

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
JUNE 6, 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. Present are Supervisors Shawn Garding, John Willenbring, Dave Dold, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Clerk Addie Turkowski, Todd Menke, Mark Stalboerger, WSB Jacob Ringstad, Sheriff Jon Lenz.

2. Open Public Forum: N/A

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

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4. \*Consent Agenda:

A. Special Meeting May 1, 2024

**Recommendation:** TO APPROVE THE MINUTES OF MAY 1, 2024, SPECIAL MEETING AS PRESENTED.

B. Monthly Meeting May 2, 2024

**Recommendation:** TO APPROVE THE MINUTES OF THE MAY 2, 2024, MONTHLY MEETING AS PRESENTED.

C. Special Meeting May 14, 2024

**Recommendation:** TO APPROVE THE MINUTES OF MAY 14, 2024, SPECIAL MEETING AS PRESENTED.

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5. Sheriff's Report – Sheriff Jon Lenz reviewed the call log for May 2024.

6. Engineer Update – Jacob Ringstad, WSB, Inc., gave the update on 2024 projects for Wakefield Township.

A. 2024 Overlay Project – The bid opening was held on Thursday, May 23<sup>rd</sup>, 2024. The bid tabulation and Letter of Recommendation was presented for review. Knife River is the low bidder. Once the bid is awarded, WSB will compile contracts and a construction schedule. SUPERVISOR WILLENBRING MOVED TO AWARD THE 2024 OVERLAY PROJECT FOR 178TH AVENUE AND FIELDCREST ROAD TO KNIFE RIVER, LOWEST RESPONSIBLE BIDDER, IN THE AMOUNT OF \$142,493.10 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. 2024 Street Reconstruction Project 241st Street/158th Avenue: The preliminary schedule is to begin the project in late June. A preconstruction meeting will be scheduled by Kevin Kruger. Kruger will send updates to the affected property owners.

7. Sportsman's Park

A. Rental Agreement: Supervisor Willenbring presented a sample renter agreement for the concession stand. He added that he reviewed several other contracts in the area and gathered information related to our

needs. The contract should only be for the concession stand. We will need to decide on a rental fee. We also need to make sure that there will be no alcohol sales or even storage on the premises. Treasurer Backes said we need to make sure we are handling the rental registrations through the township office to follow township procedures. We need to have a record of use and costs. Other issues the board discussed: rental fees, schedule for rental, donations, etc. Clerk Stalboerger stated that since the park is public property, anyone should have equal access. Supervisor Willenbring responded that the township is missing an opportunity and unintended consequences are a sort of doing something good for the community. The Board discussed Thein's Lake, in Wakefield Township, owned and insured by the City of Richmond and taken care of the Richmond Lions, a civic organization. Taxpayers have a concern about the cost of the park. The group discussed local civic organizations, since the Cold Spring Softball Association is no longer interested in managing the park after 2024. Supervisor Garding suggested that the attorney straighten this situation out. Garding went on to question the finances of the Softball Association and suggested that the Cold Spring Youth Association might be a consideration. Clerk Stalboerger reported that the City of Cold Spring raised their liability insurance tort limit from \$1 million to \$1.5 million on all contracts as well to limit liability. Treasurer Backes added that we must ensure we compliance with procedures, designation of funds and best practices would follow a rental policy and a signed agreement from users of the concession stand and park. Supervisor Garding said more work needs to be done. It is too late in the year to try to get another organization involved and we need to keep moving forward working on the rental policy to be ready for next year. Supervisor Garding will speak with the Youth Association to find out if they might be interested in a management agreement for next year. Supervisor Willenbring said the fields are in use and the public knows there is league action. Softball league fees were submitted by Tammy Garding with no paperwork. Clerk Stalboerger suggested that a registration form with waivers be received from teams, so participating teams and park management have known expectations. SUPERVISOR DOLD MOVED REMOVE "COLLECT ENTRY FEES FOR LEAGUE PLAY (CHECKS WRITTEN TO WAKEFIELD TOWNSHIP) AND COLLECT FIELD RENT (CHECKS WRITTEN TO WAKEFIEL TOWNSHIP) FROM THE SOFTBALL PARK MANAGERS JOB DESCRIPTION, TO RETURN CHECKS AND CASH FROM THE COLLECTED ENTRY FEES FOR LEAGUE PLAY TO THE COLD SPRING SOFTBALL ASSOCIATION IN THE MOUNT OF \$1750, AND TO INSTRUCT VENDORS TO REISSUE LEAGUE FEES TO THE COLD SPRING SOFTBALL ASSOCIATION. SUPERVISOR WILLENBRING SECONDED. ROLL CALL VOTE: WILLENBRING – YES, DOLD – YES, GARDING – ABSTAIN. MOTION CARRIED 2-0. Tammy Garding, as the Cold Spring Softball Association will oversee the process and the league fees will go to the Cold Spring Softball Association. The Township Board will review the rental agreement, as compared to a rental agreement from the Minnesota Association of Township, and discuss the agreement, process and rental fee for the concession stand at a subsequent meeting.

