

**MINUTES**  
**WAKEFIELD TOWNSHIP BOARD MEETING**  
**JULY 2, 2024, 6:30 PM**  
**22295 FROSTVIEW ROAD, COLD SPRING, MN 56320**

1. Monthly Meeting Called to Order at 6:30PM and Pledge of Allegiance led by Town Chair Shawn Garding. Attendees present are Supervisors Shawn Garding, Dave Dold , John Willenbring, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Clerk Addie Turkowski, Todd Menke, Mark Stalboerger, Erin Botten, Mark Wocken, Glen Stalboerger, Tammy Garding and WSB Kevin Kruger.

2. Open Public Forum: N/A

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

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4. \*Consent Agenda:

A. Special Meeting June 6, 2024

**Recommendation:** TO APPROVE THE MINUTES OF JUNE 6, 2024, MONTHLY MEETING AS PRESENTED.

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5. *Wocken Shores* Preliminary Major Plat – Presented by Mark Wocken

The Board reviewed the 10-lot preliminary plat. The Board reviewed the Planning Commission meeting minutes and recommendations. Applicant Wocken stated that he will continue to work with Stearns County Environmental Services Department and MIAC (Minnesota Indian Affairs Committee) regarding the preliminary plat and will notify the township if changes are made to the plat.

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE WOCKEN SHORES MAJOR PRELIMINARY PLAT AS PRESENTED WITH THE FOLLOWING CONDITIONS RECOMMENDED TO STEARNS COUNTY:

1. DRIVEWAY EASEMENTS BE PRIVATELY DEDICATED AND MAINTAINED, AND
2. INFILTRATION BASINS AND RELATED STORMWATER FACILITIES BE PRIVATELY MAINTAINED.

MOTION CARRIED 3-0.

6. Engineer Update – Kevin Kruger

A. 2024 Street Reconstruction Project (241<sup>st</sup> Street/158<sup>th</sup> Avenue) – The Pre-Construction meeting was held today. The project will begin on July 22, 2024. Kruger will be sending a letter, including information and FAQ's to affected residents. Kruger reviewed the project schedule.

B. 2024 Overlay Project: The project will begin at the end of July.

7. Sportsman's Park

A. Liquor License – Cold Spring Softball Association, Tammy Garding

Tammy Garding explained that she is requesting a 1–4-day temporary liquor license for a Tournament in September. She has exhausted all efforts to obtain a \$1.5 million dollar insurance policy for liquor liability. She has information from her insurance agent stating that this amount is not available and that she can obtain a \$1 million liquor liability policy. The Board asked Garding to send the information to Clerk Stalboerger to send to the township attorney for review. MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO APPROVE THE TEMPORARY (1-4 DAY) ON-SALE LIQUOR LICENSE, PENDING PROOF OF ADEQUATE LIQUOR LIABILITY INSURANCE COVERAGE INDEMNIFYING WAKEFIELD TOWNSHIP FROM ANY LIABILITY UPON ATTORY APPROVAL. MOTION CARRIED 3-0.

B. The Board reviewed the Minnesota Association of Townships Rental Agreement. The Board would like to review other City/Town/Organization rental agreements to be used for the Sportsman’s Park Concession Stand to offset expenses and for future use for the Sportsman’s Park pavilion. Supervisor Garding will call other municipalities/teams to obtain rental agreements for comparison. Clerk Stalboerger will contact the City of Cold Spring. Glen Stalboerger noted that if a liquor license is issued, the organization requesting the license is responsible to have all employees/servers qualified and trained.

C. Supervisor Willenbring was able to contact Jim Dwyer for a fundraising presentation. He will contact the Park Board for a meeting on Tuesday, July 9 at 6:30 at the Wakefield Town Hall. Supervisor Garding gave a presentation of maintenance at the Softball Park, including valves and sprinklers. He is also collaborating with a representative from Farming Township to replace the current stadium lighting bulbs with LED bulbs.

## 8. Treasurer’s Report

### A. Treasurer’s Report and List of Bills

Treasurer Backes noted that the first half taxes have been received, mentioned the insurance premium payment and that the 4Q IRS overpayment has finally been resolved. Supervisor Willenbring asked to ensure that the CD interest follow the CD proceeds related to their intended purpose, such as the snowplow truck funds. MOTION BY SUPERVISOR WILLENBRING SECONDED BY DOLD TO APPROVE THE JULY 2, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE JUNE 5, 2024, JUNE 19, 2024, AND JULY 2, 2024 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.

