

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
FEBRUARY 5, 2026, 6:30 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

Call Meeting to Order: Town Chair Dave Dold called the Monthly Meeting to Order at 6:30 PM and led the Pledge of Allegiance.

Supervisors present: Dave Dold, John Willenbring, and Glen Stalboerger. Also in attendance Clerk Heidi Stalboerger, Deputy Clerk Kris Whittlef, Treasurer Cathy Backes, Maintenance Todd Menke, Captain Jon Lentz, WSB Jeff Oliver, WSB Jeff Pearson, Mark Stalboerger, Erin Botten, Vicki Jungels, and Jan Decker.

Open Public Forum: None

Approval of the Agenda/Consent Agenda: SUPERVISOR WILLENBRING MOVED TO APPROVE THE FEBRUARY 5, 2026, AGENDA AND CONSENT AGENDA; JANUARY 8, 2026 WAKEFIELD TOWNSHIP BOARD MEETING MINUTES. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

Stearns County Sheriff's Update: Captain Jon Lentz gave a recap of January 2026 Calls.

Engineer Update – Jeff Oliver, WSB, Inc.:

B. Pavement Management Plan - Josh Pearson from WSB was present to review the draft 2025 Pavement Management Plan (PMP). Pearson reviewed the results, stating the overall rating of the majority of township roads fell into the Good and Fair category. In most cases, no maintenance is needed but preventive maintenance and cost-effective methods to extend pavement life are recommended. The group reviewed the annual road budget and goals for the Pavement Condition Index (PCI). Pearson and Oliver reviewed projects and applications to extend life of roads in the most economical approach. Low scoring roads were discussed as near future projects, maintenance and the budget.

A. Fireside Road and Woodland Hills: Oliver reviewed the bids that were received and opened for the upcoming road improvement project. A total of six bids were received. The lowest bid was received from Capital Paving, in the amount of \$378,690.47, approximately \$80,000 under the engineers estimate. SUPERVISOR WILLENBRING MOVED TO ACCEPT THE FIRESIDE STREET IMPROVEMENT PROJECT BIDS AND AWARD THE CONSTRUCTION CONTRACT TO CAPITAL PAVING, THE LOWEST RESPONSIBLE BIDDER, IN THE AMOUNT OF \$378,690.47 AS PRESENTED. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

The Board discussed the amount of legal and engineering expenses to date that are included and accruing in the cost for upgrading the Woodland Hills plat road system in exchange for accepting the roads as publicly maintained prior to the improvement of the roads. This amount, just under \$100,000, will be reimbursed by the benefiting residents as stated in the agreement with the residents. The Pre-Con meeting for utilities was held earlier today. Utility work and tree removal for utility and right of way work will get started as soon as possible.

C. 188th Street Culvert Replacement – Oliver reviewed the additional work necessary including subgrade excavation, installation of large diameter crushed rock, additional granular material and additional clearing and grubbing on the stream bank. SUPERVISOR STALBOERGER MOVED TO ACCEPT CHANGE ORDER NUMBER 1 TO INCLUDE ADDITIONAL SUBGRADE EXCAVATION, INSTALLATION OF LARGE DIAMETER CRUSHED ROCK,

GRANULAR MATERIALS AS WELL AS ADDITIONAL CLEARING AND GRUBBING OF THE STREAM BANK IN THE AMOUNT OF \$25,255, PAYABLE TO TS DIRT WORKS AS PRESENTED. SECONDED BY SUPERVISOR WILLENBRING. MOTION CARRIED 3-0.

The group reviewed Pay Voucher #2, less retainage.

SUPERVISOR WILLENBRING MOVED TO APPROVE PAY VOUCHER NUMBER 2 FOR TS DIRT WORKS IN THE AMOUNT OF \$23,992.25 AS PRESENTED. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

-Road Standards:

The draft revisions of the Road Standards documents are expected to be available for discussion at the March Board Meeting.

Maintenance Update – Todd Menke Update:

Equipment Update:

Menke purchased an additional set of cutting edges for approximately \$1,800.00. Menke gave an update on maintenance to the International Plow Truck.

Menke will look into listing the Ford truck on the MNBID site for the price of \$7,800.00. The group discussed the proposed updates to replace the mulch with pavers. Menke stated that winter maintenance would increase and require additional equipment. Menke suggested river rock to replace the mulch that is currently placed around the flag pole.

Clerk Update – Heidi Stalboerger:

A. Planning Commissioner 2026 – Mary Huettl

SUPERVISOR STALBOERGER MOVED TO REAPPOINT MARY HUETTL TO THE PLANNING COMMISSION FOR A THREE-YEAR TERM JANUARY 2026-DECEMBER 2029. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

B. TKI Sponsorship Request: The 2026 TKI Spring Clean Up day is scheduled for May 2, 2026. The annual sponsorship requested is \$150.

