

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
JANUARY 5, 2023 7:00 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Monthly Meeting Called to Order and Pledge of Allegiance led by Town Chair Cyril Erkens. Supervisors present: Cyril Erkens, Shawn Garding, John Willenbring, others present: Clerk Heidi Stalboerger, Deputy Treasurer Kyle Knudson, Jon Lentz, Kevin Kruger WSB, Todd Menke, Mark Stalboerger, Chuck Merten, Dave TeBrake and Herb Hesse.
2. Open Public Forum: NA
3. SUPERVISOR WILLENBRING MOVED TO APPROVE THE AGENDA AND THE CONSENT AGENDA WITH THE DELETION OF ITEM: E, TRI-COUNTY HUMANE SOCIETY STRAY IMPOUND AGREEMENT, SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

4. ***Consent Agenda:**

A. Monthly Meeting December 1, 2022

Recommendation: TO APPROVE THE MINUTES OF DECEMBER 1, 2022 MONTHLY MEETING AS PRESENTED.

B. Chain of Lake Annual Budget Meeting Minutes December 12, 2022

Recommendation: TO APPROVE THE MINUTES OF THE DECEMBER 12, 2022 CHAIN OF LAKES ANNUAL BUDGET MEETING AS PRESENTED.

C. Employee Review Public December 13, 2022

Recommendation: TO APPROVE THE MINUTES OF DECEMBER 13, 2022 EMPLOYEE REVIEW AS PRESENTED.

D. Employee Review Confidential

Recommendation: TO APPROVE THE MINUTS OF DECEMBER 13, 2022 EMPLOYEE REIEW AS PRESENTED.

E. Tri-County Humane Society Stray Impound Agreement: REMOVED FROM CONSENT AGENDA.

5. Sheriff's Report: Captain Jon Lentz was present to review the December 2022 calls in Wakefield Township. Cpt. Lentz stated that the Stearns County Sheriff's Office is the animal control authority in Stearns County and they have a contract with Tri-County Humane Society for Stay and Impounded animals. The Board directed Stalboerger to contact Tri-County Humane Society to notify them that Wakefield Township will not be renewing the 2023 contract as a result of the contract with Stearns County. All calls regarding stray animals should be directed to the Stearns County Sheriff Non-Emergency phone number. All calls regarding imminent threat regarding stray animals should be directed to 911.

* *Richmond Catfish Fest Permit – Cedar Island Lake Road* – Chuck Merten was present to request signature for a permit with the Stearns County Sheriff's Department for the upcoming Catfish Fest, to be held on February 10-11, 2023. Merten explained the fundraiser supporting the Richmond Fire Department Relief Association. The permit is required to be signed by Wakefield Township due to a check in point on Cedar Island Lake Road. The proceeds generated from the fundraiser will assist in the purchase of new extrication equipment. The Board directed Clerk Stalboerger to sign the form on behalf of Wakefield Township.

6. River of Life Assembly of God – Sign Variance - Stalboerger reviewed the request and staff report. Dave TeBrake, Agent was present. The Board reviewed the recommendation from the Planning Commission. MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR WILLENBRING TO APPROVE A RESOLUTION ACCEPTING THE FINDINGS OF FACT AND APPROVEING THE VARIANCE FOR RIVER OF LIFE ASSEMBLY OF GOD TO ERECT A SECOND SIGN, EXCEEDING THE SIZE OF THE SIGN AND HEIGHT OF THE SIGN AS ALLOWED BY SECTION 7.25 OF THE ORDINANCE WITH CONDITION OF REVIEW OF LIGHTING CONTINGENT UPON ATTORNEY REVIEW. MOTION CARRIED 3-0.

7. Transfer of Development Rights – Brinkman (Wakefield)/Burg (Collegeville) – Paul Brinkman and Jen Berg were present to request a transfer of building entitlement from PID 36.23526.0001 to 05.02897.0000. The site in Wakefield Township is in the Ag-40 Zoning District with 2 building entitlements. The land is tillable and the current owner has no plans to use the building entitlements. The Board reviewed the ordinance and requirements. MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO RECOMMEND APPROVAL TO STEARNS COUNTY ENVIRONMENTAL SERVICES TO TRANSFER ONE DEVELOPMENT RIGHT FROM PID 36.23526.0001 IN WAKEFIELD TOWNSHIP TO PID 05.02897.0000 IN COLLEGEVILLE TOWNSHIP CONTINGENT UPON THE APPROVAL FROM COLLEGEVILLE TOWNSHIP. MOTION CARRIED 3-0.

8. Engineer Update – Kevin Kruger – A. 2023 Road Projects - The Board discussed a recent meeting held at the City of Cold Spring when the City Council was discussing the 3rd Street SE proposed joint road project with Wakefield Township. The road project had been previously discussed at a township meeting with willingness to work with the city, however, a motion was not made to approve the project based on the estimate that was obtained by the city maintenance department. Kruger encouraged the Board to review the roads in need of repair in the Wakefield Township pavement management plan. Kruger also added that it is difficult to include projects in the budget without first obtaining bids. The Board agreed to look at 241st Street and 158th Avenue as one plan to avoid added mobilization fees. The Seal Coat contract is in progress and additional roads may be added to the list in 2023 based upon the budget remaining. The Board discussed reviewing the Line Road Agreements with adjacent municipalities. 8. B.- Kruger noted that the Sportsman's Park Plan Proposals are forthcoming from the Landscape Architect department at WSB.

9. I. City of Cold Spring Line Road Agreement - The Board discussed meeting with the City of Cold Spring to review the Line Road Agreement since the Administrator, Maintenance Supervisor and some of the City Council Members are new since the agreement was last reviewed in 2019. The Board reviewed the map of 3rd Street SE. Supervisor Garding will request that the City of Cold Spring obtain their engineer (Stantec) to provide an estimate of 3rd Street SE.

