

WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING FEBRUARY 7, 2019 8:00PM

Chairman Shawn Garding called the Town Board Meeting to order at 8:00 pm and lead the Pledge of Allegiance. Board Members Present: Supervisors Shawn Garding, Cyril Erkens and John Willenbring Clerk Heidi Stalboerger and Deputy Treasurer Larry Lahr. Others Present: Mike Nielson, Cheryl Foster, Milan Foster, Dave Dingmann and Mark Stalboerger.

OPEN FORUM

APPROVAL OF THE AGENDA AND CONSENT AGENDA

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

DINGMANN ADMINISTRATIVE SUBDIVISION REQUEST

Dave Dingmann, DM Dingmann Farms, LLC is requesting an Administrative Subdivision for the purpose of attachment. Dingmann is requesting to split 4.69 (+/-) from 36.23501.0010 containing 114.4 (+/-) acres for attachment to 36.24048,0071. Dingmann has a prospective buyer interested in purchasing 36.24048.0071, but wants additional land. The Board reviewed the Staff Report, maps and the Planning Commission recommendation.

MOTION BY ERKENS SECONDED BY WILLENBRING TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE ADMISTRATIVE SUBDIVISION REQUEST FROM DM DINGMANN FARMS, LLC #36.23501.0010 TO 36.24048.0071 AS PRESENTED; FURTHERMORE, TO DIRECT THE CLERK TO SUBMIT A CERTIFICATE OF COMPLIANCE TO THE APPLICANT AS PER THE REQUEST OF STEARNS COUNTY. MOTION CARRIED 3-0.

ENGINEER UPDATE

A. Mike Nielson, WSB, stated that the 200th Street update plans were signed by Jodi Teich, Stearns County and send to MnDOT for approval. Nielson reviewed highlights of the design plan including lane width, shoulder width, striping, ditch slope, mailbox bump outs, signage and tonnage limits. The 200th Street construction project estimate (excluding culvert work and Engineering Fees) is \$710,000. Nielson is hopeful to receive approval from MnDOT and have bid letting around the March meeting. Nielson will also be meeting with the Luxemburg Township Board.

B. Nielson reviewed the Pavement Management Plan and road ratings for the township roads. Nielson prepared a list of township roads that could benefit from a chip seal project in 2019, to maximize life of the road. The Board reviewed the list, including line roads with Munson, Collegeville and Cold Spring. Nielson will contact the other Township Boards and the City of Cold Spring to find out if they are interested in moving forward on a joint chip seal project on respective road projects. The Board reviewed each road listed and which roads would benefit from a chip seal with a fog seal, and made decisions to eliminate the fog seal on select roads. See attached list.

MOTION BY WILLENBRING SECONDED BY ERKENS TO APPROVE THE 2019 CHIP SEAL ROAD PROJECT LIST AS PRESENTED BY WSB; FURTHERMORE, TO HAVE NIELSON CONTACT MUNSON AND COLLEGEVILLE TOWNSHIP AS WELL AS THE CITY OF COLD SPRING ON JOINT PROJECT CONFIRMATION. MOTION CARRIED 3-0.

-Nielson reviewed budget expenditures on an annual basis to maintain a Pavement Condition Index (PCI)

to maintain the current level of 76 or a PCI between 70-75. Nielson reviewed the percentage increase necessary annually to maintain varying PCI levels and the percentage increase in the annual levy for the Road & Bridge fund. The group reviewed the debt service retirement schedules. The group reviewed other levy items related to road work rather than simply looking at costs related to pavement and the cost to maintain pavement per year. Nielson and Andrea Blanchette from WSB are planning to attend the Annual Meeting to give a road update.

C. Nielson reviewed a utility permit from Center Point Energy, including seven different roads. Nielson recommended that Wakefield Township request an annual bond of \$50,000 for the project. The Board reviewed a new permit format to be used for utility permits. Stalboerger stated that a second permit utility permit request was received from Midco. The Board approved the standard \$10,000 bond and fees following the fee schedule for Midco since the project only includes one road.

