

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING

FEBRUARY 1, 2024, 7:00 PM  
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Monthly meeting was called to order and Pledge of Allegiance led by Town Chair John Willenbring. Supervisors present: John Willenbring, Shawn Garding, Dave Dold, Clerk Heidi Stalboerger, Treasurer Jerry Freiler, Deputy Clerk Addie Turkowski, Sheriff Jon Lenz, Todd Menke, Kevin Kruger, WSB, Mark Stalboerger, Jim Kuechle, Bill Nistler, Brad Neugard, Tim Kremer, Aaron Willenbring.

2. Open Public Forum: N/A

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

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4. **\*Consent Agenda:**

A. Monthly Meeting January 4, 2024

**Recommendation:** TO APPROVE THE MINUTES OF JANUARY 4, 2024, MONTHLY MEETING AS PRESENTED.

B. Special Township Board Meeting January 11, 2024

**Recommendation:** TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING JANUARY 11, 2024, AS PRESENTED.

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5. Sheriff's Report – Sheriff Jon Lenz reviewed the calls for January 2024

6. Public Hearing for Vacation of Utility Easement – James Kuechle and William Nistler

A. Town Chair Opened the Public Hearing at 7:27 PM.

B. Clerk Presents Affidavit of Posting and Affidavit of Service by Mail, January 4, 2024.

B. Background of request was read, and parcel of easement was shown to the audience. The parcel is being purchased by James Kuechle and William Nistler who are both present. The original plat had utility easements separating two parcels that have since been combined by ordinance, and the utility easement was not extinguished. There are no underground utilities, only overhead. Supervisor Garding responded that this is straight forward.

C. The Chair called for those wishing to speak three times. There was no response.

D. Chair closed the Public Hearing at 7:46PM.

E. Supervisors Dold and Garding responded that they have no concerns about this request.

F. Action by the Board of Supervisors

SUPERVISOR GARDING MOVED TO APPROVE RESOLUTION 2024-004 RESOLUTION APPROVING VACATION OF UTILITY EASEMENT. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

SUPERVISOR GARDING MOVED TO APPROVE NOTICE OF DAMAGE AWARD AT A COST OF \$0.00 AS SET BY THE WAKEFIELD TOWNSHIP BOARD. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger will send notice within seven days to James Kuechle and William Nistler and record both documents.

7. Minor Preliminary Plat; Casa de Kraemer – Tom Kraemer, Tim Kraemer, Brad Neugard

Staff report presented: splitting one parcel into two: Lot 1 and Lot 2, both with building entitlements with a remainder of approximately 12 acres to be left in Ag-40 with no building entitlement. Kraemer plans to build this spring on Lot 2, keeping the existing house on Lot 1.

SUPERVISOR GARDING MOVED TO APPROVE THE MINOR PRELIMINARY PLAT OF CASA DE KRAEMER AS PRESENTED; FURTHERMORE, TO DIRECT THE CHAIR AND THE CLERK TO SIGN THE PRELIMINARY AND FINAL PLAT AS PRESENTED. SUPERVISOR DOLD SECONDED.

MOTION CARRIED 3-0. Supervisor Willenbring signed the agreement and paperwork provided to Tim Kramer. Clerk Stalboerger will assist as this process moves forward.

## 8. Engineer Update – Kevin Kruger

A. 2024 Street Reconstruction (241st Street & 158th Avenue) Kruger reviewed plans and estimates. Kruger noted that he met with Don and Karin Walz about the project and how it affects their property on 158<sup>th</sup> Ave and 241<sup>st</sup> Street as the road bordering their property is not platted. The Walz's approve and agreed with the project moving forward as presented by Kruger. Kruger clarified that both sides of the road will be done equally. The cows and animals need trees in the pasture area. Kruger will finalize how to deal with the existing culvert and types of replacement. He explained to the Board how they will handle the elevation and leveling areas of the road for driveway access. This project entails quite a bit of grading and cost estimates may be higher (up to 10%) with the added ditch work. The bids will be open at 10:00am on February 29<sup>th</sup>, by zoom. Supervisors agreed that the project is ready.

SUPERVISOR DOLD MOVED TO APPROVE WSB, INC. TO ADVERTISE FOR BIDS ON THE RECONSTRUCTION PROJECT ON 241<sup>ST</sup> STREET AND 158<sup>TH</sup> AVENUE AS PRESENTED. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

### B. 3rd Avenue SE Street Alignment

The Board reviewed plans. City of Cold Spring met with MDOT concerning the north end of the project. MDOT has an area that is still within their jurisdiction as the turnback has never been recorded. The City of Cold Spring has sent proposed turnback plans to MDOT to designate the turnback to the City of Cold Spring and to Wakefield Township with different boundaries. There continues to be conversations on the walking path. The City of Cold Spring wants to hold on this project until the land jurisdiction is settled with MDOT. Kruger stated that the costs should not increase significantly (3-5%) if the project is delayed. Clerk Stalboerger responded that she met with the City of Cold Spring, Kris Dockendorf and with Cold Spring Granite Steve Chouanard and George Sneff to discuss easements for the proposed project on either side of the street 3<sup>rd</sup> Avenue SE as well as obtaining an easement for Hummingbird Lane for tree trimming. George Sneff added that two ingress/egress entrances need to be added to the east side of 3<sup>rd</sup> Avenue SE for the possibility of future development.

