

**WAKEFIELD TOWNSHIP
BOARD MEETING MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
FEBRUARY 13, 2024 12:30 PM**

Chair John Willenbring reconvened the February 1, 2024 meeting to order 12:30 pm and led the pledge of allegiance. Board Members Present: Supervisors John Willenbring, Shawn Garding, Dave Dold, Treasurer Jerry Frieler, Clerk Heidi Stalboerger and Maintenance Worker Todd Menke.

The Board discussed current Certificate of Deposit investments, held at Cold Spring State Bank and Falcon National Bank (and affiliates). The Board discussed the maturity schedule of the investments and when the funds will be needed for payments towards (road) projects and/or (equipment) purchases. The Board directed Clerk Stalboerger to purchase a \$300,000 CD at the State Bank of Cold Spring, from the savings account at State Bank of Cold Spring, for a term of 12 or 13 months at a rate of 5% or higher for the future snow plow truck purchase. The Board directed Clerk Stalboerger to reinvest \$220,000 from a CD currently held at Falcon National Bank, into a 6-month CD at a rate of 5% or higher when it matures on March 8, 2024. The Board reviewed the current passbook savings rate of 2%.

The Board reviewed the financial statements and information for the township from Clerk and Treasurer to further discuss the proposed 2025 Levy. The last debt service payment is due November 1, 2024. The Board reviewed the Park Fund. The Board has no plans for improvement in 2025 at this time and hopes for continued growth in interest that may potentially lead to donations and grant opportunities for future improvements. The Board generally felt that maintenance and utilities for the park will not exceed \$30,000 and decided to propose leaving the Park Fund at that dollar amount. The Board discussed the Equipment Fund. Maintenance Employee, Menke, was present to discuss equipment needs. Menke stated that the 1Ton truck is starting to have more issues and should be replaced. He stated that the current 1 Ton truck with a dump box and tip down sides works well for the township. The group discussed fuel costs for snowplowing as well as funds from the salt sand fund. The Board would like to build up funds for a new 1 Ton truck and proposed to set the fund at \$50,000. The Board discussed the Snow Plow & Sanding Fund. The winter of '22-'23 was a season of snow and depleted the fund. The winter of '23-'24 has been far less active for snow plowing and sanding. The group decided that the proposed fund should stay at \$40,000 to accommodate any spring or fall storms. The Board next reviewed the Fire Protection Fund. The group reviewed the carry over fund balance and reviewed Annual Budget meeting projections from the Cold Spring Fire Department as well as the Chain of Lakes Fire & Rescue budget. The Board has an upcoming meeting with the City of Cold Spring to discuss in good faith the proposed budget for construction on the new Cold Spring Fire Hall. The Board decided to set the Fire Protection proposed budget at \$140,000 as in the past. The meeting with the City of Cold Spring will take place before the next Wakefield Township meeting and before the Annual Meeting. If the Board feels the proposed budget

should be updated after the meeting with the City of Cold Spring, they will discuss it at the March meeting. The Board discussed the Road and Bridge Fund. The Board reviewed the Road and Bridge projected costs associated with keeping the pavement condition index at an acceptable level. The Board discussed in the past that when the debt service was retired, the typical amount would then be transferred to the Road and Bridge Fund. The Board felt that the proposed Road and Bridge Fund should be increased to \$772,000. The Board reviewed the General Fund. The group reviewed the actual General Fund balance beginning 2023 to ensure that it is set to a sufficient amount since everything is paid from the general fund, including maintenance and some fuel costs. The Board set the proposed General Fund at \$500,000. The total Proposed 2025 Levy amount was preliminarily set at \$1,532,000, an increase of just under 4% from 2024. *MOTION BY SUPERVISOR DOLD SECONDED BY SUPERVISOR GARDING TO APPROVE PROPOSED 2025 LEVY BUDGET AT \$1,532,000; FURTHERMORE, TO PRESENT THIS TO THE ELECTORS AT THE 2024 ANNUAL MEETING. MOTION CARRIED 3-0.*

The Board reviewed the candidates for the Treasurer position. The Board would like to spend 60 minutes per interview on Tuesday, February 20, 2024 beginning at 12:30, 1:30, 2:30 and 3:30. Clerk Stalboerger will contact the candidates and schedule the interviews. The alternate interview date will be Thursday, February 22, 2024. The Board discussed interview questions and compensation for the Treasurers position.

The Board discussed the Joint Powers Agreement with the City of Cold Spring for the 3rd Avenue SE road project after the attorneys for the City and the Township have agreed to all language in the contract. The Board questioned items #5 and #7, relating to payment and cost sharing on the project, as well as the description of the project area. The group discussed three trimming in the project area. Stalboerger gave an update of the progress for project easements from the Cold Spring Granite Company, stating that they are in agreement to grant easements for the project. Additional ROW concerns are being discussed with the City of Cold Spring related to the MnDOT turnbacks from the Highway 23 project in the early 2000's.

Stalboerger stated that David Ringwald from One Good Geek is working on updates to the security of the township system as well as email updates. Ringwald will work on the system updates and set up a meeting with the Board and Staff members to review the updates once completed.

Gilk Plumbing & Heating conducted an annual check for the town hall building for heating, air conditioning and air quality. The Reme Halo Air Purification systems needs to be updated. Gilk provided an estimate of \$545, including both units. *MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR DOLD TO UPDATE THE REME HALO AIR PURIFICATION SYSTEM FOR BOTH HEATING/AIR CONDITIONING UNITS FOR A PRICE OF \$545 AS PRESENTED BY GILK PLUMBING AND HEATING. MOTION CARRIED 3-0.*

The Board reviewed the Cold Spring Softball Association Maintenance Agreement. Stalboerger stated that the time of year for liquor license requests is just around the corner. The Board stated that the Maintenance Agreement must be signed and adhered to before a liquor license can be approved by the Board, along with indemnification insurance for the township. The Board directed Stalboerger to contact the Cold Spring Softball Association to find out where they stand on the agreement and what they plan to do for the 2024 season. The Board also inquired how Stearns County handles use permits. Stalboerger will send the example of the applications to Supervisor Willenbring.

Stalboerger reminded the Supervisors of the date for the Local Board of Appeal and Equalization of April 15, 2024 at 9:30. Supervisors Dold and Willenbring will need to obtain LBAE Training Certificates. Stalboerger will send a link to them for online training.

MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR DOLD TO ADJOURN THE MEETING AT 4:02 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/John Willenbring, Chair