B. Mowing Contract/bid was received from Gold Star Mowing. Supervisor Dold asked if we had only received one bid, preferring two bids for township projects. Supervisor Garding responded that we have only one and for this type of service we do not need two. Supervisor Willenbring suggested we move forward with this bid as we are late in the year. Supervisor Dold added that we should always request two bids if possible. Supervisor Garding agreed that from now on for Township services we will request two separate bids. Supervisor Garding asked about insurance and Clerk Stalboerger said we receive the liability insurance policy directly from the insurance agent and to have Gold Star contact their insurance agent to ensure that the information is sent to the township. Supervisor Dold asked why the pavilion portion of the park by the river was mowed three times in one month, when that area of the park is not being utilized. The Board reviewed the previous year mowing contract from Gold Star. Supervisor Willenbring noticed that the contract is only for

mowing the softball parks for 2023. The contract from Gold Star Mowing for 2023 includes spring cleaning, fall cleanup and regular mowing for \$1050. Supervisor Dold responded that he is in favor of the park area if the township people support it. Supervisor Garding expressed concern that Supervisor Dold questions the support for the park. He added that when we have an annual meeting to discuss the levy, we do not necessarily listen to the people that show up, there is so much other input from the rest of the residents. Supervisor Willenbring added that sometimes people will come to push their issues on a levy, such as a road project. It is best interest to listen to our citizens and respond the best we can. We understand that a lot of people are not involved but have an opinion about the park. Supervisor Dold added that he is being told by many residents who do not agree that the park is in the best interest of the township residents. Treasurer Backes noted that we have been charged for mowing the area below on Sportsman Park three times at a cost of \$150 each time so far in 2024. Clerk Stalboerger distributed a Mowing Service Contract from the Minnesota Association of Township's (MAT) library as an example for townships to utilize as best practices. Supervisor Garding responded that the township Board sign Gold Star's service contract, and that Gold Star does not sign a township contract. The Board reviewed the MAT contract and agreed that, for the townships protection and best interest, Gold Star, or any mowing service with whom the township hires, should sign the MAT Mowing Service Contract. The board discussed whether Todd could accomplish the mowing at the portion of the park by the river. Supervisor Garding suggested we hire Gold Star to mow the portion of the park by the river only once a month going forward and Supervisor Willenbring agreed. Supervisor Garding will inform Gold Star to mow once a month on the portion of the park by the river at a rate of \$150.00. SUPERVISOR WILLENBRING MOVED TO APPROVE GOLD STAR MOWING CONTRACT FOR THE SOFTBALL PARK AND ONCE PER MONTH FOR THE PORTION OF THE PARK BY THE RIVER, AND TO REQUIRE GOLD STAR TO SIGN THE MOWING SERVICE CONTRACT AS PRESENTED FOR SPORTSMAN'S PARK. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. The Board reviewed a Township Volunteer Services Statement and Agreement. This form is a liability waiver to protect the township, and have an agreement with volunteer organizations, such as the Boy Scouts, and individual volunteers. The Supervisors agreed that all volunteers will need to sign the Township Volunteer Services Statement.

D. Tammy Garding of the Cold Spring Softball Association has submitted a request for a temporary (1-4 days) on sale liquor license. The Board directed Clerk Stalboerger to inform Tammy Garding that the application must be accompanied by a \$1.5 million Liquor Liability insurance policy, indemnifying Wakefield Township of any loss.

## 8. Treasurer's Report

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

SUPERVISOR WILLENBRING MOVED TO APPROVE THE JUNE 6, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE MAY 8, 2024, MAY 22, 2024, JUNE 2, 2024, AND JUNE 6, 2024, LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. Review Invoices and corrections: Note that we have large invoices for Cold Spring Fire Protection and ARPA.

C. CD Maturity Schedule: this will now be listed on the account schedule and will be reviewed in August.

D. QuickBooks Conversion and Training: Two estimates were reviewed for QuickBooks conversion and training from the desktop version to the cloud version of QuickBooks. SUPERVISOR WILLENBRING MOVED TO HIRE SCHLENNER WENNER FOR QUICKBOOKS CONVERSION AND TRAINING FROM DESKTOP VERSION TO ONLINE/CLOUD VERSION AS PRESENTED WITH COST RANGING FROM \$750-\$1500 DEPENDENT UPON PERSONNEL, TRAVEL AND NUMBER OF HOURS CONVERSION AND TRAINING TIME NEEDED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

D. Deposit of Softball League Fees details under Softball Park discussion.

9. Maintenance Update – Todd Menke said that Allied Blacktop has agreed to pick up the loose granite/rock on Century Estates Circle from a seal coat project in 2023 but has not done it yet. Menke will follow up with Allied. Menke filled potholes on 241<sup>st</sup> Street, Glenwood Road and 260<sup>th</sup> Street.

