

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING JULY 11, 2019 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, Tim Gertken, Josh & Jessica Gertken, Bob Zwack, Deb Larson & Bob Starz, Mark Stalboerger and Dave Heinen.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

A. Minutes June 6, 2019

B. Minutes June 20, 2019

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

ADMINISTRATIVE SUBDIVISION – GERTKEN

The Board of Supervisors considered an Administrative Subdivision: Building Site of 20 Acres or More from Timothy Gertken, Agent Josh Gertken for PID 36.23994.0000, 20618 163rd Ave, Cold Spring, MN. Stalboerger reviewed the Staff Report for the request.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE ADMINISTRATIVE SUBDIVISION REQUEST FROM TIMOTHY GERTKEN, PID 36.23994.0000, 20618 163RD AVE, COLD SPRING, MN, 56320; FURTHERMORE, TO DIRECT THE CLERK TO PROVIDE A CERTIFICATE OF COMPLIANCE TO STEARNS COUNTY ENVIRONMENTAL SERVICES. MOTION CARRIED 3-0.

PRELIMINARY PLAT – ZWACK/PATCH LAKE ADDITION

The Board of Supervisors considered a Minor Preliminary Plat entitled *Patch Lake Addition* from Robert Zwack, dividing PID 36.23823.0000, 21992 Patch Lake Road, Cold Spring, MN, 35.95 acres into two parcels. The proposed newly created parcel; Lot 1, Block 1, 5.22 (+/-) acres. Stalboerger reviewed the request.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE PRELIMINARY PLAT OF PATCH LAKE ADDITION AS PRESENTED; FURTHERMORE, TO DIRECT THE CHAIR AND THE CLERK TO SIGN THE PRELIMINARY PLAT OF PATCH LAKE ADDITION AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC HEARING – ROAD VACATION & REALIGNMENT – RICH SPRING GOLF CLUB

Chairman Erkens called the Board of Adjustment to order at 8:19 pm. Stalboerger reviewed the request from the Rich Spring Golf Club to vacate and re-align a portion of Fairway Circle. The Board of Adjustment reviewed the staff report with property descriptions and maps. Stalboerger also reviewed the requested Drainage and Utility Easement as well as a License Agreement as a condition of the resolution for the road vacation request. No written or verbal comments were received prior to the public hearing. No person(s) were present for public comment. The public hearing was closed by Chairman Erkens at 8:27 pm. The Board of Adjustment reviewed the recommendation from the Wakefield Township Planning Commission recommending approval of the road vacation and realignment request.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE LICENSE AGREEMENT

BETWEEN WAKEFIELD TOWNSHIP AND THE RICH SPRING GOLF COURSE, INC. AND TO AUTHORIZE THE TOWN CLERK TO RECORD THIS AGREEMENT WITH THE OFFICE OF THE STEARNS COUNTY RECORDER AND REGISTRAR OF TITLES. MOTION CARRIED 3-0.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE RESOLUTION 2019-005, A RESOLUTION APPROVING VACATION AND REALIGNMENT OF A PORTION OF FAIRWAY CIRCLE AND DIRECTING THE TOWN CLERK TO SEND NOTICE OF DAMAGE AWARD TO AFFECTED PROPERTY OWNERS LISTED IN THE RESOLUTION ONCE THE CLERK HAS RECEIVED THE SIGNED AND NOTARIZED PERMANENT DRAINAGE & UTILITY EASEMENT FROM RICH SPRING GOLF COURSE INC, AND ITS MORTGAGE HOLDER GRANITE COMMUNITY BANK. MOTION CARRIED 3-0.

Chairman Erkens closed the Board of Adjustment at 8:28pm.

