

WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
JUNE 20, 2019 CONTINUED BOARD MEETING
FROM JUNE 6, 2019
8:00PM

Chairman Cyril Erkens reconvened the Town Board Meeting at 12:30 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: Todd Menke, David Barsody and Mike Nielson

BUILDING INSPECTOR UPDATE

Barsody gave an update of an inspection he performed at the Sportsman's Club Park Pavilion, located on 224th Street as well as the Cold Spring Softball Park, located on Fireside Road.

Barsody and Stalboerger met with Vern Salzl at the Cold Spring Sportsman's Park for an on-site inspection on May 16, 2019. Barsody discussed issues regarding the Sportsman's Club park, such as handicap accessibility, parking (including handicap parking), the current bathrooms which are found to be non-handicap compliant, updates needed to doors and floor elevations to meet the handicap accessibility requirements. The group discussed the extent of site excavation to meet the American Disabilities Act (ADA) requirements for proper sloping, building requirements, including ramps, and parking. Stalboerger added that Salzl showed them a sand-point well that was housed inside of the park pavilion building. Salzl also informed Barsody and Stalboerger that there is no installed septic system. The group discussed the amount of work and resources to make updates and improvements to the property to become ADA compliant.

Barsody and Stalboerger also met with Bob Mueller for an on-site inspection on May 16, 2019 at the Cold Spring Softball Park. Barsody stated that the bathrooms need to be re-configured to meet ADA requirements. There are currently two stools or a stool and a urinal in the separate bathrooms plus a sink. One station would need to be removed and the layout would need to be changed. The doors on the bathrooms and concession stand would need to be replaced with widened openings and have lever handles to meet ADA requirements. The parking lot appears to be ADA compliant but would need proper signage. The bleachers appear to be ok but may need minimal improvements. Mueller pointed out where the septic and drainfield is located, but does not have paperwork on the original installation in the mid 1980's. Mueller also pointed out the on-site well. Jennings Well Drilling repaired the well within the past five years. Stalboerger was able to obtain a report for the repairs. The Board directed Stalboerger to contact Watab, Inc. to order a septic inspection on the septic and drainfield and to contact Jennings Well Drilling to obtain a water sample.

The Board discussed the Wakefield Township Fee Schedule as it pertains to building inspections. The group discussed emergency repair situations, the charge for fixtures based on a flat fee or a per fixture pricing schedule as well as the need for CO Detectors. The Planning Commission will begin to discuss the Fee Schedule. Stalboerger will work with Barsody on any proposed changes.

ENGINEER UPDATE

Nielson reviewed the capital improvement funding to maintain a Pavement Condition Index (PCI)

rating of 75. The Board reviewed the current Road and Bridge budget as well as the need to re-evaluate pavement conditions every 3-4 years. Nielson reviewed the long-range capital improvement plan focusing on the cost of maintenance and road repairs. Projects with the greatest need were identified as Frostview Road, Fairway Circle and 158th Street. Nielson reviewed an opinion of probable cost for each project and options for financing the projects. The group discussed bonding, project segments as well as future levy increases for road and bridge. The Board requested an engineering cost estimate for the Frostview Road project for review at the August 1, 2019 meeting.

The group also discussed exploring ordinance updates related to roads and corresponding applications. The goal through applications is to provide longevity for roads that serve the township residents/general public as well as continuity of connecting streets and adequate turn arounds. Nielson and Stalboerger will review ordinances and applications related to roads.

MAINTENANCE SUPERVISOR UPDATE

Menke reviewed prices for renting road ditch equipment for mowing. The group discussed options, including purchasing an attachment for the front-end loader. Menke gave an update of a brush cutter attachment that he located for sale; 2013 Diamond Front Mount Self Contained Engine Brush Cutter, John Deere Motor, 4 Cylinder, Diesel, 2 Blades, 25 Foot Reach, Joystick Electric Controlled for a list price of \$35,000. The Board reviewed pictures of the brush cutter.

MOTION BY WILLENBRING SECONDED BY GARDING TO AUTHORIZE MENKE TO PURCHASE THE 2013 DIAMOND FRONT MOUNT BRUSH CUTTER; FURTHERMORE, TO AUTHORIZE MENKE TO TRY TO NEGOTIATE A PRICE NOT TO EXCEED \$35,000. MOTION CARRIED 3-0.

The group reviewed the Driveway Permit Construction Deposit/ Escrow amount of \$500 on all new driveway/road access requests. The Board agreed to continue requiring the \$500 Escrow on all new driveway requests, but not to charge a permit fee or escrow for reconstruction of existing driveways/road access.

CLERK UPDATE

Stalboerger briefly reviewed the Fee Schedule and inquired if the Board wished to add an Overweight Permit Fee, to be used in the spring during road restrictions. The Board agreed that a permit fee should not be added for that application.

Stalboerger reviewed the Planning and Zoning work requests for 2019. The group compared the requests from 2018 to 2019 and found the total to have increased in 2019.

The group reviewed the Employee Handbook and changes that were recommended in December 2018, reviewed in January 2019.

MOTION MADE BY WILLENBRING SECONDED BY GARDING TO APPROVE THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK WITH REVISIONS AS PRESENTED. MOTION CARRIED 3-0.

The group reviewed work hours for the employees. Menke's summer workday begins earlier to allow for work to be completed in cooler temperatures and longer days to allow for extended road projects.

MOTION MADE BY WILLENBRING SECONDED BY GARDING TO APPROVE FLEXIBLE WORK DAY HOURS, AS THE DEPARTMENT DEMANDS FOR THE MAINTENANCE SUPERVISOR. MOTION CARRIED 3-0.

Stalboergers schedule needs to be flexible to meet the demand of meetings and appointments.
MOTION MADE BY WILLENBRING SECONDED BY GARDING TO APPROVE FLEXIBLE WORK DAY HOURS, AS THE DEPARTMENT DEMANDS FOR THE CLERK/ZONING ADMINISTRATOR. MOTION CARRIED 3-0.

The group reviewed the Deputy Clerk position. An inquiry was received by Stalboerger to have an individual shadow her. At this time, there is no demand for a second office/staff person. Stalboerger will inform the interested individual.

Stalboerger reviewed a recent Cold Spring City Council meeting she attended.

ADJOURN/RECESS

MOTION BY GARDING SECONDED BY WILLENBRING TO ADJOURN THE MEETING AT 3:55 PM. MOTION CARRIED 3-0.

Date Approved: July 11, 2019

Respectfully submitted,

/s/Cyril Erkens, Chairman

/s/Heidi M. Stalboerger, Clerk