

**WAKEFIELD TOWNSHIP MINUTES  
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA  
REGULAR BOARD MEETING FEBRUARY 6, 2020 8:00PM**

Chairman Cyril Erkens called the Town Board Meeting to order at 8:00 pm and lead the Pledge of Allegiance. Board Members Present: Supervisors Cyril Erkens, John Willenbring, Shawn Garding, Clerk Heidi Stalboerger and Deputy Treasurer Larry Lahr. Others Present: Mike Nielson, Todd Menke, Jon Lentz, Jodi Teich and Mark Stalboerger.

**APPROVAL OF THE AGENDA AND MINUTES**

*MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE AGENDA AND CONSENT AS PRESENTED. MOTION CARRIED 3-0.*

- A. Monthly Meeting Minutes January 2, 2020
- B. Special Meeting Minutes January 8, 2020
- C. Appoint Election Judges
- D. Appoint Absentee Ballot Judges

**STEARNS COUNTY SHERIFF REPORT**

Captain Jon Lentz was present to give a review of calls from December 2019 and January 2020.

**ENGINEER UPDATE**

-Stearns County Engineer, Jodi Teich, was present to review the MnDOT/Highway 23 Turnback to Stearns County regarding 233<sup>rd</sup> Street (just off of County Road 140). The County is researching the turnback history, property information and surrounding properties. The property on the end of 233<sup>rd</sup> Street is requesting to vacate the east end/portion of the road. Teich also discussed the DNR owned parcel directly to the east of the cul de sac on 233<sup>rd</sup> Street as well as access to that parcel [via 233<sup>rd</sup> Street]. The process of turnback of 233<sup>rd</sup> Street from Stearns County to Wakefield Township would involve a public hearing held by the Stearns County Board of Commissioners in Wakefield Township. If the County Board would find the turn back to Wakefield Township favorable, then the township could review and take the appropriate process to sell or vacate the property or portion of the property, if no adverse effects would be caused by such an action. Language for access to utilities would be included in the review process. The Stearns County Highway Department staff will continue to research background information and possible conflicts of this process.

*MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE COUNTY BOARD OF COMMISSIONERS TO MEET AND HOLD A PUBLIC HEARING FOR THE PURPOSE OF TURN BACK OF 233<sup>RD</sup> STREET ON APRIL 2, 2020; TIME TO BE CONTINGENT UPON TOWN BOARD SCHEDULE. MOTION CARRIED 3-0.*

A. Nielson reported that the bids for the Frostview Road reconstruction project will be published on February 11, 2020. The bid opening is set for March 4, 2020 at 11:00 am at the Wakefield Town Hall. Nielson stated that there are approximately 12-14 large trees to be removed in the road right of way before project commencement. The Board directed Nielson to get two quotes for tree removal and to request that the tree removal is performed before the road project begins.

B. Nielson reviewed the final items for the Island Lake Road project. Nielson is working with Knife River, and subcontractor Kraemer, on a dispute regarding subgrade and fill. Nielson has requested information from the contractor/subcontractor to support the dispute. If the documentation is received and found to be valid, additional compensation from the Local Road Improvement Plan may

be requested from the Local Road Improvement fund grant award. The plan is to close the project at the March 5, 2020 Wakefield Township meeting.

### **MAINTENANCE SUPERVISOR UPDATE**

A. Menke requested that the Board review the Line Road Agreement with Luxemburg Township regarding the maintenance of 200<sup>th</sup> Street. Menke is requesting to plow 1.7 miles of snow on 200<sup>th</sup> Street east of County Road 2 and Luxemburg plow 1 mile of snow on 200<sup>th</sup> Street west of County Road 2 as well as grading the gravel portion on the west side of County Road 2. The Board discussed the road maintenance of 200<sup>th</sup> Street. Willenbring will discuss the request with Luxemburg Township Supervisor, Rick Utecht.

Larry Lahr requested that the township remove the 7-Ton weight restriction signs and have the road posted as a 9-Ton road year-round. Willenbring will discuss with Utecht. The Board review a culvert issue on 200<sup>th</sup> Street.

-Menke stated that an additional 40-Ton of salt/sand mixture was purchased at \$83/Ton.

B. Menke has parts ordered and will have the muffler repaired on the Ford Truck. The muffler has a hole in it. Menke stated that the air tank also needs to be replaced.

-Menke reported that the construction of the snow pusher is complete.

-Menke gave an equipment update.

### **CLERK UPDATE**

B. Stalboerger stated that the Cold Spring Annexation Resolution for the Cold Spring Brewery expansion project will be on hold until further permits and processes have taken place. The earliest that the resolution would be submitted would be is April 2, 2020. An Environmental Assessment Worksheet will need to be completed before moving forward. If an Environmental Impact Statement needs to be completed, it may delay the annexation process.

C. Stalboerger reviewed the TKI invoice for sponsorship for the Spring 2020 Community Clean Up. Stalboerger requested information regarding the SCORE Grant funding for 2020. The contact person at Stearns County Environmental Services reported that the funding cycle for 2020 is likely. The Board will review again at the March meeting.

D. Stalboerger reviewed the 2020 Newsletter proof. The newsletter is at the printer and scheduled to be mailed out February 24, 2020.

E. The Board reviewed the updated proposed 2021 Levy. The Board will complete discussion at the March 2020 meeting.

F. Stalboerger read a resignation letter from Planning Commissioner Greg Henry, who has moved out of the township. Stalboerger has contacted Peter Gillitzer who has agreed to and wishes to fill the vacancy left by Greg Henry and complete his term.

*MOTION BY WILLENBRING SECONDED BY GARDING TO ACCEPT THE PLANNING COMMISSION RESIGNATION FROM GREG HENRY; FURTHERMORE, TO APPOINT PETER GILLITZER TO FILL THE VACANCY AND COMPLETE THE TERM FOR GREG HENRY. MOTION CARRIED 3-0.*

-Stalboerger reviewed a meeting that was held at the Wakefield Town Hall for the 2021 County Road 71 Reconstruction project.

-Stalboerger reviewed a memo from Building Inspector David Barsody regarding a parcel on Fordham Road that has been used illegally as a 4-Plex and is classified as a Single-Family Dwelling. Stearns County Environmental Services is involved as well as Assessor Cheryl Foster. Stalboerger will continue to give updates as the new owner will likely need to request a variance and other permits to comply with current day ordinances and building code requirements.

**FIRE DEPARTMENT UPDATE**

- A. Chain of Lakes: Willenbring reported that two new fire fighters have been hired. The calendar fund-raiser has been sent and response/contributions are coming in. The Fire Department is researching a new radio for the Fire Chief to be in contact with dispatch at the time of call. The Board continues to discuss the compensation package formula to reimburse the fire fighters for calls, trainings and meetings. Lahr is going to take over for the Clerk role short term. The District Board has inquired if one of the fire fighters (Secretary) will assume the Clerk role for the Fire District.
- B. Cold Spring: No update available.

**TREASURERS REPORT**

B. Stalboerger reviewed the balance sheet and profit and loss statement with the Board.  
*MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE FEBRUARY 6, 2020 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE JANUARY 8, 2020, JANUARY 22, 2020, FEBRUARY 5, 2020 AND FEBRUARY 6, 2020 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND DEPUTY TREASURER, PLUS A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD HOMEOWNERS ASSOCIATION. MOTION CARRIED 3-0.*

**ADJOURN/RECESS**

*MOTION BY WILLENBRING SECONDED BY GARDING TO ADJOURN THE MEETING AT 10:28 PM. MOTION CARRIED 3-0.*

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/Cyril Erkens, Chairman