

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
FEBRUARY 2, 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 Cyril Erkens. Supervisors present: Cyril Erkens, Shawn Garding, John Willenbring. Others present: Clerk Heidi Stalboerger, Deputy Treasurer Kyle Knudson, Deputy Clerk Addie Turkowski, Kevin Kruger WSB, Andy Masterpole WSB, Todd Menke, Mark Stalboerger, Wayne Turkowski, Joe Wenner, Dave Dold, Dan Tschumperlin, Travis Hansen, Larry Hansen, Jeron Thielen, Rick Utecht.

2. Open Public Forum: N/A

3. SUPERVISOR WILLENBRING MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA AND THE MINUTES OF THE SPECIAL MEETING WITH CITY OF COLD SPRING FIRE DEPARTMENT ON FEBRUARY 1, 2023. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

4. ***Consent Agenda:**

A. Monthly Meeting January 5, 2023

Recommendation: TO APPROVE THE MINUTES OF JANUARY 5, 2023 MONTHLY MEETING AS PRESENTED.

B. Special Meeting January 17, 2023 Munson Township Board Meeting, Line Road Agreement

Recommendation: TO APPROVE THE MINUTES OF JANUARY 17, 2023 SPECIAL MEETING WITH MUNSON TOWNSHIP TO REVIEW LINE ROAD AGREEMENT AS PRESENTED.

C. Special Meeting January 23, 2023 Meeting with City of Cold Spring Line Road Agreement

Recommendation: TO APPROVE THE MINUTES OF JANUARY 23, 2023 MEETING WITH THE CITY OF COLD SPRING TO REVIEW LINE ROAD AGREEMENT AS PRESENTED.

5. Sheriff's Report – Captain Jon Lentz, January 2023 – N/A

6. River Links Addition Update – Joe Wenner updated the board on Birch Spring Flats, a 60-unit apartment complex being built on the west side of Cold Spring. It is going slowly but well. In the section there are 10 lots available for purchase for single family homes. Wenner expressed interest in a future connection to Oster Point Road. A line road agreement will need to be accepted by the City of Cold Spring before a connection to a township road occurs in Wakefield Township. There were no questions.

7. Engineer Update: Kevin Kruger, Andy Masterpole

B. Sportsman's Park Landscape Architect Plan: Andy Masterpole is a landscape architect with WSB and spoke on a master plan process for the Sportsman's Park. The discussion followed on ideas for the park plan: retain access, softball fields are in decent shape, septic system needs to be updated, concession building need improvements to meet demands, the storage shed is full of equipment. Create a park area along the river with an improved pavilion for community meetings/gatherings. The river is prone to springtime flooding in this and will need to design a stability plan. A wish list includes access to fish and boats to dock at the park. Consider a parking area with handicap parking and additional parking by the park entrance for overflow parking. Look at flat areas in this section for possible new uses. Masterpole would like to have a Park Advisory Board created for ideas and feedback – a visionary board. He would like to have a kick-off meeting for issues and program ideas and hold two public open houses. After a plan is designed, search for available related grants. There were suggestions for 3-D archery and a pickle ball court. Masterpole suggested to move forward on the creation of the Park Board. Masterpole will attend the Annual Meeting at 8pm on March 14th to show maps.

Engineer Kruger:

A. 2023 Road Projects estimate for seal coat is about \$200,000. The Board discussed roads included in the 5-year plan from the pavement management plan, such as 158th Avenue and 241st Street, and 178th Avenue and Fieldcrest Road. It is

possible to hold back on projects this year to afford larger projects in the future. Kevin Kruger will bring an estimate update on 2023 road improvements analysis to decide which are feasible within the budget.

8. Board of Audit: The Wakefield Township Board conducted an analysis and clarification of checks and itemization of bills. SUPERVISOR GARDING MOVED TO ACCEPT THE REVIEW OF THE BOARD OF AUDIT. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

