roads/projects in 2020. Menke reviewed a culvert project on Westbrook Drive and a drainage issue on Oster Point Road.

FIRE DEPARTMENT UPDATE

A. Chain of Lakes: Willenbring stated that the Chain of Lakes is proposing a compensation package for the fire fighters and will discuss with the township representatives at the Chain of Lake Annual Budget meeting on December 9, 2019 at 8:00 pm at the Chain of Lake Fire Hall. The fire calls are up. The FEMA grant was not funded for extrication equipment.

B. Cold Spring: No update available.

TREASURERS REPORT

B. Frieler reviewed the balance sheet and profit and loss statement.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE DECEMBER 5, 2019 TREASURERS REPORT AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE NOVEMBER 13, 2019, NOVEMBER 27, 2019 AND DECEMBER 5, 2019 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER, PLUS A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD HOMEOWNERS ASSOCIATION. MOTION CARRIED 3-0.

ADJOURN/RECESS

MOTION BY WILLENBRING SECONDED BY GARDING TO ADJOURN THE MEETING AT 10:23 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/Cyril Erkens, Chairman