

MINUTES
WAKEFIELD TOWNSHIP BOARD MEETING
JULY 6, 2023, 7:00 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. The monthly meeting was Called to Order at 7:00PM and Pledge of Allegiance led by Town Chair John Willenbring. Present were township supervisors: John Willenbring, Shawn Garding, Dave Dold; Clerk Heidi Stalboerger, Treasurer Jerry Frieler, Deputy Clerk Addie Turkowski, Todd Menke, Kevin Kruger WSB, Mark Stalboerger, Sergeant Tim Meland, Molly Thompson, Dustin Mehr, Jane Welle, Gene Welle, Larry Truehart, Pat Truehart, Wendy Drontle, Brent Neislinger.

2. Open Public Forum: Jane Welle, who lives on 224th Street, presented her concerns about the Softball Park entrance on County Road 2. Welle's received permission from the Sportsman's Park Board for the driveway to their shop, and it is important to them that they can continue to use the road. They have donated much time to the park. She suggested an entrance from Highway 23 and Chapel Hill Road/3rd Avenue SE to the north and east side of the park as she feels the speed is dangerous on County Road 2.

Wendy Drontle County Road asked why they and the Welle's have not been informed of the Sportsmen Park meetings. She also asked why there is an entrance to the park by their driveway from County Road 2 . They want to know more about this decision. They want input on how the land is to be used. They would like an easement for their well that they have in the park area and want to continue to use the well. They say they need to be informed.

3. SUPERVISOR GARDING MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

4. ***Consent Agenda:**

A. Monthly Meeting June 1, 2023, Recommendation: TO APPROVE THE MINUTES OF JUNE 1, 2023, MONTHLY MEETING AS PRESENTED.

B. Special Meeting June 13, 2023, Recommendation: TO APPROVE THE MINUTES OF THE JUNE 13, 2023, SPECIAL MEETING AS PRESENTED.

5. Sheriff's Report – Sergeant Time Meland reviewed the Township calls for June 2023. He noted that most calls they receive are Thursday through Sunday.

6. 2022 Audited Financial Statements – Molly Thompson, Schlenner Wenner CPA's, explained the process for the annual audit that ended on December 31, 2022. She reviewed several areas and noted that the audit was filed on time with the OSA, very well done. There were no unusual transactions. Six areas in which they reviewed: Contracting and Bidding, Depositories of Public Funds, Conflicts of Interest, Public Indebtedness, Claims and Disbursements, Miscellaneous Provisions – there were no unusual findings. Wakefield Township has a caveat similar to other townships in the specific processes and how they budget and will need to adopt new accounting standards (GASB-96). The audit was filed on time with the excellent job Clerk Stalboerger did in preparing all the necessary materials. Wakefield Township is in congruence with other like township expenditures.

7. TA Holdings – Conditional Use Permit Limited Rural Manufacturing: Tyler Jaros, the owner requesting the conditional use permit, was not able to attend.

A. Clerk Stalboerger presented the resolution summarizing the final findings of fact for the request. TA Holding is applying for a Conditional Use Permit to operate and expand a limited rural manufacturing business of an existing pallet repair and manufacturing company within the Agricultural 40 Land Use District pursuant to Section 4.8 of Wakefield Township Land Use and Zoning Ordinance No. 6 and Sections 4.8, 6.39 and 9.3.3.0 of Stearns County Land Use Ordinance No. 439. Note that all trucking and hauling from this property shall comply with the 200th Street weight limitations. TA Holding has the authority to use this road for moving limited business materials. He has also designated a

screened area for potential future outdoor storage. Clerk Stalboerger did send this information to Luxembourg Township with no response.

B. SUPERVISOR DOLD MOVED TO APPROVE RESOLUTION 2023-007, RESOLUTION ACCEPTING FINDINGS OF FACT AND CONDITIONS AND RECOMMENDING APPROVAL OF CONDITIONAL USE PERMIT WITH ADDED CONDITIONS AS DISCUSSED FOR OUTDOOR STORAGE AND WEIGHT RESTRICTIONS. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger will notify Luxembourg Township of this decision and complete the resolution paperwork.

