

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
JANUARY 8, 2026, 6:30 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

Call Meeting to Order: Town Chair Dave Dold called the Monthly Meeting to Order at 6:30 PM and led the Pledge of Allegiance.

Supervisors present: Dave Dold, John Willenbring, and Glen Stalboerger. Also in attendance Clerk Heidi Stalboerger, Deputy Clerk Kris Whittlef, Treasurer Cathy Backes, Maintenance Todd Menke, WSB Jeff Oliver, Captain Jon Lentz, Mark Stalboerger, Gary Hemmesch, Jerry and Kathy Hemmesch, Vicki Jungels, Jan Decker, Butch Gertken, and Joe Willenbring.

Open Public Forum: None

Approval of the Agenda/Consent Agenda: SUPERVISOR WILLENBRING MOVED TO APPROVE THE DECEMBER 4, 2025, AGENDA AND CONSENT AGENDA. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

Stearns County Sheriff's Update: Captain Jon Lentz gave a recap of December 2025 Calls.

Munson Line Road Agreement Review – Munson Town Board:

The group reviewed aerial maps of the shared roads, specifically Cedar Island Lake Road. Portions of Cedar Island Lake Road become private in Munson Township and therefore, will not be plowed by the township. The group continued to discuss the other roads listed on the shared road agreement and agreed not to change plowing/grading, except that costs for emergency/heavy snow removal may be divided for extraordinary events. The group discussed snow removal and road right of way issues. Clerk Stalboerger will update the Road Maintenance Agreement and send it to Munson Township for signatures.

Engineer Update – Jeff Oliver, WSB, Inc.:

Fireside Road and Woodland Hills:

Plans and specifications for the Fireside Road and Woodland Hills street rehabilitation project are 90 percent complete with all WSB internal reviews completed. The Utility Preconstruction meeting was held earlier today. Xcel Energy will be able to coordinate tree trimming and removal with the road project. Oliver reviewed the timeline for the project and requested approval of plans and specifications and authorization for advertisement for bids, with the contract award scheduled for the February meeting.

SUPERVISOR WILLENBRING MOVED TO APPROVE AUTHORIZATION OF ADVERTISEMENT FOR BIDS FOR THE FIRESIDE ROAD, FIRESIDE CIRCLE AND FIRESIDE COURT PROJECT AS PRESENTED. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

Potential Rehabilitation of 260th Street:

The Board reviewed the cost for the project within Wakefield Township and discussed the budget for 2026. Collegeville Township has requested that Wakefield Township take the lead on this project for payment (until after the second half taxes are paid). The Board agreed that the project should be reviewed again in 2027 due to budget shortfall. The Board discussed adopting a Joint Powers Agreement with Collegeville Township when considering the project so that split billing can be accommodated.

2025 Pavement Management Plan:

Oliver stated that the recommendation of a five-year roadway rehabilitation plan, based on the 2025 street ratings, is on track and should be available for consideration at the February 2026 Board Meeting.

188th Avenue Culvert Replacement:

Oliver reviewed the progress of the 188th Street Culvert project, including additional work and difference in quantities, with a forthcoming change order,
SUPERVISOR STALBOERGER MOVED TO APPROVE CONSTRUCTION PAY VOUCHER NO. 1 FOR THE 188TH CULVERT REPLACEMENT PROJECT IN THE AMOUNT OF \$140, 439.69 PAYABLE TO TS DIRTWORKS AS PRESENTED. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

Maintenance Update – Todd Menke Update:

Equipment Update:

The initial repair of the rear differential on the International plow truck failed but was under warranty and repaired again. New steer tires were installed on the International plow truck. Menke sold the Chevy 1-Ton truck for \$4,500. The Ford plow truck is still for sale. Menke will have the heated wiper blades installed on the Mack plow truck as weather allows.

Clerk Update – Heidi Stalboerger:

Set Board of Audit Date:

SUPERVISOR WILLENBRING MOVED TO APPROVE TO SET THE DATE FOR THE 2026 BOARD OF AUDIT MEETING DATE ON FEBRUARY 5, 2026, AT 8:30 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

2026 Board and Planning Commission Meeting Schedule – Proposed:

Board reviewed the proposed 2026 schedule. The 2026-27 Meeting Schedule will be adopted at the upcoming Reorganization Meeting in March/April (after the Annual Meeting).

Electronic Funds Transfer Annual Resolution:

SUPERVISOR STALBOERGER MOVED TO APPROVE THE RESOLUTION #2026-001 RESOLUTION APPROVING THE ANNUAL DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

Treasurer’s Report – Cathy Backes:

Treasurer Backes reviewed monthly and year end reports, the list of payments and invoices as well as the Capital Improvement Plan.

SUPERVISOR WILLENBRING MOVED TO APPROVE THE JANUARY 8, 2026 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE DECEMBER 17, DECEMBER 31 2025 AND JANUARY 8, 2026 LIST OF PAYMENTS AND DISBURSEMENTS (COLLECTED FROM DECEMBER 1-31, 2025), CHECK NUMBERS 20605-20634, AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR STALBOERGER SECONDED. MOTION CARRIED 3-0.

Treasurer Backes reviewed the Paid Time Off (PTO) and Compensatory (Comp) hours for Maintenance Supervisor Menke. Due to a snow emergency, Menke reported to work during a planned vacation and was not able to reduce his PTO and Comp hours. Menke is requesting that the Board allow him to carry over an additional five (5) hours of Paid Time Off, (over an above the limit for carry over after December 31 annually) and 6.75 hours of Compensatory hours (over and above the limit for carry over after December

31 annually). SUPERVISOR STALBOERGER MOVED TO APPROVE THE EXTENSION OF MENKE'S 5 HOURS OF PAID TIME OFF AND 6.75 HOURS OF COMPENSATORY TIME TO CARRY OVER INTO 2026, ALONG WITH ALLOWABLE CARRY OVER AS STATED IN THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

Fire Department Updates: The Board members attended the last Chain of Lakes meeting and no additional meetings were held. There was no meeting or update from the Cold Spring Fire Department or from the City of Cold Spring regarding the proposed contract.

Sportsman Park Updates:

Friends of the Wakefield Township Sportsman Park: The ROCORI Ice Bowl, disc golf fundraiser for the ROCORI Area Food Shelf is on track for January 18th. The group continues to make progress on the restroom rehabilitation project. The group has supplied the Clerk with the organization paperwork. The Clerk sent an email to the township attorney to create the deed to transfer the park to the group, operating as a 501(c)(3). If the group finds that the park cannot be transferred as tax exempt, it will reject the gift and request to operate under a management agreement with the township.

General Questions and Comments from Board of Supervisors:

Adjourn or Recess: MOTION BY SUPERVISOR WILLENBRING, SECONDED BY SUPERVISOR STALBOERGER, TO ADJOURN THE MEETING AT 9:14 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by,

/s/Kris Whittlef, Deputy Clerk

/s/Dave Dold, 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.