

**WAKEFIELD TOWNSHIP MINUTES  
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA  
REGULAR BOARD MEETING  
JULY 2, 2020 7:00PM**

Chairman John Willenbring called the Town Board Meeting to order and lead the Pledge of Allegiance. Board Members Present: Supervisors John Willenbring, Cyril Erkens, Shawn Garding, Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Mike Nielson, Victor Hemmesch and Sam DeLeo

**APPROVAL OF THE AGENDA AND MINUTES**

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

- A. *Monthly Meeting Minutes June 4, 2020*
- B. *Continued Monthly Meeting Minutes June 4, 2020*
- C. *Closed Meeting Minutes June 10, 2020*

**ENGINEER UPDATE**

A. Nielson reviewed the Island Lake Road Final Pay Voucher. Nielson reviewed the State Aid approval of the change order. Nielson explained that the change order for the soil dispute is \$10,949.25, which makes the amount of the final pay voucher \$59,868.64. Nielson will prepare the final State Aid application for reimbursement to Wakefield Township in the amount of \$47,793.

*MOTION BY ERKENS SECONDED BY GARDING TO APPROVE FINAL PAY VOUCHER #5 IN THE AMOUNT OF \$59,868.64 TO KNIFE RIVER FOR THE ISLAND LAKE ROAD PROJECT. MOTION CARRIED 3-0.*

B. Nielson reviewed the Final Pay Voucher for the 200<sup>th</sup> Street road project. A pay application was presented in the amount of \$24,384.26. As per the Joint Powers Agreement with Luxemburg Township, \$61,573.59 exceeds the grant amount of which half is owed by Luxemburg Township. Stalboerger will send an invoice for \$30,786.79.

*MOTION BY ERKENS SECONDED BY GARDING TO APPROVE FINAL PAY VOUCHER IN THE AMOUNT OF \$24,384.26 TO KNIFE RIVER FOR THE 200<sup>TH</sup> STREET ROAD PROJECT. MOTION CARRIED 3-0.*

C. Nielson reviewed the progress on the Frostview Road project. Excavation has begun. A few complaints have surfaced due to wait time. Traffic control is being handled by Gertken Bros. Grading and dust control will be handled on a regular basis.

**CLERK UPDATE**

A. Victor Hemmesch was present to request an Administrative Subdivision: Building Sites >20 Acres and Attachment. Stalboerger reviewed the Staff Report, including the Planning Commission discussion and recommendation to approve the Administrative Subdivision and Attachment for PID 36.23548.0000, 36.23554.0003 and 36.23554.0005. The Board reviewed the Proposed Easement on the survey, which allows ingress/egress to Proposed Tract A. The Board reviewed the ingress/egress to Proposed Tract B and agreed that it would be advisable to access Proposed Tract B from 188<sup>th</sup> Avenue directly on to Tract B, rather than sharing a driveway with Proposed Tract A. Wakefield Township Maintenance Supervisor met with the Applicant and approved use of the current field entrance from 188<sup>th</sup> Avenue to Proposed Tract B. The Board also reviewed the ingress/egress on Tract A from 188<sup>th</sup>

Avenue to the proposed building envelope, which crosses a stream (Unnamed to Schneider Lake-Tributary) via a culvert. This will need to be reviewed by the DNR and Stearns County Environmental Services Wetland Department. The Board also reviewed that Proposed Tract A will have a building entitlement and Proposed Tract B will have a Non-Building Restriction. The Board reviewed the wetlands and setbacks, feedlot setbacks relating to the proposed building envelope.

*MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE ADMINISTRATIVE SUBDIVISION: BUILDING SITES >20 ACRES AND ATTACHEMENT FOR PID: 36.23548.0000, 36.23554.0003, 36.23554.0005 FROM APPLICANT VICTOR HEMMESCH AND DIRECT THE CLERK TO PROVIDE A CERTIFICATE OF COMPLIANCE TO STEARNS COUNTY ENVIRONMENTAL SERVICES.*

B. Sam DeLeo, Surveyor, was present to review the Bauer Addition Plat 2 with corrections to lot lines that now accurately depict the original property description. This correction includes a property line correction that now shows PID 36.24021.0805 is contiguous to 233<sup>rd</sup> Street. The Board reviewed the updated plat.

*MOTION BY ERKENS SECONDED BY GARDING TO APPROVE SURVEYORS CERTIFICATE OF PLAT CORRECTION AS PRESENTED BY SAM DELEO OF THE BAUER ADDITION PLAT 2; FURTHERMORE, TO DIRECT THE CHAIRMAN AND CLERK TO SIGN SAID CERTIFICATE OF PLAT CORRECTION. MOTION CARRIED 3-0.*

C. The Administrator of the City of Cold Spring has requested that the Board review waiving the cost of a driveway permit and 911 sign for PID 36.24408.0025 (Cold Spring Well Site). Menke has already met representatives of the City of Cold Spring on site to review the placement of the driveway on Greystone Road. The 911 sign, post and installation are a pass-through expense. Based on the amount of time already spend on the driveway permit, the Board agreed to charge the City of Cold Spring the normal permit fee for the driveway permit, escrow amount (refundable) and 911 sign fee.

D. Stalboerger requested direction regarding the Zoom subscription for teleconference meetings. The Board agreed that since the pandemic may worsen, thus requiring remote meetings to commence again, the payment for Zoom subscription should continue.