8. Minor Preliminary Plat – Frost View Plat 3, Larry & Patricia Truehart/Dustin Mehr. Dustin Mehr presented information on behalf of the Truehart's on Frostview Plat 3. This proposal will split and create one new lot. Each of the lots has proposed and alternate septic sites but were not shown on the preliminary plat as presented.

A. Review Staff Report and Preliminary Plat was presented by Clerk Stalboerger. A septic report was done, and this plat is conditional on septic approval. It is along a township road but privately maintained.

B. SUPERVISOR GARDING MOVED TO APPROVE THE MINOR PRELIMINARY AND FINAL PLAT OF FROST VIEW PLAT 3 AS PRESENTED, CONTINGENT UPON THE APPROVAL OF THE SEPTIC LOCATION OF BOTH LOTS; FURTHERMORE, TO DIRECT THE BOARD CHAIR AND THE CLERK TO SIGN THE PRELIMINARY AND FINAL PLAT. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

9. Engineer Update

Kevin Kruger updated the Board that the chip sealing project is in process and to be completed by the end of the week. He added that Munson Townships portion of Bunker Hill Road/222nd Street costs will be billed separately by Allied, as requested by Wakefield Township. The 2024 241st Street and 158th Avenue project design will be forthcoming.

10. Maintenance Update – Todd Menke

A. Air Patching- concerns about costs were discussed. SUPERVISOR GARDING MOVED TO RESCIND THE MOTION OF APPROVAL TO HIRE BILL BERTRAM FOR AIR PATCHING AS NO CONTRACT WAS RECEIVED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. SUPERVISOR GARDING MOVED TO HIRE RCM FOR AIR PATCHING AND ALLOWED TODD TO APPROVE WRITTEN CONTRACT WITHIN REASON UP TO 12 TONS. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. Crack Filling – Update, contract increase for double crack fill on 133rd, the shared road with Rockville, the shared costs is \$487.50 each. Astec will split and send two separate invoices. The contract approval and billing process is important to separate per municipality for accounting and budgeting.

C. Gravel – Hauled, placed and dust control application completed and in addition Hunter Road was also completed.

D. Ditch Mowing – First cutting complete and note that costs have increased to \$90 per hour with fuel additional.

E. Snowplow Truck Order: Todd is working with Supervisor Dold on specifics with a cost up to \$314,000 inclusive. The price could potentially be less, but not more than originally quoted.

F. Town Hall Campus Sign: SUPERVISOR DOLD MOVED TO ACCEPT GIFT AND DONATION OF GRANITE TOWN HALL CAMPUS SIGN, ENGRAVING AND INSTALLATION FROM MURPHY GRANITE AND GRANITE CREATIONS. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. (Murphy Granite engraved at their cost of \$3200, and Granite Creations provided granite and installation at their costs of \$2,000.) A photo and appreciation will be included in the Township newsletter.

11. Clerk/P&Z Update – Heidi Stalboerger

A. Sportsman's Park – Discuss and review Softball Park Management Lease Agreement: Supervisor Garding suggested a workshop to complete the lease agreement for the Softball Park Association. The Board further discussed updates for the Concession Stand. Supervisor Willenbring recommends a four-season Concession Stand building. Clerk Stalboerger added the first step is to identify the potential menu and to work with Stearns County on required building codes related to concession stand offerings. Supervisor Garding discussed the importance of ensuring state requirements on plumbing and fixtures. The well also needs a new pump and wiring. Garding will obtain quotes for well infrastructure replacement.

B. Boy Scouts Picnic Table Use – Debra Sorenson requested to use the Sportsman's Park picnic tables for a hamburger stand on July 9th. SUPERVISOR GARDING MOVED TO ALLOW THE BOY SCOUTS TO USE PICNIC TABLES FROM THE SPORTSMAN'S PARK ON JULY 29, 2023. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. Wakefield Township Comprehensive Plan – The Planning and Zoning Commission must hold a public hearing to make updates to the Comp Plan. The public hearing date is scheduled for July 25th to review amendments to the township comprehensive plan. Notice of the public hearing is published in the Cold Spring Record.

