

**WAKEFIELD TOWNSHIP MINUTES  
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA  
REGULAR BOARD MEETING JANUARY 2, 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 Treasurer Jerry Frieler. Others Present: Mike Nielson, Todd Menke and Mark Stalboerger.

**APPROVAL OF THE AGENDA AND MINUTES**

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

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

- A. DECEMBER 5, 2019 MINUTES*
- B. DECEMBER 16, 2019 MINUTES*
- C. TRI-COUNTY HUMANE SOCIETY 2020 CONTRACT*

**ENGINEER UPDATE**

Nielson reviewed the Frostview Road preliminary road designs. The plans are approximately 95% complete. The Board reviewed the plans of a full reconstruction of Frostview Road from County Road 83 to Great Norther Drive and an overlay from Great Norther Drive to the Fenton Court. The engineer's estimate, including a contingency and engineer cost is within a range of \$525,000-\$567,000. Some of the engineer costs have already been paid, which would reduce the remaining project cost. Plans could be ready in about one week with bids published and opened in March with a review and award in April 2020. The group reviewed the funds available for the project. The Board also reviewed other road projects in 2020.

*MOTION BY GARDING SECONDED BY WILLENBRING TO AUTHORIZE ENGINEER MIKE NIELSON, WSB TO MOVE FORWARD WITH PREPARING AND REQUESTING BIDS FOR THE FROSTVIEW ROAD RECONSTRUCITON/OVERLAY PROJECT. MOTION CARRIED 3-0.*

**CLERK UPDATE**

A. Driveway Permit 2019-003 Extension Request: Stalboerger reviewed a request from Jon Folkedahl to extend Driveway Permit 2019-003 from an expiration date of January 2020 through December 2020, due to major shoreland alteration work and the construction schedule.

*MOTION BY WILLENBRING SECONDED BY GARDING TO EXTEND THE EXPIRATION DATE FROM JON FOLKEDAHL, DRIVEWAY PERMIT 2019-003 TO DECEMBER 31, 2020. MOTION CARRIED 3-0.*

B. Election Update: Stalboerger gave an update of the 2020 Election Calendar, highlighting election dates, training cycles and possible expense reimbursement for the Presidential Nominating Primary to be held on March 3, 2020. The Board discussed costs associated with holding elections.

-Stalboerger reviewed a letter from the City of Richmond and Sauk River Watershed District. Stalboerger responded to the letter without a response. Stalboerger inquired if the Board would like her to send a second request on questions about the letter. The Board requested that Stalboerger should continue to pursue answers about the letter on a possible sewer expansion project.

-Stalboerger reviewed that the Local Board of Appeal and Equalization is scheduled to be held at Wakefield Township on April 20, 2020 at 9:30 AM.

### **MAINTENANCE SUPERVISOR UPDATE**

B. Equipment: Menke will be purchasing an extra set of cutting edges for the snowplow from Kris Engineering at a price of approximately \$1,500. This purchase was approved in spring of 2019.

-The plow on the loader is in need of repair. The spring is no longer flipping back as it is designed to do. Menke will take the plow to Renegade for spring repair.

-Menke is working with AJAX to continue building the snow pusher. AJAX will be welding and fastening the blade to the base.

-Menke gave a snowplowing update.

### **FIRE DEPARTMENT UPDATE**

A. Chain of Lakes: No update since all Supervisors attended the December 9, 2019 Annual meeting

B. Cold Spring: No update available.

### **CLERK UPDATE**

B. 2021 Proposed Levy Discussion: The Board reviewed the past levy from 2019 and 2020, the report from the Auditor on the list of funds with balances/budget schedules and revenue received from the State, County and other sources in 2019. The group reviewed the debt service payment schedule for 2021. The group reviewed the General Revenue Fund, Road & Bridge Fund, Road Labor Fund, Snowplow and Sanding Fund, Fire Protection Fund and Certificate of Indebtedness. The Board reviewed the categories included in the Road Labor Fund and opted to eliminate the Road Labor Fund line item and combine it with the Road & Bridge Fund. The Board estimated a proposed amount for each fund. Stalboerger will update the Proposed 2021 Levy report and distribute at the February meeting for further review.

A. Board of Audit: The Board of Supervisors reviewed the total receipts and disbursements as well as all claims submitted in 2019. A random sampling of claims was reviewed, beginning with check #8395 and ending with check #8829 and approved. Minor adjustments on descriptions or categorization were noted and will be adjusted by the treasurer.

*MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE BOARD OF AUDIT FINDINGS; FURTHERMORE, TO ENDORSE THE BOARD OF AUDIT REPORT AND DIRECT THE CLERK TO POST THE REPORT AS REQUIRED. MOTION CARRIED 3-0.*

### **TREASURERS REPORT**

B. Frieler reviewed the balance sheet and profit and loss statement.

*MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE JANUARY 2, 2020 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE DECEMBER 11, 2019, DECEMBER 25, 2019, DECEMBER 26, 2019 AND JANUARY 2, 2020 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER, PLUS A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD HOMEOWNERS ASSOCIATION. MOTION CARRIED 3-0.*

-Erkens mentioned that he spoke with a resident regarding an annexation issue and a large building project with one of the businesses in the City of Cold Spring. The Board reviewed the parcel and proposed annexation area.

**ADJOURN/RECESS**

*MOTION BY WILLENBRING SECONDED BY GARDING TO ADJOURN THE MEETING AT 11:23 PM. MOTION CARRIED 3-0.*

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/Cyril Erkens, Chairman