

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

Chairman Cyril Erkens called the Town Board Meeting to order at 8:00 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: Mike Nielson, Todd Menke, Captain Jon Lentz, Tim Krueger, Mark Stalboerger Brigid Murphy and Dave Heinen.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

A. Minutes March Meeting May 2, 2019

B. Country Club On-Sale Intoxicating Liquor License at Rich-Spring Golf Club for a period of July 1, 2019 through June 30, 2020.

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

STEARNS COUNTY SHERIFF UPDATE

Captain Jon Lentz was present to give an update on May 2019 calls in Wakefield Township.

CITY OF COLD SPRING/SCHMITT ANNEXATION

The Board reviewed a Joint Resolution for annexation between the City of Cold Spring and Wakefield Township for the extreme south west 1.5 acres of PID#36.23617.0000, currently owned by Arnold Schmitt. The Board reviewed the map of the area as well as the tax reimbursement amount on the area being annexed.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE A JOINT RESOLUTION FOR DESIGNATION OF CERTAIN LAND AND THE IMMEDIATE ANNEXATION OF ENTIRE DESIGNATED AREA (1.58 ACRES) OF PID 36.23617.0000 FOR THE COLD SPRING WATER TREATMENT PLANT SITE. MOTION CARRIED 3-0.

FIELD ENTRANCE REQUEST – TIM KRUEGER

Stalboerger stated that Tim Krueger called the office to inquire about adding a field entrance onto a farm site at 14716 200th Street. The Board reviewed the parcel as well as the Wakefield Township Ordinance No. 2018-007, Ordinance Regulating the Construction and Maintenance of Driveways/ Culverts within the Township. PID 36.24005.0000 has 200th Street frontage of 2,660 feet. The parcel currently has a gravel driveway to the home site as well as a grassy driveway onto the homesite with a culvert that Krueger is proposing to remove. The field that surrounds the house has a field access on the west end. Krueger is proposing to construct a field access to the east of the homesite to access animal units on the north side of the homesite without having to drive through the homesite. Section 5.G. of Wakefield Township Ordinance #2018-007 states the following: *Only one driveway access or entrance to the parcel shall be allowed without the permission of the Town Board. The town Board, in its sole discretion may allow more than one driveway per parcel if the parcel frontage on a single road is greater than 1320 feet or, if the Town board determines that more accesses are needed due to fence lines or geographical features.* The Board determined that since Krueger's property is greater than two times the length mentioned in the ordinance; the property has geographical features that make it difficult to access the farm area on the east side of the house and Krueger is willing to remove a second grassy driveway onto the homesite, they would allow Krueger to install a third driveway access onto the parcel.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE INSTALLATION OF A THIRD ACCESS WITH CULVER ONTO 200TH STREET FOR TIM KRUEGER, PID #36.24005.0000, 14716 200TH STREET, COLD SPRING MN, FURHTERMORE; KRUEGER IS TO COMPLETE A DRIVEWAY ACCESS PERMIT FORM AND REMOVE THE GRASSY/EASTERLY DRIVEWAY ACCESS ONTO THE HOMESITE. MOTION CARRIED 3-0.

ROAD VACATION/REALIGNMENT PETITION-RICH SPRING GOLF CLUB ON FAIRWAY CIRCLE

The Board reviewed a Road Vacation/Re-Alignment Petition from the Rich Spring Gold Club on Fairway Circle. The Board also reviewed an Agreement to Pay Cost form received with a check in the amount of \$1,500. The Board reviewed the request and survey for the petition. Stalboerger reviewed a resolution to set a public hearing for the Road Vacation/Realignment request. The Board also reviewed a request for a license agreement that will also be considered at the July 11, 2019 meeting. The Board also directed Stalboerger to post the public hearing date.

MOTION BY GARDING SECONDED BY WILLENBRING TO ACCEPT THE ROAD VACATION/REALIGNMENT PETITION FROM THE RICH SPRING GOLF CLUB. MOTION CARRIED 3-0.

MOTION BY WILLENBRING SECONDED BY GARDING TO ACCEPT RESOLUTION NO. 2019-004 RESOLUTION SETTING PUBLIC HEARING FOR VACATION AND REALIGNMENT OF FAIRWAY CIRCLE ON THURSDAY, JULY 11, 2019 AT 8:15 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MN 56320. MOTION CARRIED 3-0.

ENGINEER UPDATE

- A. Nielson gave an update on Island Lake Road in a memo regarding the wear course schedule. The road project will resume mid-July to early August.
- B. Nielson reported that the 200th Street culvert replacement is on hold until the flow of the creed subsides and work will likely not commence until after July 4th. The MnDOT agreement has been submitted to State Aid for signatures and returned. Knife River has a proposed start date range of July 7 and August 1, 2019.
- C. The 2019 Crack Fill and Chip Seal project anticipated start date is early August.
- D. Nielson and Menke have view Frostview Road, 158th Street and Fairway Circle. Nielson will begin working on a Feasibility Study and provide estimates at the July meeting.
- E. Nielson and Menke visited Oster Point Road to review the pavement distress and drainage issue which are causing the pavement to break up. This is a group septic system drain field that is constructed within the road right of way that is blocking drainage and causing water to stand on the road surface for extended periods of time. To correct the issue, Nielson recommended removing the road surface and re-grade the road to drain to the north. Nielson further recommended the application of a chip seal this year (with a cost of approximately \$500) to extend the life of the distressed portion of the road and plan to re-grade in 2020.