SUPERVISOR WILLENBRING MOVED TO APPROVE THE 2026 TKI SPRING CLEAN UP DAY SPONSORSHIP IN THE AMOUNT OF \$150 AS PRESENTED. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

C. Local Board of Appeal and Equalization: The meeting date at Wakefield Township is set for April 20, 2026, at 9:30 am, to be held at the Wakefield Town Hall.

D. Schlenner, Wenner & Co. Audit Engagement Letter: Clerk Stalboerger will check with Minnesota of Association for lower cost options for the annual audit. The Board reviewed the cost of the Audit. SUPERVISOR WILLENBRING MOVED TO APPROVE THE SCHLENNER, WENNER & CO. ENGAGEMENT LETTER, AGREEING TO THE SERVICES, RESPONSIBILITIES, INFORMATION, RECORDS, TIME FRAME AND ESTIMATED FEES; FURTHERMORE, TO DIRECT THE CLERK TO SIGN SAID ENGAGEMENT LETTER AND RETURN TO SCHLENNER, WENNER & CO. AS PRESENTED. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

Treasurer's Report – Cathy Backes:

A. The Board reviewed the list of invoices and receipts for the month of January, 2026. SUPERVISOR WILLENBRING MOVED TO APPROVE THE FEBRUARY 5, 2026, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE JANUARY 14, JANUARY 28 AND FEBRUARY 5, 2026 LIST OF PAYMENTS AND DISBURSEMENTS (COLLECTED FROM JANUARY 1-31, 2025), CHECK NUMBERS 20635-

20675 (VOIDED CHECKS 20635-20639) AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

B. Treasurer Backes reviewed monthly and year-end reports.

C. Certificate of Deposit Maturing: Backes reviewed CD rates from local banks and credit unions. MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR STALBOERGER TO REINVEST THE MATURING CERTIFICATE OF DEPOSIT, IN THE AMOUNT OF \$220,000 IN A 3.85% SIX MONTH CD AT FALCON BANK, RICHMOND, MINNESOTA.

D. Proposed 2027 Levy Discussion: The Board discussed the proposed 2027 levy amounts. Based on reports provided by the treasurer, and past fund balances, the Board proposed recommended amounts for the following funds: General, including Park and Equipment, Road and Bridge, Fire Protection and Certificate of Indebtedness. SUPERVISOR WILLENBRING MOVED TO RECOMMEND THE 2027 PROPOSED LEVY AMOUNT OF \$1,620,000.00, REPRESENTING A 3.85% OR \$60,000 INCREASE.

SUPERVISOR DOLD	YES
SUPERVISOR WILLENBRING	YES
SUPERVISOR STALBOERGER	NO

MOTION CARRIED 2-1.

Board of Audit - 8:30 pm:

The Supervisors reviewed the Board of Audit Report for Year Ending December 31, 2025. The total Receipts were \$1,767,278.97 and the total Disbursements were \$1,835,241.45. All claims submitted to the town were brought before the Board of Supervisors. The Supervisors requested to view random receipts and disbursements from January – December 2025. The result of the audit produced no discrepancies. SUPERVISOR STALBOERGER MOVED TO APPROVE THE BOARD OF AUDIT, YEAR ENDING DECEMBER 31, 2025. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

Fire Department Updates:

A. Chain of Lakes Fire and Rescue Department:

The Department received 2 donations totaling \$500 and earned a sizeable amount of interest from investments. Stalboerger gave an equipment update, with a new personnel carrier.

B. Cold Spring Fire Department:

Follow-up proposed contract meeting scheduled for 6:30 PM on February 19, 2026, at the Cold Spring City Hall.

Sportsman's Park Updates:

A. Friends of the Wakefield Township Sportsman's Park:

The group is asking for expense details from prior years so they can form a budget. Treasurer Backes will put that information together and send to Supervisor Willenbring. The January 18th Disc Golf event was a successful event and received over \$3,600.00 in donations and collected 180 pounds of food to be donated to and benefiting the Rocori Food Shelf. Willenbring was given deed language and a land purchase agreement created by the township attorney.

B. Review proposed Deed work:

The Board reviewed deed language and a land purchase agreement created by the township attorney. Willenbring will review this information with the Friends of the Park group and with the Stearns County Assessor's Office.

General Questions and Comments from Board of Supervisors: None

Adjourn or Recess: MOTION BY SUPERVISOR STALBOERGER, SECONDED BY SUPERVISOR WILLENBRING, TO ADJOURN THE MEETING AT 10:17 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by,

/s/Kris Whittlef, Deputy Clerk

/s/Dave Dold, 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.