ASSESSOR UPDATE

A. Cheryl Foster gave an assessment update for taxes payable in 2020. Foster reviewed residential sales (on and off the water), agricultural and commercial as well as valuation. Foster is still working on ratios and will have more information at the Annual Meeting. Projected increases for residential are estimated 5-7%, projected increases for agricultural are minimal and projected increases for commercial are estimated at 1-2%. The group reviewed the increase in parcel counts in Wakefield Township for 1705. The Local Board of Appeal and Equalization is scheduled for April 22, 2019 at 9:30 am.

BOARD OF AUDIT

Clear Stalboerger reported that the total receipt for 2018 were \$1,351,353.79 and the total disbursements for 2018 were \$1,828,977.05. The Board reviewed miscellaneous checks that were issued in 2018. After discussion, all checks were allowed by the Board Supervisor that requested review of the check. See attached Board of Audit Report Year Ending December 31, 2018.

PROPOSED LEVY

The Board discussed the 2020 Proposed Levy. The Board reviewed the funds received from the State and County, the amount owed for Fire Protection as well as Certificates of Indebtedness. The Board reviewed the general fund budget. Lahr reviewed an operating budget in process. The Board reviewed the road and bridge fund based on the recommendations from WSB to maintain the PCI (from the engineer update). The Board reviewed each category and assigned a proposed amount. The Board will review over the next month and review the Proposed Levy at the March meeting.

CLERK UPDATE

A. Stalboerger gave an update from a meeting with the Minnesota Association of Township Insurance Trust (MATIT) Attorney and the Township Attorney, Bob Ruppe, regarding the Sportsman's Club, Cold Spring Softball Association and the Cold Spring Area Youth Sports Association (CSAYSA). Ruppe recommended that the Board hold a meeting with all parties involved to review the history of property and ownership as well as how to proceed in the future of the park(s). Stalboerger will set up a meeting with all parties on February 12, 2019 at 8:00 pm at the town hall.

B. Stalboerger reviewed Planning & Zoning Activity for projects and upcoming projects.

C. The Planning Commission recommended that the Town Board approve the contract with Cindy Nash, Collaborative Planning to update the Comprehensive Plan.

MOTION BY WILLENBRING SECONDED BY ERKENS TO ACCEPT THE CONTRACT FROM CINDY NASH, COLLABORATIVE PLANNING TO UPDATE THE WAKEFIELD TOWNSHIP COMPREHENSIVE PLAN AS PRESENTED IN THE AMOUNT OF \$10,000. MOTION CARRIED 3-0. Stalboerger will meet with Nash in early March. Nash requested a meeting with the Planning Commission and Town Board to review the vision of the township for the comprehensive plan.

FIRE DEPARTMENT UPDATE

- A. Chain of Lakes Fire & Rescue Department -The Spring Fundraiser, dinner and show, will be held on April 6, 2019 at River Station. Donation are coming in for the calendar fundraiser. The Relief Association purchased and extractor for cleaning turn out get. It is installed and working great. One of the firefighters installed a dryer for the turn out gear which is also working well.
- B. Cold Spring Fire Department – Stalboerger requested budget amounts from Cold Spring. The 2018 budget is still in the audit process. Stalboerger requested that the Fire Department give an update from 2018 at the Wakefield Township Annual Meeting.

FINANCIAL REPORT

- A. The Treasurers report was reviewed as well as the list of bills.
MOTION BY WILLENBRING SECONDED BY ERKENS TO APPROVE THE FEBRUARY 7, 2019 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE JANUARY 9, 2019, JANUARY 23, 2019, FEBRUARY 6, 2019 AND FEBRUARY 7, 2019 LIST OF BILLS ACCORDING TO THE LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND DEPUTY TREASURER. ALSO, TO APPROVE A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD STREETLIGHT SERVICE DISTRICT. MOTION CARRIED 3-0.

ADJOURN/RECESS

MOTION BY WILLENBRING SECONDED BY ERKENS TO RECESS THE MEETING AT 12:14 AM UNTIL FEBRUARY 12, 2019 AT 8:00PM. MOTION CARRIED 3-0.

Date Approved: March 7, 2019

Respectfully submitted,

Heidi M. Stalboerger, Clerk