MOTION BY GARDING SECONDED BY WILLENBRING TO ADD A CHIP SEAL APPLICATION TO OSTER POINT ROAD (190' X 10') FOR AN APPROXIMATE COST OF \$500. MOTION CARRIED 3-0.

- F. Nielson reviewed a request to vacate and realign a portion of Fairway Circle. Nielson stated that the certificate of survey meeting the minimum requirements but suggested that a Right of Way Plat would better serve the Township for future record keeping. No action is requested.
- G. Pay Voucher #2 & Final was requested for the 248th Street project.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE 248TH STREET PAY

VOUCHER NO 2 & FINAL IN THE AMOUNT OF \$15,668.49 TO KNIFE RIVER CORPORATION; FURTHERMORE, TO DIRECT THE CLERK TO SIGN THE PAYL VOUCHER AND CONTRACT DOCUMENTATION AS PRESENTED BY WSB, INC. MOTION CARRIED 3-0.

-Nielson reported that Lois Lane was paved this morning. Shouldering and rip rap are still needed.

MAINTENACE UDPATE

A. Menke updated the Board of repairs needed on the east end of Maplewood Road. Menke will dig black dirt and add gravel while making the turn-around larger when the water recedes.

B. Menke reported that the wing cart stands are finished and work well.

The Intl Plow Truck was in for a DOT certification and had the oil changed.

Menke stated there is no update on the snow pusher.

CLERK UPDATE

A. Stalboerger gave an update on the forms from Schlenner Wenner for the Audit Arrangement Agreement Contract. Molly Thompson sent a letter of explanation about the contract stating price per year, conversion from cash to accrual basis accounting method and history of conversion.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE ARRANGEMENT LETTER FROM SCHLENNER WENNER & CO FOR THE ACCRUAL BASIS ACCOUNTING METHOD AUDITS PERFORMED FOR 12/31/2018-2020 AS PRESENTED; FURTHERMORE, TO ACCEPT THE LETTER ADDRESSED TO THE MEMBERS OF GOVERNANCE OUTLINING MATTERS RELATED TO THE PLANNED SCOPE AND TIMING OF THE 2018 AUDIT AS PRESENTED. MOTION CARRIED 3-0.

B. *MOTION BY GARDING SECONDED BY WILLENBRING TO RESCHEDULE THE JULY 4, 2019 WAKEFIELD TOWNSHIP MONTHLY MEETING TO JULY 11, 2019 BEGINNING AT 8:00 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA; FURTHERMORE, TO DIRECT THE CLERK TO POST THE RESCHEDULED MEETING INFORMATION. MOTION CARRIED 3-0.*

C. Stalboerger gave an update of a site visit with Wakefield Township Building Inspector at the Sportsman's Club Park and the Cold Spring Softball Association. Stalboerger stated that Barsody will be available to give an update at a workshop meeting for items that need to be updated to comply with ADA requirements as well as cost estimates.

D. Stalboerger reviewed a Utility Permit requested by the Sauk River Watershed District on Greystone Road. A request to waive the permit fee was made by the Sauk River Watershed District, however, Engineer review was necessary. The Board of Supervisors unanimously agreed to charge a utility permit fee of \$250 for this request as costs were incurred in the review stages of this permit request.

E. Stalboerger explained that a License Agreement/Encroachment Agreement was issued to Wayne and Pamela Karg for a parcel on Great Northern Drive for a drainfield in the township road right of way setback area. Stalboerger discovered that the license agreement was unnecessary as it is not in the road right of way but only in the setback area.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE CHAIRMAN AND THE CLERK TO SIGN A RESOLUTION TO REVOKE THE KARG LICENSE AGREEMENT AS IT PERTAINS TO THE CONSTRUCTION AND INSTALLATION OF A CURTAIN DRAIN WITHIN OR ACROSS THE TOWNSHIP ROAD RIGHT-OF-WAY; FURTHERMORE, TO REFUND THE LICENSE AGREEMENT COST OF \$550 TO MINNESOTA HOME IMPROVMENTS ON BEHALF OF WAYNE & PAMELA KARG. MOTION CARRIED 5-0

- F. The Board reviewed the Five-Year Road Construction Project Plan as outlined by Stearns County.
- G. The Board discussed a workshop meeting date and agreed to continue the monthly meeting until June 20, 2019 at 12:30 pm.

FIRE DEPARTMENT UPDATE

- A. Chain of Lakes Fire & Rescue Department – Willenbring highlighted an upcoming fund raiser raffle for a pontoon. More details to come. Willenbring stated that the Relief Association is discussing an updated formula for RA Fund payouts which encourage participation.
- B. Cold Spring Fire Department – Population estimates are in and the formula will be calculated based on market valuation and population.

FINANCIAL REPORT

- A. The Treasurers report was reviewed as well as the list of bills.
MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE JUNE 6, 2019 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE MAY 15, 2019, MAY 29, 2019 AND JUNE 6, 2019 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND DEPUTY TREASURER. ALSO, TO APPROVE A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD STREETLIGHT SERVICE DISTRICT IN THE AMOUNT OF \$75. MOTION CARRIED 3-0.

ADJOURN/RECESS

- MOTION BY GARDING SECONDED BY WILLENBRING TO RECESS THE MEETING UNTIL JUNE 20, 2019 AT 12:30 PM AT 10:03 PM. MOTION CARRIED 3-0.*

Date Approved: July 11, 2019

Respectfully submitted,

/s/Cyril Erkens, Chairman

/s/Heidi M. Stalboerger, Clerk