ADMINISTRATIVE SUBDIVISION – HUNTER’S MEADOW LLC

The Board of Supervisors considered an Administrative Subdivision: Boundary Line Correction/Attachment of two acres from 36.23984.0000 from Hunter’s Meadow, LLC, Allen Grohn President, Chad Miller Agent, to be attached to 36.23983.0000, Mike Stang, 16577 County Road 49, Cold Spring, MN. Stalboerger reviewed the request. The Board reviewed the survey and pictures. Deb Larson and Bob Starz were present to inquire the remaining process of the subdivision as they are under contract to purchase 36.23883.0000 and 36.23984.0000.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE ADMINISTRATIVE SUBDIVISION REQUEST FROM HUNTER’S MEADOW, LLC PID 23984.0000/36.23983.0000, 16577 COUNTY ROAD 49, COLD SPRING, MN 56320; FURTHERMORE, TO DIRECT THE CLERK TO PROVIDE A CERTIFICATE OF COMPLIANCE TO STEARNS COUNTY ENVIRONMENTAL SERVICES. MOTION CARRIED 3-0

ENGINEER UPDATE

A. Nielson reviewed the 200th Street contract between Wakefield Township and Knife River.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE 200TH STREET RESURFACING CONTRACT BETWEEN WAKEFIELD TOWNSHIP AND KNIFE RIVER CORP, WSB PROJECT #R-012637-000 WITH PERFORMANCE BOND, PAYMENT BOND AND CERTIFICATE OF INSURANCE; FURTHERMORE, TO DIRECT THE CHAIR AND CLERK TO SIGN THE DOCUMENTS AND RETURN TO WSB. MOTION CARRIED 3-0.

Construction will begin in mid-August. The culverts have been replaced. 200th Street will be paved to meet a 9-Ton road standard.

B. Nielson reported that he completed a final inspection of the River of Life Project, specifically regarding the storm water pond and the soil and erosion control issues. Nielson is recommending that the Board release the remaining \$3,000 Soil & Erosion Control Letter of Credit.

MOTION BY GARDING SECONDED BY WILLENBRING TO RELEASE THE RIVER OF LIFE PROJECT LETTER OF CREDIT IN THE AMOUNT OF \$3,000 FOR SOIL AND EROSION CONTROL BACK TO GRANITE COMMUNITY BANK. MOTION CARRIED 3-0.

C. -Nielson reported that the wear course was applied to the Island Lake Road project and the shouldering is complete. Striping will be applied on July 12, 2019. The ‘Share the Road’ signs are not in yet, but will be installed upon delivery.

-The crackfilling project was complete last week. Detackifier was not bid in the project. De-tacking

agent was used on the majority of the project, which adds \$.12/lb or approximately \$4,800 to the project cost. The heat affected the rubberized material on the crackfilling project. The paper held better than the de-tacking agent. The Board agreed to use paper for future projects. 248th Street and the township parking lot were added to the crackfilling project at no cost. The chip seal project will begin in 2-3 weeks. The Board reviewed the roads included in the chip seal project. A portion of Oster Point Road is an add-on for the chip seal project. WSB will be monitoring the chip seal project. -Nielson reported that the feasibility study for Frostview Road is still pending. The Board discussed road width, ditch slope, wetlands and driving surface area with Nielson.

MAINTENANCE UPDATE

A. Menke updated the Board about the brush cutter that was recently purchased in the amount of \$35,000. Menke ordered hooks for attachment to the loader from Ziegler in the amount of \$1,430. Menke has plans for attachment modification for the brush cutter and potential future equipment to attach to the loader.

-Menke discussed blading Hunter Road and recommended that gravel be added to the road on the “S” curves and to cut off the exposed fabric.

-Menke recommended dust control be applied to Hunter Road, Emerald Hill Road and 163rd Avenue (north). The price is the same as last year and the quote is \$4,671.70. The Board agreed to apply dust control to the roads listed.

-Menke recommended that Horseshoe Road, minimum maintenance road, be bladed and add gravel. The Board agreed.

