

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
DECEMBER 7, 2023 7:00 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Monthly meeting called to order and pledge of allegiance led by Town Chair John Willenbring. Board members present: Supervisors John Willenbring, Shawn Garding, Dave Dold., Clerk Heidi Stalboerger, Treasurer Vikki Dullinger, Deputy Clerk Addie Turkowski, Todd Menke, Kevin Krueger, WSB, Mark Stalboerger, Alvin Vossen, Rob Klein, Shannon Bertram, Kevin Dierkhising, Mary Huettl, Morgan Dawley WSB, Jason Block, Jacob Ringstad, WSB, Tyler and Becka Schmitz.

2. Open Public Forum: N/A

3. SUPERVISOR GARDING MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

4. *Consent Agenda:

A. Monthly Meeting November 2, 2023

Recommendation: TO APPROVE THE MINUTES OF NOVEMBER 2, 2023 MONTHLY MEETING AS PRESENTED.

B. Special Township Board Meeting November 28, 2023

Recommendation: TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING NOVEMBER 28, 2023 AS PRESENTED.

5. Seargent Adam Hoffman of Stearns County Sheriff's Department read the call log for November 2023. He added that there were no large thefts, the calls were mostly medical emergencies and there was one single vehicle accident that resulted in a death.

6. Rocori Senior Center Director Kris Moser submitted a letter to Wakefield Township which was read by Clerk Stalboerger. The Senior Center offered to provide cleaning to the township hall for a donation. The concern of the board would be not to have a regular person do the cleaning, which is a security concern. Supervisor Willenbring recommended that the township hire a person or business that would supply their own cleaning supplies. He also noted that donation requests should be brought up and discussed at the annual meeting on March 12, 2024. Clerk Stalboerger will inform the Senior Center Director.

7. Engineer Update – Kevin Kruger

A. Neighborhood Meeting Recap (241st St/158th Ave): On November 15th, a meeting was held with residents and was well attended. Residents raised concerns and gave recommendations on the project. Ditch drainage was a talking point with residents stating the presence of standing water in ditches after the snow melts or with heavy rain. Sight lines and grades on both roads were also a concern. Some residents also requested a walking path within the project area. WSB will review suggestions to see if modifications can be made.

B. Walking Path Update: WSB reviewed where a walking path would make sense, the north side of 241st Street between 4th Avenue and 158th Avenue was chosen for review. With the proposed improvements of a five-foot bituminous walking path along the north edge of the road, the width from centerline to edge of proposed grading would increase to between 17 and 25 feet. Since this area is not platted, the township may have to purchase road right of way, adding to the project cost.

C. Prescriptive Rights: On 158th Avenue and on a segment of the north side of 241st Street (west of 4th Avenue), there is a corridor that does not include platted right-of-way for the existing roadway. The Township rights for maintenance of the existing roadway, drainage, and snow storage exists prescriptively, within an area that is not specifically defined. Negotiation with the property owner regarding construction impacts in this area and additional coordination is recommended prior to bidding on the project. It is challenging to construct a walking path in prescriptive use right of way, not to mention safety concerns with current vertical curves. We may need

the advice of the attorney for clarification regarding prescriptive use right of way and tree trimming or removal. Supervisor Willenbring suggested we hear the view of the residents regarding the walking paths and consider options. Spartan Fields LLC, 23805 Cty Rd 2, Cold Spring, requesting annexation into the City of Cold Spring, may be interested in collaborating with the residents to provide a walking path via a southern route from 241st Avenue to the school grounds. Kevin Kruger will have discussions with the new owners. Supervisor Willenbring added that we must make sure to have discussions with affected residents concerning the tree trimming or tree removal.

D. Additional Tree Trimming: A site inspection of the project area was conducted. Seven trees are anticipated to be highly impacted by the project and removal is recommended. Three of the trees are anticipated to be minimally impacted by the project, however they are still in the right-of-way. WSB will conduct a survey and stake the right-of-way. WSB will inform the neighbors.

E. 3rd Ave SE Project Update: We are nearing a 90-95% plan development. A meeting was held with Jon Stueve and Todd Menke at the City of Cold Spring to discuss the project and review questions. Kevin Kruger will review plans with Cold Spring and plan to bid the project in January and award in February. Kris Dockendorf, City of Cold Spring and Clerk Stalboerger are working on a Joint Powers Agreement with the Township and City Attorney's. Stalboerger and Dockendorf will meet with Cold Spring Granite once the Joint Powers Agreement is completed to discuss right of way acquisition.

F. LRIP Resolution: The Colledgeville Township has approved this resolution and assuming the county sponsors or supports the application, Kruger has made arrangements with MnDOT for acceptance of the late application. SUPERVISOR DOLD MOVED TO APPROVE RESOLUTION NO.2023-009, SUPPORTING PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MNDOT FOR THE RECONSTRUCTION OF 260TH STREET BETWEEN RANCH ROAD AND COUNTY ROAD 50 AS PRESENTED. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

8. Maintenance Update – Todd Menke

A. Update: Menke reviewed repairs necessary for DOT Certifications on the snow plow trucks. The salt stockpile is adequate for a normal winter season.

