

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
JANUARY 4, 2024 7:00 PM  
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Monthly meeting called to order at 7:00PM and pledge of allegiance led by Town Chair John Willenbring. Supervisors present: John Willenbring, Shawn Garding, Dave Dold, Clerk Heidi Stalboerger, Treasurer Vikki Dullinger, Deputy Clerk Addie Turkowski, Todd Menke, Mark Stalboerger, Kevin Dierkhising, Mary Huettl, Herb Hesse, Sheriff Jon Lenz, Andy Masterpole WSB, Kevin Kruger, WSB.

2. Open Public Forum: N/A

3. SUPERVISOR GARDING MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA WITH ADDITIONS OF #9H. OTHER ITEMS. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

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4. \*Consent Agenda:

A. Monthly Meeting December 7, 2023

**Recommendation:** TO APPROVE THE MINUTES OF DECEMBER 7, 2023 MONTHLY MEETING AS PRESENTED.

B. Chain of Lakes Fire District Annual Meeting December 11, 2023

**Recommendation:** TO APPROVE THE MINUTES OF DECEMBER 11, 2023 CHAIN OF LAKES ANNUAL MEETING MINUTES AS PRESENTED.

C. Special Township Board Meeting December 14, 2023

**Recommendation:** TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING DECEMBER 14, 2023 AS PRESENTED.

D. Special Township Board Meeting December 14, 2023, CONFIDENTIAL MEETING

**Recommendation:** TO APPROVE THE CONFIDENTIAL MINUTES OF THE SPECIAL BOARD MEETING DECEMBER 14, 2023, AS PRESENTED.

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5. Sheriff's Jon Lenz Reviewed the Calls for December 2023.

6. Sportsman's Park preliminary plan was presented by Andy Masterpole, WSB. He stated that the draft is in a good place but is still welcoming comments. He noted that one year ago was the first meeting with Clerk Stalboerger to begin the process, and in February 2023 he met with Wakefield Township Board. The first meeting of the Park Advisory Board was in May of 2023. June and July he held open houses to gain input and used information from the Park Advisory Board in developing this plan. He showed blueprints of the plan and noted the following designs. The biggest change to the park is the redesigned park entrance on the west side, off County Road 2. This will lead to a winding road to the river with additional parking. Along this path is an 18-hole disc golf course. The preliminary plan has the disc golf course to start and stop in the same location but a new entrance with additional parking is necessary for the course. A trail system also begins close to the new entrance and there is a primitive camping area along the way. The new entrance also has a proposed t-ball or little league field that is 220 feet deep. This area would also be a start for a future mountain biking trail. The new entrance area has a proposed 20x20 ft building. The area close to the river has a proposed sand volleyball area, a boat dock and a wraparound drive and parking. In this area there is a proposed large shelter with washrooms inside. The Softball area above this lower park area has added batting cages, a playground, improved septic and better organized parking and an area for sand volleyball. The full buildout is costly and WSB included three Phases for construction to budget the costs. Phase I would be to begin with the new entrance with the small parking lot and restore the Softball Park concession building. Phase II included a

complete entrance with road to river with parking and structures. Phase III included the playground area by the river park and added the T-ball or little league area. The full buildout of the park plan is just under 3.5 million dollars. And to also consider is the cost of maintenance of the full park completion at an estimated cost of \$2600/acre or \$111,900 yearly. Kevin Dierkhising is on the park advisory board and added that he and other members like the park plan design as it incorporates what the members of the board had suggested. He added that what is needed is funding as the plan is costly. Supervisor Willenbring said the plan incorporates the space of the land very well. Andy Masterpole agreed that it keeps the character of the area very well retaining the wooded area. Supervisor Dold expressed his concern that the township cannot spend township funds for the park but stated that the three phases of the design will help with planning. Supervisor Willenbring added that it is a good plan, but the need is to get the pavilion up and running to begin to have people use the park. Supervisor Garding agreed that the township needs to get the road entrance completed and the pavilion built. He added that funding and fund raising is necessary to begin. Mary Huettl suggested that we look at sources for donations and seek them from area businesses. Supervisor Dold also added that many businesses are tapped out for requests for donations. Supervisor Willenbring suggested the board look at its priorities and assess how to move ahead. Andy Masterpole reminded the group that the Disc Golf organization is ready to assist. Kevin Kruger suggested the restrooms be in Phase I and look at another washroom by the little league proposed area, but the cost would be about \$125,000. Supervisor Willenbring noted that there may be community funds to access and that we need to link this plan to the community and make it available for the community to see. Andy Masterpole reminded the board that most communities that have parks also have a park board that would oversee the process. Clerk Stalboerger will work with Andy Masterpole to prepare an article for the township newsletter and a color photo would add interest. Supervisor Willenbring reminded the board that the maintenance budget is necessary to also be established for the park.