9. A. The Board reviewed proposals for the Sportsman's Park Plan from Jon Ruiz and WSB. The plans are somewhat similar regarding the master plan, possibility of grant writing and price, however, the WSB plan also offers renderings with the master plan and environmental architectural elements. MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO ACCEPT THE SPORTSMAN'S PARK ARCHITECTURAL MASTER PLAN BY WSB, INC IN THE AMOUNT OF \$20,000 AS PRESENTED. MOTION CARRIED 3-0. Kruger stated that an introduction will likely be possible at the February meeting.

10. Maintenance Update – Todd Menke - Menke stated that he would like to review the line road agreements. Menke suggested that Munson snowplow all of Forest Hill Road and Hunter Road. Menke suggested that Wakefield Township blade the gravel on the Wakefield portion of Hunter Road and that Munson Township blade gravel on their portion of Hunter Road. The Board directed Stalboerger to request to be placed on the next Munson Township meeting agenda.

Menke suggested that Luxemburg Township snow plow pave and gravel portion of 200th Street and blade gravel on 200th Street west of County Road 2, and Wakefield snow plow the paved portion of 200th Street east of County Road 2. The Board directed Stalboerger to invite Luxemburg to the February Wakefield Township meeting.

Menke stated that the Line Road Agreement with the City of Rockville is working well. The Board directed Stalboerger to send the Line Road Agreement to the Rockville Administration Staff as there are new employees and City Council Members since the last time the agreement was reviewed.

Wakefield Township no longer has any shared roads with the City of Richmond.

Menke gave an equipment update. The International Snow Plow Truck is in the shop. Menke will give an update when more information is available. The Board suggested that Menke investigate a new(er) snow plow truck before the next snow season. The Board would like Menke to search for information on new versus good used equipment.

9. B. Board of Audit – MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO SET THE BOARD OF AUDIT MEETING DATE ON FEBRUARY 2, 2023 AT 8:30 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTIVEW ROAD, COLD SPRING, MN. MOTION CARRIED 3-0.

C. Broadband Project with Stearns County – Stalboerger stated that she recently attended a Stearns County meeting where an announcement was made that a \$5.71 million grant was received for the Stearns County Broadband project. Stalboerger also stated that since the County was awarded this grant, the portion of Wakefield Township that was included in Phase III may now be moved into Phase II. The Board directed Stalboerger to ensure that the township amount pledged is still required in light of the awarded grant funds, when the project will be completed and when the funds will be due from the township.

D. Short Term Rental Moratorium – Stalboerger gave an update of the previous Planning Commission meeting and discussion resulting in the recommendation of lifting the Short-Term Rental Moratorium. MOTION BY WILLENBRING SECONDED BY GARDING TO LIFT THE SHORT TERM RENTAL (VACATION/PRIVATE HOME RENTAL) MORATORIUM WITH NO ADDITIONAL RESTRICTIONS EFFECTIVE IMMEDIATELY. MOTION CARRIED 3-0.

E. Election Judge Resolution 2023 – MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO APPROVE RESOLUTION 2023-001 A RESOLUTION APPOINTING ELECTION JUDGES FOR ELECTION CONDUCTED IN 2023 IN WAKEFIELD TOWNSHIP AS PRESENTED. MOTION CARRIED 3-0.

F. Absentee Ballot Board Election Judge Resolution 2023 - MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO APPROVE RESOLUTION 2023-002 A RESOLUTION APPOINTING ABSENTEE BALLOT BOARD ELECTION JUDGES FOR ELECTIONS CONDUCTED IN 2023 IN WAKEFIELD TOWNSHIP AS PRESENTED. MOTION CARRIED 3-0.

G. Planning Commissioner Vacant Position – Stalboerger stated that Planning Commissioner Mary Huettl is interested in serving another three-year term on the Planning Commission. MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR WILLENBRING TO APPOINT MARY HUETTL TO SERVE A THREE-YEAR TERM ON THE WAKEFIELD TOWNSHIP PLANNING COMMISSION BOARD FROM 2023-2026. MOTION CARRIED 3-0.

H. Nexamp Update – Stalboerger stated that the Wakefield Township Campus address has been approved and is on a list to be added to a waitlist for an upcoming solar garden in Atwater. The Riverfield Streetlight Subordinate Service district requires more information before Nexamp can add them to the waitlist. Stalboerger will continue to work with Nexamp on the Riverfield Xcel account.

J. *Wakefield Township Employee Handbook* – Stalboerger reviewed changes to the Employee Handbook as a result of the recent employee review meeting in December. MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO APPROVE UPDATES TO THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK AS OF JANUARY 5, 2023. MOTION CARRIED 3-0.

11. Financial Report: The board reviewed the Treasurer's Report and List of Bills. MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO APPROVE THE JANUARY 5, 2023 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE DECEMBER 7, 2022, DECEMBER 21, 2022, JANUARY 4, 2023 AND JANUARY 5, 2023 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS, CHECK #10161-10199, AS PRESENTED BY THE CLERK AND DEPUTY TREASURER. MOTION CARRIED 3-0.

B. Levy Review – The Board reviewed the past levy amounts and will discuss further at the February 2, 2023 meeting.

12. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue held the annual budget meeting December 12, 2022. At that meeting, the Board and Township members voted to increase the budget for the fire equipment fund.

B. Cold Spring Fire Department – there was no meeting in 2022. Cold Spring is moving forward with a new fire hall.

13. SUPERVISOR GARDING MOVED TO ADJOURN AT 11:09PM. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

Respectfully submitted,

/s/Heidi M. Stalboeger, Clerk

Approved by,

/s/Cyril Erkens, Township Chair