*MOTION BY GARDING SECONDED BY ERKENS TO CONTINUE THE ZOOM TELECONFERENCE MONTHLY SUBSCRIPTION AT \$16.06/MONTH. MOTION CARRIED 3-0.*

E. Stalboerger shared the Federal Surplus annual application paperwork with the Board. The Board directed Stalboerger to fill out and submit the paperwork.

## **SHERIFF'S REPORT**

Stearns County Sheriff, Steve Soyka was present to review the June 2020 calls that took place in Wakefield Township. Soyka reviewed topics related to fraud and other crimes.

## **BOARD OF ADJUSTMENT**

Chairman Willenbring opened the Board of Adjustment (BOA) Public Hearing at 8:09 pm. Applicant, Diane Leverentz was present to request a variance from Section 9.9.9.A.3 o the Stearns County Land Use Ordinance #439 to construct a 30 X 45 foot residential accessory structure 37 feet from the centerline of Red Cedar Road, located in a Residential 1 Land Use District. Said Ordinance #439 requires a 63-foot structural setback from the center line of a township road. Stalboerger reviewed the

Staff Report, including minutes from the Planning Commission meeting. BOA Member Erkens inquired if this building would result in the addition of another driveway. The applicant is not requesting another driveway to access the proposed structure. BOA Member Garding inquired if the proposed structure would leave enough area for snow storage as well as water issue related to topography of the lot and township road. The group was generally in agreement that there would be enough space for snow storage and run-off should not be an issue as a result of the proposed structure. BOA Willenbring inquired if the siding would be of neutral tones and/or match the rest of the buildings on the parcel. The applicant responded that the siding of the current buildings on the parcel will be replaced and match the color of siding on the proposed residential accessory structure. Chairman Willenbring called three times for questions and testimony from the public. With no questions or testimony, Chairman Willenbring closed the public hearing at 8:28. The Board of Adjustment reviewed the Findings of Fact, which resulted in all affirmative responses.

*MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE LEVERENTZ VARIANCE.  
MOTION CARRIED 3-0.*

Stalboerger questioned if the motion should include the resolution number, conditions and upon attorney review. With that discussion, a new motion was made.

*AMENDED MOTION BY GARDING SECONDED BY ERKENS TO APPROVE RESOLUTION #2020-006, RESOLUTION TO APPROVE FINDINGS OF FACT AND APPROVE VARIANCE REQUEST FROM DIANE & ROBERT LEVERENTZ WITH CONDITIONS UPON ATTORNEY REVIEW. MOTION CARRIED 3-0.*

Chairman Willenbring called the monthly meeting back to order at 8:50 pm.

**CLERK REPORT (contd.)**

F. Stalboerger reviewed letters of notification for residents in an area where tree trimming and brush cutting will be occurring in the Wakefield Township road right of way. The Board agreed to review a letter used in the past with Attorney updates, if necessary. The Board will review with Menke at the August meeting.

G. Stalboerger reviewed information reviewed regarding the Coronavirus Relief Fund. The Board discussed and reviewed the Federal Funding program through the State, which allows funds to be transferred to municipalities based on population to be used for expenses incurred by local business and township business related to COVID-19.

*MOTION BY GARDING SECONDED BY ERKENS TO APPROVE THE CORONAVIRUS RELIEF FUND CERTIFICATION FORM. MOTION CARRIED 3-0.*

H. Stalboerger reviewed information received from the Stearns County Assessor's Office. A post card will be mailed to all properties for which a quintile review is due in 2020 to notify the property owners that remote mapping and drive by visits will be conducted. All property owners are encouraged to contact the Assessor's Office with questions.

I. Stalboerger notified the Supervisors that Stearns County will be reviewing the proposed updates to the Stearns County Comprehensive Plan for adoption at a public hearing on July 28, 2020 at 9:00 am.

J. Stalboerger reviewed that the August 11, 2020 Primary Election ballots will be mailed out within the next week to all registered voters of Wakefield Township. If anyone calls with questions, they should be directed to the Minnesota Secretary of State website for further information and questions. Wakefield Township Election Judge training will be taking place in July. This training is the normal training cycle, which will certify training for a two-year time period and will include training for the in person Annual Township Election(s).

**TREASURERS REPORT**

Frieler distributed the balance sheet and profit and loss statement with the Board.

*MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE JULY 2, 2020 TREASURERS REPORT AS PRESENTED. MOTION CARRIED 3-0.*

The Board reviewed the list of bills.

*MOTION BY GARDING SECONDED BY ERKENS TO APPROVE THE JUNE 10, 2020 JUNE 24, 2020 AND JULY 2, 2020 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.*

**FIRE DEPARTMENT UPDATE**

A. Willenbring stated that the Chain of Lakes Board meeting was held in person. Grants have been applied for from the DNR and Stearns Electric. Another new application was received and accepted. The roster is now at 25 fire fighters. Willenbring reviewed the vehicle fleet. A new rescue vehicle to replace the donated vehicle is being researched. The fire fighters have responded to a COVID-19 related call and with proper protocol in place, the call went well. All fundraisers have been cancelled for the year. Stalboerger is working with Stearns County for updated GIS information and updated mapping for Wakefield Township for Chain of Lakes and Cold Spring Fire Department.

B. A Cold Spring Fire Department meeting was not held.

*MOTION BY ERKENS SECONDED BY GARDING TO ADJOURN THE MEETING AT 9:52. PM  
MOTION CARRIED 3-0.*

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/John Willenbring, Chairman