MOTION BY WILLENBRING SECONDED BY GARDING TO HIRE CENTRAL MN DUST CONTROL TO APPLY DUST CONTROL IN THE AMOUNT OF \$4,671.70 TO HUNTER ROAD, EMERALD HILL ROAD AND 163RD AVE (NORTH) AS QUOTED. MOTION CARRIED 3-0

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE PURCHASE OF HOOKS- ATTACHMENT MODIFICATION FROM ZIEGLER IN THE AMOUNT OF \$1,430 FOR THE BRUSH MOWER TO ATTACH TO THE LOADER. MOTION CARRIED 3-0.

-Menke will oversee a culvert replacement on 260th Street on July 12, 2019. This culvert repair is a result of a utility installation and the cost will be covered by the installer (CenturyLink, Utility Permit #2019-003). The Board requested that Menke keep track of his hours and send an invoice to CenturyLink to oversee the repair.

CLERK UPDATE

A. Stalboerger reviewed a letter from the City of Cold Spring regarding line road agreements. Dave Heinen, Mayor of Cold Spring, was present. Heinen stated that the City Council declined to enter into further agreements with Wakefield Township. The Board reviewed the definition of a shared/line road. Oster Point Road was mentioned in the letter from the City of Cold Spring. At this time, Wakefield Township is not asking for a line road agreement for Oster Point Road since no city streets enter onto the road yet. The Township is asking for a shared road agreement for a portion of Greystone Road as well as 245th Street. The portions of each township road are experiencing pressure from traffic from city property that borders the road on one side. Portions of 245th Street are actually in the city, North Pointe Plat 4 and North Pointe Plat 5. Heinen stated that the current line road agreements could be cancelled. The city is not willing to discuss the matter any further. The Board discussed maintenance on the portions of Greystone Road and 245th Street. The Board directed Stalboerger to discuss spending

public township funds with the township attorney on maintenance and repair to roads that are included on the North Pointe Plats that border or overlap Township Road, 245th Street. The township is looking for options of sharing resources with the city on road maintenance that benefit the community. 245th Street is on the list of roads for the chip seal project. The Board discussed removing that portion of 245th Street from the chip seal project. The distance of 245th Street that the township is requesting a shared road agreement is approximately 1/3 (one-third) of a mile. The length of road on Greystone Road that the township is requesting a shared road agreement is approximately 1/5 (one-fifth) of a mile. Stalboerger will get back to the Board with the advice from the attorney.

-Stalboerger received a visit from an office equipment salesperson regarding copier equipment. The Board recommended that Stalboerger watch for deals that include equivalent quality equipment at a lower price and authorized Stalboerger to make decisions on the best value.

FIRE DEPARTMENT UPDATE

A. Willenbring stated that the Chain of Lakes Fire & Rescue District currently has a Pontoon Raffle Fundraiser. There are 500 tickets printed and the cost of each ticket is \$100. As of July 8, 2019, 90 tickets have been sold. The Chain of Lakes hired a Firefighter and made a motion to hire another candidate based on the outcome of a pre-employment physical.

B. Willenbring reported that Brigid Murphy, Administrator of Cold Spring is applying formula for the fire protection contract, signed in December 2018. However, the contract states that the formula shall use the "Taxable and Non-Taxable Structure Values" in the fire protection area. Murphy is applying the 'Total Market Value' to the formula. Willenbring will notify Murphy that the contract formula is based on the "Taxable and Non-Taxable Structure Values" and using the 'Total Market Value' would be a breach of contract. Heinen stated that he was unaware of the contract formula.

TREASURERS REPORT

Frieler reviewed the balance sheet and profit and loss statement. The Board reviewed the list of bills.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE JULY 11, 2019 TREASURERS REPORT AS PRESENTED. MOTION CARRIED 3-0.

The Board reviewed the list of bills.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE JUNE 12, 2019, JUNE 26, 2019 AND JULY 10, 2019 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.

Respectfully Submitted,

WAKEFIELD TOWNSHIP

/s/

Heidi M. Stalboerger, Clerk

/s/

Cyril Erkens, Chairman