9. Luxemburg Township – Review Line Road Agreement: Members of Luxemburg Township attended the board meeting to discuss the Line Road Maintenance. The Board suggested that Wakefield snow plow 200th Street east of County Road 2 and Luxemburg snow plow 200th Street west of County Road 2. Luxemburg board members concern is that they will be responsible for over half of the road maintenance if they agree to request. The Boards discussed the different arrangements. Luxemburg Township will permanently blade the gravel portion of 200th Street and invoice Wakefield for half of gravel maintenance. Luxemburg Township will permanently snow plow the gravel portion of 200th Street. Wakefield Township will permanently snow plow 200th Street east of County Road 2. Beginning with the 2022-2023 snow plow season (snow plow season beginning in even year), Wakefield Township will snow plow the paved portion of 200th Street west of County Road 2. In the snow plow season beginning in odd years, for example 2023-2024, Luxemburg Township will be responsible for snow removal on 200th Street west of County Road 2. The two townships will continue with the current agreement on brush cutting and other road maintenance and repairs. Clerk Stalboerger will update new agreement revisions and forward them to Luxemburg and Wakefield Townships. SUPERVISOR WILLENBRING MOVED TO APPROVE THE LINE ROAD AGREEMENT UPDATES WITH LUXEMBURG TOWNSHIP AS AGREED UPON ON FEBRUARY 2, 2023. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. The townships agreed to future discussion of seal coating as needed.

10. Clerk/P&Z Update – Heidi Stalboerger

A. Sportsman’s Park – Softball Park Management Agreement Meeting: Wakefield Township Board made changes and revision ideas and these were forwarded to Township Attorney Robert Ruppe. Supervisor Garding would like further discussion and consideration of other options. Supervisor Erkens urges consideration of a percentage of income from concessions to go to Wakefield Township. The greater concern is management of Sportsman Park, and the concession stand is especially important. This will make a difference on the usage of the park. There are still more options to consider and need for more information to make sure Wakefield Township is prepared. Clerk Stalboerger reminded the Board of Attorney’s Ruppe’s statement that since Sportsman Park is a public park the agreement is necessary to continue the relationship as it was before or risk the tax exempt status of the park. There are still many concerns for use, management, liability, and insurance. After discussion, the Wakefield Township Board has decided to monitor the park's usage to see how it will be used and continue to review usage of other parks and their license and insurance. SUPERVISOR WILLENBRING MOTIONED TO CONTINUE DISCUSSION ON MANAGEMENT AGREEMENT OF SPORTSMAN PARK. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. Supervisor Garding will visit the Attorney Bob Ruppe on the Softball Park Management Agreement.

B. Board of Appeal and Equalization: SUPERVISOR WILLENBRING MOTIONED TO SET THE 2023 BOARD OF APPEAL AND EQUALIZATION FOR APRIL 17, 2023 AT 9:30 AM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MN. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

C. Broadband Project with Stearns County Update: Clerk Stalboerger clarified the agreement with Stearns County and the amount agreed upon previously will remain the same in terms of our prior agreement for payment which will be due during the late 2023 phase. \$137,700 is our pledge to Stearns County.

D. 2023 TKI Spring Community Clean Up Sponsorship Request: Clerk Stalboerger applied for SCORE Grant Funds which will provide the \$150 funding. SUPERVISOR GARDING MOTIONED TO APPROVE THE SPONSORSHIP REQUEST OF \$150 FOR THE 2023 ANNUAL TKI SPRING COMMUNITY CLEAN UP. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

E. Nexamp Update: The Wakefield Township Town Hall Campus and Riverfield Streetlight Subordinance Services District have been added to the Nexamp waiting list. Wakefield Township recently began receiving the bills for the Sportsman Park lighting. Supervisor Willenbring said the township may not qualify for Nexamp but still important to review to see how this might work with Nexamp. The address for Sportsman Park is set up with Xcel Energy based on an

address assigned by Excel when the lights were installed. Clerk Stalboerger will inquire if the correct address can be used and to ensure that the account numbers for Sportsman Park are different than the Town Hall Campus and Riverfield SSD accounts for proper separation and tracking expenses.