9. Clerk/P&Z Update – Heidi Stalboerger

A. 2024 Polling Place Designation: SUPERVISOR GARDING MOVED TO APPROVE RESOLUTION NO.2023-008, RESOLUTION DESIGNATING POLLING PLACE FOR ELECTIONS CONDUCTED IN WAKEFIELD TOWNSHIP IN 2024 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. Annexation of PID: 36.23672.0005, Spartan Fields LLC: This parcel contains 42.01 acres, and the property owner has requested annexation into the City of Cold Spring. Stalboerger reviewed the lump sum calculation for lost tax revenue reimbursement \$768.15. This amount will be paid by the City of Cold Spring after the annexation is final. SUPERVISOR GARDING MOVED TO APPROVE JOINT RESOLUTION FOR DESIGNATION OF CERTAIN LAND AND THE IMMEDIATE ANNEXATION OF ENTIRE DESIGNATED AREA IN THE TOWNSHIP PURSUANT TO MN STAT 414.0325 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. Sportsman's Park

1. Rental Request – Deb Sorenson has requested to rent the park in 2024 for a graduation party. Stalboerger contacted the Stearns County Parks Department for rental information. With the facility in its current condition and the lack of developed rental agreements, the Board decided that the township is not ready for citizens to rent Sportsman's Park at this time. Clerk Stalboerger will respond to Deb Sorenson.

2. Updated Master Plan, Phase I, II, III and Annual Maintenance Cost Estimates: Andy Masterpole, WSB, is requesting to present the Sportsman's Park master plan at the January 4, 2024 meeting. A board park member suggested that not all can be done currently, but we can proceed in phases and need to decide where to begin. The Board will review the plan and budget.

3. Cold Spring Softball Association Management Agreement and Insurance Requirements: Supervisor Willenbring commented that insurance is the first issue to be resolved. The Softball Association continues to seek insurance coverage in order to sell beer at the Sportsman's Park. The township insurance coverage excludes alcohol related claims, as do most other municipalities. The Board discussed other options for a relationship with the Cold Spring Softball Association sans a liquor license, but to move forward with a management agreement. Clerk Stalboerger will contact Tammy Garding to discuss the Softball Park Management Agreement.

4. SUPERVISOR GARDING MOVED TO ACCEPT A DONATION OF \$1320 FOR SPORTSMAN'S PARK FROM KRIPPNER TRUCKING AND EXCAVATING ON DECEMBER 5, 2023. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

D. Brinkman/Berg TDR Update: Stalboerger reviewed the transfer of rights of development that was approved earlier this year, contingent upon approval by Colledgeville, from Wakefield Township into Colledgeville Township. Colledgeville township required the Applicant to restrict thirty acres of property before they would accept the TDR. The Applicant declined to restrict the property and withdrew their application for TDR from Wakefield to Colledgeville.

E. 3rd Ave SE – Expense Cost Sharing with City of Cold Spring- The City of Cold Spring and Wakefield Township are sharing professional costs related to the 3rd Ave SE project. The invoice from Cold Spring for half of the expenses related to 3rd Ave SE is \$1333.75, and this is on the list of bills. The amount of expenses incurred by Wakefield Township is \$1250 from Couri & Ruppe and \$12,497 from WSB for a total of \$13,747. Half of the total expense incurred by Wakefield Township or \$6,873.50, has been invoiced to the City of Cold Spring. The total cost to each municipality for 2023 is \$8207.25.

F. Employee Review Date: Set for December 14th, at 12:30pm. Clerk Stalboerger will post the notice. The Employee Handbook needs to be reviewed to include the new Sick and Safe Time Law.

G. Other Matters:

1. The Planning Commission recommended approval of the Wakefield Township Planning Commission By-Laws, contingent upon attorney review. SUPERVISOR DOLD MOVED TO CONCUR WITH THE PLANNING COMMISSION AND ADOPT THE WAKEFIELD TOWNSHIP BYLAWS UPDATE UPON ATTORNEY REVIEW. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. 2. SUPERVISOR DOLD MOVED TO APPOINT PETER GILLITZER AND SHAWN GARDING AS PLANNING COMMISSIONERS FOR A THREE-YEAR TERM FROM JANUARY 2024 TO DECEMBER 2026. SUPERVISOR WILLENBRING SECONDED. TOWN CHAIR WILLENBRING CALLED FOR A ROLL-CALL VOTE. SUPERVISOR DOLD VOTED YES, SUPERVISOR WILLENBRING VOTED YES. SUPERVISOR GARDING ABSTAINED.

3. Provisional Use Permit on Langevin Drive – Stearns County approved a provisional use permit for a recreational vehicle for thirty calendar days in a year.

4. A Utility Easement Vacation request is pending on 221st Street and will continue to move forward in January.

10. Financial Report

A. Treasurer's Report and List of bills were reviewed by the board. Cold Spring Record was overpaid in November and Wakefield Township now has a credit with them. Check number 10636 was voided. The Board reviewed other voided checks from October and November as well as deposit amounts that need correction or clarification by the Treasurer. SUPERVISOR GARDING MOVED TO APPROVE THE DECEMBER 7, 2023 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE NOVEMBER 8, NOVEMBER 22, 2023, DECEMBER 6, 2023 AND DECEMBER 7, 2023 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue has \$40,000 in their equipment fund and \$170,000 in reserve. The Annual Budget meeting will be held on December 11, 2023 at the Chain of Lake Fire Hall at 8:00 pm.

B. Cold Spring Fire Department has applied for a DNR grant.

12. General: Supervisor Willenbring suggested in preparation for the employee meeting on the 14th that the Treasurer prepare to discuss the duties of the Treasurer, as she understands them, and suggested need for further training and understanding of this position.

13. SUPERVISOR GARDING MOVED TO ADJOURN AT 10:24PM. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. MEETING ADJOURNED.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/John Willenbring, Town Chair