SUPERVISOR DOLD MOVED TO POSTPONE DESIGN AND RECONSTRUCTION OF 3RD AVE SE UNTIL THE MNDOT TURNBACK ISSUE IS RESOLVED. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

SUPERVISOR DOLD MOVED TO ACCEPT THE HWY 23 MNDOT TURNBACKS AND ALIGNMENT AS RECOMMENDED BY O'MALLY KRON AND STAFF AND TO REQUEST MNDOT TO REVISE THEIR TURNBACK MAP AS SHOWN ON THE MAP ENTITLED "PROPOSED TURNBACK". SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Supervisor Willenbring inquired if the township should consider another project for this year. Kevin Kruger suggested that we wait until the 241<sup>st</sup> Street/158<sup>th</sup> Avenue bids are received before we discuss additional road projects for 2024.

## 9. Maintenance Update – Todd Menke

A. Maintenance Update – tree trimming and removal estimates for 241st Street were presented by Todd Menke and reviewed by the Board. Supervisors agreed that all trees need to be removed which are in the right-of-way. All residents have been informed by letter. The Board agreed that additional discussion may be necessary with residents who have questions. SUPERVISOR GARDING MOVED TO ACCEPT THE BID FOR TREE TRIMMING/REMOVAL OF TREES AS PRESENTED BY AARON WILLENBRING IN THE AMOUNT OF \$4,300.00. SUPERVISOR DOLD SECONDED. ROLL CALL VOTE: SUPERVISOR DOLD – YES, SUPERVISOR GARDING – YES, SUPERVISOR WILLENBRING- ABSTAIN. MOTION CARRIED 2-0.

10. 10.00pm Board of Audit: The township clerk and treasurer presented the amount of 2023 Receipts and Payments. The supervisors conducted an audit of the invoices and payments. SUPERVISOR GARDING MOVED TO APPROVE THE FINDINGS OF THE 2023 BOARD OF AUDIT REPORT; FURTHERMORE, DIRECTED THE CLERK TO POST THE FINDINGS 10 DAYS BEFORE THE ANNUAL MEETING ON MARCH 12, 2024. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

## 11. Clerk/P&Z Update – Heidi Stalboerger

- A. Employment posting for the treasurer position has been published in the Cold Spring paper. Currently there are multiple applicants. The Board reiterated that it is important that the successful candidate be available during business hours. The application period closes on February 9<sup>th</sup>, and interviews will be conducted after that date.
- B. Newsletter is with the printer and will include a large article about the four different elections this year. The Presidential Nomination Primary (PNP) election is scheduled for March 5<sup>th</sup> where voters must choose a party as there will be separate ballots for each party. There will also be an article on the Sportsman's Club directing readers to visit the Wakefield Township website for more information and to view the Master Plan map as presented and accepted by Architectural Engineer, Andy Masterpole. WSB, Inc.
- C. Local Board of Appeal and Equalization will be held on April 15, 2024, at 9:30 am.
- D. Stalboerger reviewed articles related to Cannabis Sales and Cultivation from the State of MN. The township has a moratorium in effect until January of 2025. After that time, Stalboerger stated that she would like to see language added to the Memorandum of Understanding that the County handle permitting for both sales and cultivation for cannabis.

2024 TKI spring clean-up date is set for May 4, 8:00am – noon. MOTION BY GARDING TO SPONSON 2024 TKI SPRING CLEAN UP IN THE AMOUNT OF \$150. DOLD SECONDED. MOTION CARRIED 3-0. Stalboerger stated that SCORE Grant Funds will be available for sponsorship reimbursement.

## 12. Financial Report

- A. Treasurer's Report was presented by Treasurer Jerry Frieler. Note: the reports will show deposits that take place the previous month and the list of invoices and bills that have been collected in the previous month awaiting approval for payment. SUPERVISOR DOLD MOVED TO APPROVE THE FEBRUARY 1, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE JANUARY 17, 2024, JANUARY 31, 2024, AND FEBRUARY 1, 2024, LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.
- B. Vikki Dullinger has submitted an invoice for 39.12 hours worked between January 1-11, 2024. The Board approved payment for hours worked rather than prorating the normal monthly fee of the Treasurer's position.

## 13. Fire Department - John Willenbring

- A. Chain of Lakes Fire & Rescue: The Relief Association donated money to the Chain with recommendations on designation of applying the money to training and facilities.
- B. Cold Spring Fire Department: The City would like to go ahead with building a new fire hall. The city is requesting a meeting with the townships to discuss the possibility of additional payment from them for the new fire hall. The current contract with the Cold Spring Fire Department states that additional costs be negotiated in good faith.

14. Supervisor Willenbring would like to review an end of the year budget statement and compare this to prior years. He added we need to discuss the levy this month. Supervisor Dold attended the Tri-City Cable meeting. He shared discussion items regarding live stream meetings.

15. SUPERVISOR DOLD MOVED TO RECESS THE TOWNSHIP MEETING TO TUESDAY, FEBRUARY 13<sup>TH</sup> AT 12:30PM AT THE TOWNSHIP HALL. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. MEETING RECESSED AT 10:25PM.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/John Willenbring, 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.