A. Upon review of the Sportsman's Park Architectural Master Plan: SUPERVISOR GARDING MOVED TO APPROVE THE SPORTSMAN'S PARK MASTER PLAN AS PRESENTED BY WSB, INC. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

#### 7. Engineer Update – Kevin Kruger

A. 2024 Street Reconstruction (241st Street & 158th Avenue): Kruger reported that they are very close to a completed design but are still waiting on residents to respond to tree cutting and or removal. He will continue to work with the neighbors for a response. At the February meeting we will want the board to approve the bid for this project. April 30<sup>th</sup> is the deadline to cut trees, so it is necessary that this is in motion with homeowners' approval. One homeowner might want a tree replacement for those being removed in the right of way. Kevin and WSB will double check the right of way line to be assured of trees to be removed and suggested that the township handle to bid for tree removal outside of the project bid.

B. 3rd Avenue SE Street Alignment is still being developed. The City of Cold Spring is planning to extend their portion further north, the intersection to the south and the full width of the road, so the project is increasing in cost. The Board is concerned that the added costs do not increase costs for Wakefield. The costs are about \$450,000 for the total project. To stay on a timeline for the project, the Board may need to meet again to discuss costs and bidding. SUPERVISOR DOLD MOVED TO ADVERTISE FOR BIDS FOR 3<sup>RD</sup> STREET TREE REMOVAL. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger said it is necessary to clarify the billing from WSB on joint projects with the City of Cold Spring. Kruger stated that Wakefield Township has a contract with WSB so the process is that the billing is directed toward Wakefield Township, even though it was stated that the City would take the lead on the project. Stalboerger requested clarification as to how the billing calculation will be managed for the project to ensure that the Joint Powers Agreement agrees with billing on shared roads, with clear auditing for both municipalities involved. Kruger stated that since Wakefield Township issued the RFP, WSB will invoice Wakefield for the engineering costs on this project. The Board requested that the costs must be identified since the City of Cold Spring is adding to the

project, which may increase the engineering costs for which City of Cold Spring would be responsible. Kevin Kruger said he would assess the final engineer bill and charge City of Cold Spring accordingly, but it will not increase the engineering by much. The original agreement was that Wakefield Township would pay 50% of the original project costs/shared road portion only. The Board requested that WSB identify the original project costs so that the additional project costs are not the responsibility of Wakefield Township. Supervisor Willenbring suggested that WSB provide language revisions for the Joint Powers Agreement related to the shared road construction costs.

#### 8. Maintenance Update – Todd Menke

A. Maintenance Update – Todd reported that there have been repairs needed on the reversible plow. It will need work completed in the summer but will be able to complete the snow plowing with it this winter. Also, the loader tilt is being repaired.

#### 9. Clerk/P&Z Update – Heidi Stalboerger

A. Utility Easement Vacation – Jim Kuechle & Bill Nistler purchased property together, PID: 36.24511.0000 are planning to build a shared shed. The parcel was originally platted as two parcels, with a utility easement running between the originally platted parcels. They need to extinguish the utility easement so that they can build in the middle of the parcel (as combined into one). SUPERVISOR GARDING MOVED TO APPROVE RESOLUTION NO 2024-001 RESOLUTION SETTING PUBLIC HEARING FOR VACATION OF UTILITY EASEMENT. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger will move forward with the process and paperwork. Kuechle and Nistler will pay the administration, etc. costs.

B. Election Judge Appointment: Clerk Stalboerger reviewed the list of election judges available to assist with the upcoming elections. SUPERVISOR WILLENBRING MOVED TO APPROVE RESOLUTION NO. 2024-002 RESOLUTION APPOINTING 2024 ELECTION JUDGES. SUPERVISOR GARDING SECONDED. ROLL CALL VOTE: SUPERVISOR WILLENBRING: YES, SUPERVISOR GARDING: YES, SUPERVISOR DOLD: ABSTAIN. MOTION CARRIED 2-0.

