

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING VIA TELECONFERENCE
JUNE 4, 2020 7:00PM**

Chairman John Willenbring called the Town Board Meeting to order and lead the Pledge of Allegiance at 7:00 pm via Zoom Teleconference, (312) 626-6799, Meeting ID 846 9904 0128, Password 940917. Board Members Present: Supervisors John Willenbring, Cyril Erkens, Shawn Garding, Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Todd Menke, Mike Nielson, Jon Lentz and Mark Stalboerger.

APPROVAL OF THE AGENDA AND MINUTES

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

- A. *Monthly Meeting Minutes May 7, 2020*
- B. *Shady's Long Shots Liquor License Renewal*

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

SHERIFF'S REPORT

Captain Jon Lentz of the Stearns County Sheriff's Department reviewed the May 2020 calls that took place in Wakefield Township.

ENGINEER UPDATE

Nielson stated that the Gertken Bros. is going to be completing the ditch work on the 200th Street project and seeding shortly thereafter. WSB will be notifying homeowners. Nielson will be holding a Pre-Construction project on the Frostview Road project to determine the timeline. The project will be allowed 35 working days and based on the schedule, the road may be gravel for 2-3 weeks, which will improve settling of the base before paving.

The Island Lake Road project dispute was brought to the attention of State Aid. It was recommended by the State to revise and resubmit change order #1 to include the settlement amount dispute and to request approval of modification. Resolution was agreed upon between Wakefield Township and Knife River in the amount of approximately \$11,000, which is half of the disputed amount. The total project cost then increases to just under \$732,000 (under the \$750,000 budget) and increases the total change order to \$74,874.75.

MOTION BY ERKENS SECONDED GARDING TO APPROVE THE ISLAND LAKE ROAD PROJECT MODIFICATION OF CHANGE ORDER #1 TO \$74,874.75 CONTINGENT UPON STATE AID APPROVAL. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

The Board discussed signage or letters to residents regarding notification of the Frostview Road project. Nielson stated that signage can be made for approximately \$300. The Board also agreed that a letter to the residents/property owners would be recommended. WSB will handle both forms of notification and send a copy of the letter to Wakefield Township.

Nielson stated that he felt crackfilling on 200th Street could wait until 2021. Nielson further mentioned that crackfilling needs on Island Lake road and 248th Street are minimal and could also wait until 2021. Nielson and Menke will be checking other roads for crackfilling needs in 2020.

CLERK UPDATE

A. Stalboerger review a COVID-19 Preparedness Plan specifically for Wakefield Township. The Board reviewed the plan.

MOTION BY GARDING SECONDED BY ERKENS TO RECOMMEND APPROVAL OF THE WAKEFIELD TOWNSHIP COVID-19 PREPAREDNESS PLAN AS PRESENTED. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

B. Stalboerger reviewed a discussion from the Planning Commission meeting regarding changes proposed to the Wakefield Township Land Use and Zoning Ordinance #5. The group specifically discussed holding public hearings for variances by the Planning Commission rather than the Board of Adjustment. The Board agreed that it would like to seriously consider allowing the Planning Commission to explore the request in its entirety, hold the public hearing for a variance and make a recommendation to the Board of Adjustment for the final decision. The Board was generally in favor of a joint meeting with the Planning Commission to discuss this and other potential changes that are being reviewed. Both groups also felt it was necessary to plan the timing of potential changes to coincide with Stearns County Land Use and Zoning Ordinance to ensure that ordinance sections and numbering match. Willenbring requested information on the Stearns County Comprehensive Plan update. Stalboerger will deliver the document for Supervisors to review.

C. Stalboerger stated that the Wakefield Township campus sign is in need of maintenance and contacted a sign company for a recommendation. The Board discussed options for updating the sign to be a maintenance free sign. Garding suggested to contact Coldspring for a recommendation for the sign using granite. Garding will forward a contact name to Stalboerger at Coldspring. Stalboerger will send additional quotes if received.

-Stalboerger reviewed the 2019 State Demographers population estimates.

-Stalboerger reviewed the proposed City of Richmond sewer expansion project survey timeline and updated information.

TREASURERS REPORT

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

MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE JUNE 4, 2020 TREASURERS REPORT AS PRESENTED. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes

Erkens Yes

The Board reviewed the list of bills. The Board reviewed the Bauer invoice for DOT inspection and repairs. *MOTION BY ERKENS SECONDED BY GARDING TO APPROVE THE MAY 13, 2020 AND MAY 27, 2020 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. MOTION CARRIED 3-0.*

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

MAINTENANCE UPDATE

A. Menke reported that Matt Schmitz will be conducting the ditch mowing again this year for the same price as 2019.

B. Menke reviewed a quote for air patching and filling holes/divots on various roads. Some of the issues arise from rubberized crackfilling lifting from the road. Midwest Asphalt is the only company that is able to do the work and gave a quote for \$2,880 for 6 ton of material. *MOTION BY GARDING SECONDED BY ERKENS TO ACCEPT THE AIR PATCHING QUOTE FROM MIDWEST ASPHALT NOT TO EXCEED \$2,880 AS PRESENTED. MOTION CARRIED 3-0.*

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

C. Menke inquired if the Town Board would like to apply dust control on Hunter Road, 163rd Avenue, Emerald Hill Road and 138th Avenue. The cost of dust control is up \$.02/sf from last year to \$.58/sf in 2020.