B. Backes stated that the Audit has been sent to the Office of the State Auditor by the deadline date. Adjusting journal entries are forthcoming. The auditors called out the lagging annual payment date for the Cold Spring Fire Department and requested that the Board consider a resolution to explain the payment. MOTION BY SUPERVISOR DOLD SECONDED BY SUPERVISOR WILLENBRING TO APPROVE RESOLUTION NO 2024-012 RESOLUTION RECORDING ANNUAL FIRE PROTECTION PAYMENT AS PRESENTED. MOTION CARRIED 3-0.

9. Maintenance Update – Todd Menke stated that the ditch mowing was completed on June 22, 2024. The next cutting will be around September 21, 2024.

## 10. Clerk/P&Z Update

A. 2024 Ballot Board Appointment for Primary and General Elections: MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO APPROVE RESOLUTION NO 2024-012 APPOINTING ELECTION JUDGES FOR THE 2024 PRIMARY ELECTION AND 2024 GENERAL ELECTION AS PRESENTED. MOTION CARRIED 2-0. ROLL CALL: SUPERVISOR GARDING-AYE, SUPERVISOR DOLD-ABSTAIN, SUPERVISOR WILLENBRING-AYE.

B. Knife River Demuth Pit Operations 2024 – Clerk Stalboerger stated that Knife River has reached out to her to notify the township that an asphalt plant would be set up for 7 days beginning in September, within the parameters of the current mining permit.

C. Clerk Stalboerger reviewed a resolution that was recently passed by Stearns County for an update regarding Gas Tax Reimbursement. The payout formula has not changed.

## 11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – Supervisor Willenbring gave an update on recent calls and training. The Chief will be meeting with members to discuss attendance for calls, training and meetings. Construction on the training center has commenced.

B. Cold Spring Fire Department – Supervisor Willenbring gave an update of a recent meeting with the City of Cold Spring to discuss the City requesting payment for debt issuance for the proposed new fire hall. The City is requesting that Wakefield pay 21.34% (current contract calculation for Wakefield Township for 2024) for principal and interest per year for 30 years. The city is requesting that the Township Board consider debt service payments to Cold Spring for the new fire hall at a cost to Wakefield Township of \$111,134.00 annually (for interest and principal), in addition to the annual amount owed for fire protection. Supervisor Dold watched the City Council meeting responding to the recap of the meeting, when the Cold Spring City Council suggested that the townships involved enter into a step-up payment plan for five years for interest and principal. Township resident Glen Stalboerger questioned the proposed additional payment of \$111,000, stating that the township would still have to pay the City of Cold Spring for fire protection service annually. He followed up reviewing past township contract negotiations for fire protection, stating that nothing in our contract for service obligates the township to pay the financing debt for the City of Cold Spring. Supervisor Garding stated that since our service contract was negotiated and signed in late 2021- December 31,2026, the service contract is still valid without a commitment for debt for the new fire hall (that was being planned at the time the contract was signed in 2021). He went on to say that if they feel that they need additional funds for service, they can start negotiations for the next contract. The group directed Supervisor Willenbring to inquire if the City of Cold Spring has interest in exploring a Joint Powers Agreement, in that Wakefield Township would have ownership in the fire department with a voice for decision making.

12. General Questions and Comments from Board of Supervisors: Supervisor Willenbring attended a Stearns County Township Officers meeting with Stearns County Commissioners and State Representatives to discuss broadband, transportation, cannabis and annexation. The group discussed the need to direct Stearns County to act on all cannabis related activity in the township through the

Memorandum of Understanding (MOU) before the end of 2024. The Wakefield Township Planning Commission is currently studying the MOU and Wakefield Township Land Use Ordinance and will provide a recommendation to the Board of Supervisors within the next few months.

13. Motion to Recess or Adjourn: MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO ADJOURN THE MEETING AT 8:51 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by:

/s/Heidi Stalboerger, Clerk

/s/Shawn Garding, 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.