C. Absentee Ballot Board Appointment: SUPERVISOR GARDING MOVED TO APPROVE RESOLUTION NO 2024-003 RESOLUTION APPOINTING THE 2024 ABSENTEE BALLOT BOARD. SUPERVISOR WILLENBRING SECONDED. ROLL CALL VOTE: SUPERVISOR GARDING: YES, SUPERVISOR WILLENBRING: YES, SUPERVISOR DOLD: ABSTAIN, MOTION CARRIED 2-0.

D. Board of Audit: SUPERVISOR GARDING MOVED TO SET THE 2024 BOARD OF AUDIT MEETING DATE FOR FEBRUARY 1, 2024, AT 8:30PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

E. Employee Handbook Update: SUPERVISOR GARDING MOVED TO APPROVE UPDATES TO THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK AS OF JANUARY 4, 2024, AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger noted that the back page is a loose page, and all board members must sign this page that you have received the handbook and that you agree with the handbook and return. Also, with recent changes in state laws, (ESST) work hours must be tracked for all employees, including the Planning Commission members, but not the elected board officials. Clerk Stalboerger will need to keep track of these workers.

F. Woodland Hills HOA – Clerk Stalboerger noted a request from the Woodland Hills HOA to have a correction of October 5, 2023, Minutes, #9 as they felt dates/details were not clear. However, the board responded that the request does not change the discussion in the minutes as Wakefield has no authority on this road but will note that the changes were brought forward by Jan Decker.

G. 2024 Wakefield Township Newsletter: Clerk Stalboerger asked for suggestions for articles to be included in the upcoming Wakefield Township Newsletter.

H. Other: July 4<sup>th</sup> is Independence Day so there is a conflict with the scheduled township meeting. There was discussion about changing the township meeting and this will be determined later.

Wally Backes whom has retired from the Planning Commission sends his appreciation for the gift card and a thank you card.

10. Financial Report: Vikki Dullinger

Supervisor Willenbring requested that moving forward, Dullinger should bring the monthly bank statements to each meeting. The financial report needs to be updated to include bank balance amounts for savings and checking. Supervisor Willenbring requested that the reports show all the costs from the park in a separate section.

A. Treasurer's Report and List of bills. SUPERVISOR GARDING MOVED TO APPROVE THE JANUARY 4, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE DECEMBER 20, 2023, JANUARY 3, 2024, AND JANUARY 4, 2024, LIST OF RECEIPTS, PAYMENTS, AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. IN ADDITION, SUPERVISOR GARDING MOVED TO ACCEPT THE DECEMBER 7, 2023 (NOVEMBER 1-30<sup>TH</sup>) LIST OF BILLS, RECEIPTS AND PAYMENTS AS CORRECTED AND AMMENDED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. SUPERVISOR GARDING MOVED TO ACCEPTY THE NOVEMBER 2, 2023 LIST OF BILLS, RECEIPTS AND PAYMENTS ASS CORRECTED AND AMMENDED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Supervisor Willenbring requested an update on the process of preparing for the Audit. Clerk Stalboerger noted that policy and procedures will be a part of the audit and she will be doing additional training with Vikki Dullinger to be prepared for the audit. Clerk Stalboerger requested that the Board consider additional training and help from the past treasurer, Jerry Frieler, to assist with the year-end reporting. The Board discussed automatic bill pay for monthly, reoccurring, predictable utilities and payroll related expenses. The Board agreed to allow this process and stated that the Treasurer set up the monthly automatic bill payments.

11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – no update

B. Cold Spring Fire Department – Supervisor Willenbring reviewed the Chain of Lakes financial reporting and suggested that the Treasurer mimic the township financial reports to include similar information.

12. General Questions and Comments from Board of Supervisors: Supervisor Dold attended a MAT meeting and noted that IT reminded townships to keep their passwords current and strong. MAT Bylaw changes are being reviewed. Supervisor Dold passed out the MAT budget to the board.

Erv Mueller is concerned about a neighboring property owner affecting potential drainage issues to his property. The Board directed Clerk Stalboerger to review past minutes and reach out to the parties involved for possible resolution.

13. SUPERVISOR DOLD MOVED TO ADJOURN AT 10:51PM. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. MEETING ADJOURNED.

Respectfully Submitted, 

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/John Willenbring, Town 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.