MOTION BY GARDING SECONDED BY ERKENS TO APPROVE DUST CONTROL FOR HUNTER ROAD, 163RD AVENUE, EMERALD HILL ROAD AND 138TH AVENUE AT \$.58/SQUARE FOOT AS PRESENTED. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

-Erkens requested that Menke inspect a driveway culvert on 153rd Avenue. Menke stated that water doesn't flow through the culvert and there is no water in the ditch. Menke stated that it is too expensive to repair and is no longer needed.

-Menke stated that the township owns a chainsaw that is 15 years old and parts are continually harder to find for repairs. New Adventures took in a slightly used chainsaw on trade and would be willing to sell the chainsaw for \$300. The same model new is priced at \$425. Menke requested Board approval to purchase the chainsaw for \$300.

MOTION BY GARDING SECONDED BY GARDING TO APPROVE THE PURCHASE OF AN 18" CHAINSAW FOR \$300 FROM NEW ADVENTURES. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

FIRE DEPARTMENT UPDATE

A. Willenbring stated that the Chain of Lakes Board meeting was not held in person. An update from the Fire Chief and the list of bills was circulated among Board members and approved. The Board plans to hold an in-person meeting in June. The department received two applications for fire fighters. One of those applications is a returning member who moved back to town. The Fire Chief interviewed each applicant by phone and made a recommendation to hire both. With the two new hires, the departments roster is full at 25 members. An application for the Stearns Electric Round Up Grant was submitted for pagers. COVID-19 has affected the pontoon raffle, which will be delayed.

B. The Board reviewed the break down for 2019 invoice for the Cold Spring Fire Department.

LETTER FROM RESIDENT

The Board reviewed a complaint letter from a township resident regarding clearing trees and brush in township road rights of way. The Board reviewed the process of a closed meeting to review the letter with the employee for the purpose of an employee review.

MOTION BY ERKENS SECONDED BY GARDING TO ACKNOWLEDGE AND ACCEPT A LETTER OF COMPLAINT FROM MAXINE BACKES DATED MAY 14, 2020. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

The Board discussed holding an in-person meeting to handle the closed employee review and continue the monthly meeting until that time.

MOTION AT 9:10 PM BY ERKENS SECONDED BY GARDING TO RECESS THE MEETING UNTIL JUNE 10, 2020 AT 7:00 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA. MOTION CARRIED 3-0.

Roll Call	Willenbring	Yes
	Garding	Yes
	Erkens	Yes

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/John Willenbring, Chairman

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
JUNE 4, 2020 REGULAR BOARD MEETING CONTINUED
ON JUNE 10, 2020 7:00PM**

Chairman John Willenbring called the Town Board Meeting to order and lead the Pledge of Allegiance at 7:00 pm at the Wakefield Town Hall, 22295 Frostview Road, Cold Spring, Minnesota. Board Members Present: Supervisors John Willenbring, Shawn Garding, Cyril Erkens, Clerk Heidi Stalboerger and Jerry Frieler. Others Present: Todd Menke and Jeff Kraemer.

KB FARMS INTERIM USE PERMIT # 2018-005

Jeff Kraemer was present to requesting to exercise his Temporary Asphalt IUP in the form of a Concrete Mixing facility. Kraemer explained that the concrete mixing facility creates less smoke and no smell. The concrete mixing facility would be necessary for approximately 3-4 weeks. The IUP for a Temporary Asphalt plant would be considered under the same section of the ordinance and the same conditions would apply. The group reviewed the conditions of the IUP. The need for the concrete would begin as early as July 15 and last approximately one month. The equipment for the concrete mixing facility would be set up at the bottom of the pit Erkens asked Kraemer to control the dust on the pit entrance driveway. Kraemer stated that he would contact the dust control company yet that evening to have dust control applies as soon as possible. Erkens stated that the grass on the mining berm is coming in nicely and there have been no problems. The Board reviewed the members on the Oversight Committee. Brenda Hrubin is no longer a resident of Wakefield Township. Stalboerger will make calls to replace her on the oversight committee.

MOTION BY ERKENS SECONDED BY GARDING TO APPROVE AND ALLOW A CONCRETE READY-MIX FACILITY TO BE ACTIVATED UNDER THE CURRENT TEMPORARY ASPHALT IUP, RESOLUTION #2018-005 FOR KB FARMS, LLC AS REQUESTED. MOTION CARRIED 3-0.

Roll Call	John Willenbring	Yes
	Shawn Garding	Yes
	Cyril Erkens	Yes

PERSONNEL MATTERS

The meeting will be closed as permitted by section 13D.05 Subd 3 to discuss personnel matters of Maintenance Supervisor Todd Menke.

MOTION BY GARDING SECONDED BY ERKENS AT 7:14 PM TO CLOSE THE SPECIAL MEETING AS PERMITTED BY SECTION 13D.05 SUBD 3 TO DISCUSS PERSONNEL MATTERS. MOTION CARRIED 3-0.

MOTION BY GARDING SECONDED BY ERKENS TO ADJOURN THE CLOSED MEETING AND RE-OPEN THE MONTHLY BOARD MEETING AT 8:13 PM. MOTION CARRIED 3-0.

The Board reviewed the COVID-19 process of cleaning and supplies needed according to the Wakefield Township Preparedness Plan. The Board discussed facilitating holding future meetings at the Wakefield Town Hall. The Board recommended that the town hall be cleaned by the cleaning person after each meeting. The Board directed Stalboerger to hold future meetings in person at the Wakefield Town Hall

with allowance for appropriate social distancing. The Board agreed with the recommendation that Stalboerger should continue to work from home and hold meetings with residents as needed but continue to conduct business by phone or email.

*MOTION BY GARDING SECONDED BY ERKENS TO ADJOURN THE MEETING AT 8:36 PM.
MOTION CARRIED 3-0.*

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/John Willenbring, Chairman