

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
JANUARY 6, 2022, 7:00PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Meeting called to order by Chair Garding at 7:00PM and he led the Pledge of Allegiance. Board Members Present: Shawn Garding, John Willenbring, Cyril Erkens, Clerk Heidi Stalboerger, Deputy Clerk Addie Turkowski and Treasurer Jerry Frieler. Others present: Todd Menke, Mark Stalboerger, Jon Lentz and Molly Thompson.

2. Public Forum – there was none.

3. Approval of the Agenda and Consent Agenda: WILLENBRING MOTIONED TO APPROVE THE AGENDA AND CONSENT AGENDA AS PRESENTED WITH ADDITIONS, ERKENS SECONDED. MOTION CARRIED 3-0.

4. ***Consent Agenda*:**

A. Monthly Meeting December 2, 2021

Recommendation: APPROVE THE MINUTES OF DECEMBER 2, 2021 MEETING AS PRESENTED.

B. Continued Board Meeting December 15, 2021

Recommendation: APPROVE THE MINUTES OF DECEMBER 15, 2021 CONTINUED BOARD MEETING AS PRESENTED.

C. Continued Board meeting December 15, 2021 Closed Session

Recommendation: APPROVE THE MINUTES OF DECEMBER 15, 2021, CONTINUED BOARD MEETING CLOSED SESSION FOR EMPLOYEE REVIEWS AS PRESENTED.

D. Addition: December 13, 2021 Chain of Lakes Annual Budget Meeting Minutes

Recommendation: APPROVE THE MINUTES OF DECEMBER 13, 2021 CHAIN OF LAKES ANNUAL BUDGET MEETING MINUTES AS PRESENTED.

a. 10. D. Sportsman Club

b. 10. E. Knife River Project

5. Captain Jon Lentz presented the Law Enforcement report for December 2021.

6. 2020 Audit Report presented by Molly Thompson, Schlenner Wenner Co, CPA.

* A review of the minutes, documents, financial statements were smooth and positive.

*Review of the General Fund balance, including CARES Act funding and expenditures.

*Audit showed no issues with cash fund balance; monies are in the positive.

*Township is doing a nice job.

*Audit went well. The 2021 Audit will begin earlier than the 2020 Audit with a completion date expected in May or June.

*Recommendation to consider adding more specific line items for budget.

*Plan to budget line items for future capital expenses.

*The Audit Report is available at the Wakefield Township Hall.

*Thompson recommended that Wakefield continue to use QuickBooks as opposed to CTAS.

7. Re-zoning Request: Rose Schelonka, 21992 Patch Lake Circle, Cold Spring, MN, requested to rezone property presently zoned as R1 to Ag40. Schelonka would like to rezone the property to accommodate the correct zoning district for a 1MW Solar Farm as well as the keeping of animal units. The Planning Commission reviewed the request on December 14, 2021, and recommended denial due to inconsistencies with the Comprehensive Plan Future Land Use map showing Concentrated Development. MOTION BY WILLENBRING AND SECONDED BY ERKENS TO CONCUR WITH THE PLANNING COMMISSIONS RECOMMENDATION TO DENY THE REQUEST TO REZONE PID: 36.23823.0000 FROM R1 TO AG40. MOTION CARRIED 3-0.

8. Engineer Update – Kevin Kruger, WSB, not present. No update.

9. Maintenance Department Update – Todd Menke

A. The Oster Point Road Tree Trimming completed by Ace Tree Trimming. Menke was happy with the results.

B. Snowplow update: Menke gave an update on snowplow truck(s) maintenance needs. All vehicles received DOT certification.

10. Clerk/P&Z Update – Heidi Stalboerger

- A. Planning Commission Appointment: MOTION MADE BY WILLENBRING AND SECONDED BY ERKENS TO APPROVE THE APPOINTMENT OF KEVIN DIERKHISING AND WALLY BACKES TO EACH SERVE A THREE-YEAR TERM ON THE PLANNING COMMISSION. MOTION CARRIED 3-0.
- B. Board of Audit: ERKENS MOTIONED TO SET THE DATE OF THE BOARD OF AUDIT FOR FEBRUARY 3, 2022, AT 8:15PM. WILLENBRING SECONDED. MOTION CARRIED 3-0.
- C. Levy 2023: The Board reviewed and updated the Debt Service Payment Schedule for 2023. With inflation and increase in costs, the Board discussed a levy increase to keep up with actual expenses as recommended by Thompson earlier in the meeting. The group reviewed the levy budget items as compared to the state average. The Road and Bridge funding compared to the state average and reviewed for upcoming road improvement plans, as roads are a priority for residents. Overall expenses in the General Levy item have increased with inflation. The Board discussed the need to create an equipment fund for future equipment replacement needs. The proposed discussion for the 2023 Levy will continue.
- D. Sportsman’s Club: The Board reviewed an estimate for soil testing for Sportsman Club property from American Testing in the amount of \$7500. The Board requested an additional soil testing estimate from Braun Intertec before making decisions about have the soil evaluated and before moving forward on the consideration of acceptance of park property.
- E. 2021 Road Projects Pay Application to Knife River: The final pay application documents do not have all signatures for final invoicing to Knife River. Stalboerger will follow up with WSB for complete pay application prior to sending payment to Knife River.

11. MOTION BY ERKENS SECONDED BY WILLENBRING TO APPROVE JANUARY 6, 2022, TREASURERS REPORT AS PRESENTED, FURTHERMORE, TO APPROVE DECEMBER 8, 2021, DECEMBER 22, 2021, JANUARY 5, 2022, AND JANUARY 6, 2022, LIST OF RECEIPTS, PAYMENTS, AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.

12. Willenbring gave fire department updates.

- A. The Chain of Lakes recently held their annual budget meeting. All Wakefield Township Supervisors were in attendance.
- B. Cold Spring Fire Department will invoice Wakefield Township for the fire truck commitment.

13. MOTION BY WILLENBRING SECONDED BY ERKENS TO ADJOURN AT 9:59 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Shawn Garding, Chair