D. Jolene Gardner & Jeremy Schammel have a zoning violation due to a 6' X 27' Airstream/RV, non-conforming residential dwelling structure and have been sent a letter from the township attorney. The property owners have until August 31, 2023 to bring the property into compliance. The property is for sale. A prospective buyer is interested in building a permanent dwelling structure, but there are several overlapping setbacks. Stearns County issued a CSP allowing the airstream, which created the zoning violation for the township. Clerk Stalboerger discussed this with the County.

E. 3rd Avenue SE – A meeting was held with Supervisor Willenbring, Clerk Stalboerger, City Administrator Kris Dockendorf and City Public Works Jon Stueve to agree on an RFP for Engineering estimates. The RFP will include 50% cost sharing of the shared road portion of 3rd Avenue SE, including a six-foot bike lane. SUPERVISOR GARDING MOVED THAT WAKEFIELD TOWNSHIP SHARE IN 50% OF ALL EXPENSES OF THE SHARED PORTION OF THE 3RD AVENUE SOUTHEAST PROJECT WITH COLD SPRING WHICH INCLUDES 1432 FEET, 2 TWELVE FOOT PAVED LANES WITH 2 FOOT SHOULDER, INCLUDING A SIX-FOOT PAVED BIKE LANE, ALTERNATES ADDED BEYOND THE SHARED LINE ROAD TO BE THE SOLE EXPENSE OF THE CITY OF COLD SPRING. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

This project includes reconstruction of approximately 1432 feet of 3rd Avenue Southeast, (although the City of Cold Spring may include additional road from the MnDOT Trunk Highway 23 Right of Way and the Hummingbird Lane intersection) up to Hummingbird Lane just south of Highway 23 in Cold Spring, MN. The proposed roadway will have two 12-foot bituminous paved lanes, a 6-foot paved shoulder for a bike lane, 2-foot gravel shoulders, be realigned to meet the intersection of Hummingbird Lane and 3rd Avenue SE and meet a 9-ton design. The project will include permitting (including utilities), right of way acquisition, grading (including any necessary culvert replacement or extension), paving and turf establishment.

F. Tax Calculation Training – Stalboerger attended a training that included Budget/Levy Tools that are available to calculate the Township tax capacity based on levy increases.

G. Stalboerger received an estimate from the current Township Website Host requesting the Township to upgrade the website. Stalboerger stated that the update may be cost prohibitive and unnecessary but will research options to stay with the current Host or use another Host to keep costs low.

H. New population estimates are available from the State Demographer for 2022, listed as 2807 residents with 1,048 residences.

Clerk Stalboerger inquired if the Board would be interested in Guest Speakers from different County Departments, for example Mike Williams for a broadband update, our state legislators, Jodi Teich from the County Highway Department and members of Environmental Services.

Stalboerger stated that there may be a premature/mid-term Planning Commission vacancy due to retirement. The Board reviewed the Planning Commission Bylaws with Clerk Stalboerger and will appoint a new Planning Commission member when necessary.

Clerk Stalboerger worked overtime to complete the 2022 audit, resulting in compensatory time accumulation over and above the limit as stated in the employee handbook. The Board agreed to allow her to take time off in the upcoming week to reduce her compensatory time off accumulation to ensure compliance with the Employee Handbook limits.

12. Financial Report

A. Treasurer's Report and List of bills. SUPERVISOR GARDING MOVED TO APPROVE THE JULY 6, 2023, TREASURERS REPORT WITH CORRECTIONS; FURTHERMORE, TO APPROVE THE JUNE 7, JUNE 21, 2023, JULY 5, 2023, AND JULY 6, 2023, LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS WITH THE UPDATED CHECK REVISION AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

The Board discussed the upcoming retirement of Treasurer Jerry Frieler. The Board will begin a search for a replacement for the Treasurer position in the upcoming months.

13. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue - there were 12 medicals, two fire and two false alarms. The department will be able to cover the cost of a new emergency vehicle.

B. Cold Spring Fire Department - resolving land site for new department.

14. SUPERVISOR GARDING MOVED TO RECESS UNTIL THURSDAY JULY 20, 2023 AT 7:00 PM TO FURTHER DISCUSS THE COLD SPRING SOFTBALL ASSOCIATION MANAGEMENT AGREEMENT AT 10:25PM. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

Respectfully Submitted:

Approved by:

/s/Addie Turkowski, Deputy Clerk

/s/John Willenbring, Township Chair