#### 10. Clerk/P&Z Update

A. Conflict of Interest Resolution Update: This resolution allows elected township officials to perform duties other than the statutory duties of the role for which an individual was elected. Any claims for work performed outside of the statutory duties of the elected individual must include an affidavit affirming preauthorized duties performed for the elected official, such as maintenance, snowplow, mowing, tree trimming, ditch work, road work, etc. This specific resolution is for Supervisor Shawn Garding. SUPERVISOR WILLENBRING MOVED TO APPROVE RESOLUTION #2024-009 RESOLUTION AUTHORIZING CONTRACT WITH INTERESTED OFFICER UNDER MS 741.88, SUBD 5. SUPERVISOR DOLD SECONDED. ROLL CALL VOTE – SUPERVISOR WILLENBRING – YES, SUPERVISOR DOLD – YES, SUPERVISOR GARDING – ABSTAIN. MOTION CARRIED 2-0. Approval will be signed by Vice-Chair.

B. July meeting date: SUPERVISOR WILLENBRING MOVED TO CHANGE THE JULY 4, 2024, TOWNSHIP BOARD MEETING TO JULY 02, 2024, TOWNSHIP BOARD SPECIAL MEETING. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Note: The July 2, 2024 is now a special meeting. Only items listed on the agenda can be discussed and no additional items can be discussed. The special meeting will be posted three days prior to the meeting (not including the meeting date and not including the date posted).

C. ARPA RESOLUTION TO DECLARE PROJECT II: Stalboerger explained that a new project was created so that the American Rescue Plan Act (ARPA) funds can be committed for purchasing a snow plow truck. SUPERVISOR WILLENBRING MOVED TO APPROVE ARPA RESOLUTION #2024-010 RESOLUTION AUTHORIZING THE EXPENDITURE OF ARPA FUNDS. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

Added note: The audit went very well; our new Treasurer Cathy Backes is a great asset to Wakefield Township with a deep knowledge and understanding of the treasurer role, and audit process.

#### 11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – Supervisor Willenbring updated the emergency calls. Also added that the Cold Spring Granite Company has donated \$10,000 for a training facility. Containers will also be used.

B. Cold Spring Fire Department – Cold Spring held a meeting on May 30<sup>th</sup> to discuss the proposed Cold Spring fire hall. Luxemburg Township and Collegetown Township were also present. Cold Spring presented an estimated total bond amount of \$8,840,000, broken down, as according to the current contract; Wakefield - 21.34%, Collegetown –9.7% and Luxemburg – 1.86% with principal and interest per year. The interest rate is

4.15%. The debt service cost for Wakefield Township is \$111,134.00 annually, in addition to the annual amount owed for fire protection. Luxemburg said they could not afford the cost. Willenbring stated that Wakefield Township would only be interested in participating to offset the principal amount, at a cost of \$62,887 annually for the 30 years. Cold Spring would need to fund interest costs. Supervisor Willenbring stated that this amount doubles the cost for fire protection. City of Cold Spring administrator Dockendorf has requested a two million grant to help with offset costs. Our current fire fund contract was renewed in 2021 for five years. Supervisor Dold commented that our residents understand that we need fire protection. Supervisor Garding added that we save a lot of costs if the township does not pay the interest. Supervisor Willenbring said that the group is still negotiating this proposed contract, as it is over and above the fire protection costs we currently pay, and agree our current contract is good through 12/31/2026. Clerk Stalboerger reminded the Board that the levy is set annually by the township electors, who also have the power to approve a lower amount than the proposed levy amounts. Next meeting on the fire hall in Cold Spring is July 11, 2024.

12. General Questions and Comments from Board of Supervisors: Supervisor Dold attended a legal seminar. He reiterated the need to follow the Open Meeting Law and reminded the Supervisors that when a meeting is over or outside of an open meeting, discussion among Supervisors is limited and the *appearance* of impropriety may be enough for an open meeting law violation to be filed, potentially resulting in fines (\$300 per offense and up to \$13,000 in legal fees to be paid by the Supervisor personally) and if found guilty of three offenses, automatic expulsion from office will occur. There have been recent lawsuits brought against township supervisors in violation of this policy.

13. Closed Meeting as permitted by Section 13D.05 Subd 3(A) to discuss personnel matters and the employee evaluation of Cathy Backes. SUPERVISOR DOLD MOVED AT 9:54 TO CLOSE THE PUBLIC MEETING. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

SUPERVISOR DOLD MOVED TO CLOSE THE PRIVATE MEETING AND REOPEN THE PUBLIC MEETING AT 10:25 PM. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

14. Motion to Recess or Adjourn: SUPERVISOR WILLENBRING MOVED TO ADJOURN THE MEETING AT 10:26 PM. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by:

/s/Addie Turkowski, Deputy 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.