F. Proposed Levy: minutes under financial report

G. Cold Spring Line Road Agreement: Wakefield Supervisors Garding, Willenbring, Erkens and Clerk Stalboerger met with Cold Spring City on January 23, 2023 to update the Line Road Agreement. Wakefield concern is that when roads are annexed that we must review and update these agreements. The old agreement included “billing” for snow plowing of Hummingbird Lane, Patch Lake Road and Patch Lake Circle which no longer occurs. SUPERVISOR WILLENBRING MOVED TO CHANGE THE LINE (c) ON PAGE 2 OF THE OLD AGREEMENT TO DROP THE TERM “BILLING” AND UPDATE THE AGREEMENT AS DISCUSSED IN A JOINT MEETING WITH THE CITY OF COLD SPRING ON JANUARY 23, 2023. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

H. Munson Line Road Agreement: Wakefield Township Supervisors Willenbring, Erkens, Garding and Clerk Stalboerger attended the Munson Township meeting on January 17, 2023 to discuss the Line Road Agreement and created a new proposed agreement:

Hunter Road:	Wakefield-Snow Plowing and Sanding Munson-Blading
193 rd Avenue:	Wakefield-Snow Plowing and Sanding on Pavement Munson-Snow Plowing and Sanding, and Blading on Gravel
222 nd Street:	Munson-Snow Plowing and Sanding
226 th Street:	Wakefield-Snow Plowing and Sanding
Forest Hill Road:	Munson-Snow Plowing and Sanding
Cedar Island Lake Road:	Wakefield-Snow Plowing and Sanding

The contract for the Line Road Agreement with Munson Township will be sent to Munson Township for signatures and sent back to Wakefield Township meeting for signatures.

11. Maintenance Update – Todd Menke reported that the skid loader needs new tires. SUPERVISOR WILLENBRING MOVED TO ALLOW THE PURCHASE OF 10-PLY TIRES AT \$891.92 WITH MOUNTING AND A POSSIBLE RIM REPLACEMENT COSTS ADDITIONAL. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. SUPERVISOR GARDING MOVED TO PURCHASE 25 TON OF ROAD SALT FROM CARGILL AT \$105.25/TON. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. Menke also noted that he has had brine motor issues and will take to AJAX for repair on the stainless-steel piping.

12. Financial Report –

A. Treasurer’s Report and List of bills: The Board reviewed the list of bills. Deputy Treasurer Kyle Knudson recommended liquidating the CD with the State Bank of Cold Spring. The Wakefield Town Board of Supervisors considered the act of prematurely liquidating a CD in the amount of \$154,863.21, .5%, Maturity Date October 8, 2023, invested at the State Bank of Cold Spring on October 8, 2021. Kyle Knudson stated that there would be a penalty for early withdrawal. Knudson stated that Falcon National Bank is offering a promotional rate of 4.25% for a 13-month certificate of deposit. Knudson went on to say that the loss of earnings from early withdrawal would be made up by the increase in interest rate. The Board discussed the amount of funds available to be invested based on the broadband expansion project timing and when the pledged payment would be due. SUPERVISOR GARDING MOVED TO PREMATURELY LIQUIDATE THE CERTIFICATE OF DEPOSIT WITH THE STATE BANK OF COLD SPRING, PURCHASED ON OCTOBER 8, 2021 IN THE AMOUNT OF \$154,863.21, MATURITY DATE OCTOBER 8, 2023, WITH A PENALTY FOR EARLY WITHDRAWAL; FURTHERMORE, DIRECTED KYLE KNUDSON TO INVEST \$220,000 IN A 4.25%, 13 MONTH CERTIFICATE OF DEPOSIT WITH FALCON NATIONAL BANK. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. Kyle Knudson is authorized on behalf of Wakefield Township to handle the transactions.

SUPERVISOR WILLENBRING MOVED TO APPROVE THE JANUARY 18, 2022, FEBRUARY 1, 2023 AND FEBRUARY 2, 2023 LIST OF RECEIPTS, PAYMENTS, AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND DEPUTY TREASURER. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

The Board reviewed a report given by Clerk Stalboerger showing a more detailed budget proposal.

B. Review past and proposed levy: The Board discussed proposing levy increases to the General Expenses account based on the previous actual cost and the budget for the Park Fund and Equipment Fund. The proposal includes an increase to the road and bridge account based on upcoming projects, the pavement management plan and increased costs for construction. SUPERVISOR WILLENBRING MOVED TO APPROVE THE 2024 PROPOSED LEVY. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

13. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – Supervisor Willenbring passed out the new calendar. He added that two fire fighters quit, and one was also the secretary. There is no update on the fire truck.

B. Cold Spring Fire Department – They have met and minutes have been submitted.

14. SUPERVISOR WILLENBRING MOVED TO ADJOURN. GARDING SECONDED. MOTION CARRIED 3-0.
MEETING ADJOURNED AT 10:25PM.

Respectfully submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Cyril Erkens, Township Chair