

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
MARCH 7, 2024, 7:00 PM  
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Town Chair Willenbring called the monthly meeting to order at 7:00pm and led the Pledge of Allegiance. Supervisors present: John Willenbring, Sean Garding, Dave Dold, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Treasurer Jerry Frieler, Deputy Clerk Addie Turkowski, Todd Menke, Kevin Kruger, WSB, Mark Stalboerger, Jim Kuechle, Bill Nistler, Tammy Garding.

2. Open Public Forum: N/A

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

---

4. \*Consent Agenda:

A. Monthly Meeting February 1, 2024

Recommendation: TO APPROVE THE MINUTES OF FEBRUARY 1, 2024, MONTHLY MEETING AS PRESENTED.

B. Continued Township Board Meeting February 13, 2024

Recommendation: TO APPROVE THE MINUTES OF THE CONTINUED BOARD MEETING FEBRUARY 13, 2024, AS PRESENTED.

C. Special Township Board Meeting February 20, 2024

Recommendation: TO APPROVE THE MINUTES OF THE SPECIAL BOARD MEETING FEBRUARY 20, 2024, AS PRESENTED.

---

5. Sheriff's Report – Sergeant Tim Meland reviewed the calls for February 2024. He noted that there was only one crash during the month and two tickets issued.

6. Jim Kuechle – Requests relief from Construction Site Permit Fees which, as per the fee schedule of \$.15/sf totaled \$684 for a 4,560 residential accessory structure. The CSP application was complete, and the survey was well laid out and detailed, which saved the clerk a great deal of time. Kuechle requested a fee of \$300, which is the capped amount for a commercial building. The Board discussed the size of the structure, noting that it is a large structure. Kuechle countered a \$300 CSP fee with a \$100 park donation. SUPERVISOR DOLD MOVED TO REDUCE THE CONSTRUCTION SITE PERMIT FEE FROM \$684 FOR JIM KUECHLE AND BILL NISTLER TO A \$400 PERMIT FEE WHICH INCLUDES A \$100 DONATION TO SPORTSMAN'S PARK. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. SUPERVISOR DOLD MOVED TO ACCEPT A \$100 DONATION FOR SPORTSMAN'S PARK FROM JIM KUECHLE AND BILL NISTLER. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

7. Engineer Update – Kevin Kruger

A. 2024 Street Reconstruction (241st Street & 158th Avenue) – Kevin announced that there were strong bids submitted. WSB estimated \$649,000 with bids coming in for less. \$40,000 was the difference between the high and the low bid. Kraemer Excavating was the low bid, with a bid of \$525,929.10.

SUPERVISOR GARDING MOVED TO AWARD THE 241ST STREET/158TH AVENUE ROAD PROJECT BID FROM KRAEMER EXCAVATING, INC. IN THE AMOUNT OF \$525,929.10 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. Pavement Management Plan Update 2024 – Todd Menke suggested we assess our other projects as black top seems to be more reasonable. The Board discussed possible projects on Fieldcrest 178<sup>th</sup> and Westbrook to be considered because of dips in the road. The paving of Emerald Hill Road was requested from Donna and Marty Stone. The Board reviewed the grading cost in 2023 of \$2,000 for the gravel portion of Emerald Hill Road versus the 2023 estimate of \$187,687 for paving. No action at this time. The group reviewed cost estimates from last year: 158<sup>th</sup> Ave/241<sup>st</sup> Street \$639,000, 178<sup>th</sup> Avenue \$105,000, Emerald Hill at \$187,687, 182<sup>nd</sup> Avenue \$89,000 (overlay), and Fieldcrest Road \$113,000. Kevin Kruger added that with today's bid prices, some areas may be more reasonable to complete and may be able to overlay 178<sup>th</sup> Avenue and Fieldcrest Road for a cost of \$200,000. He expects to get 5-10 years out of an overlay project.

SUPERVISOR GARDING MOVED TO AUTHORIZE WSB TO PREPARE DESIGN FOR 178<sup>TH</sup> AVENUE AND FIELDCREST ROAD OVERLAY. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

Kruger suggested that a pavement management plan was last updated in December of 2021. The Board agreed that they have a good idea of which roads need maintenance and would like to delay an update. The last Pavement Management Plan update cost was \$15,591 in 2021. Supervisor Willenbring added that Oster Point Road needs more design planning.

C. Emerald Hill Road Paving Request – as noted above.

#### 8. Sportsman's Park – Tammy Garding

A. The Softball Association Management Agreement was discussed. Tammy Garding was hesitant about the agreement and Supervisor Willenbring asked her to share her concerns with the agreement as presented. She responded that the contract was too extensive. Also, the cost of insurance is a concern as the county and state policies say with a 3.2% liquor permit no insurance is needed unless a specific dollar amount of alcohol is sold. She added that the Softball Association is not a business and wanted to understand why the insurance is so expensive and why after three years this is now happening. It was explained that until the township accepted the Sportsman's Park, the park was privately owned. Tammy said that the management agreement that was agreed upon had a one million DRAM shop insurance policy coverage but now the attorney changed the amount to \$1.5 million for insurance. Supervisor Garding said cities in this area do not have these requirements. Garding added that the City of Avon is fully liable for all its parks and asks the baseball association to provide support. Tammy asked whether the township could cover the insurance. The Board responded that a township has liability insurance, but the insurance coverage is reduced to \$0 if the township allows the sale of alcohol. Also, the city *does* require DRAM shop insurance. Tammy said she has checked around with area pubs/establishments to provide liquor and that the costs of the insurance will prevent them from being able to sponsor the Softball Association with the \$800 added cost for insurance. 80% of the youth associations that use the park have their own insurance. It was pointed out that the township attorney strongly recommends that the Cold Spring Softball Association (or any management arrangement) secure an insurance policy set at \$1.5 million, with the township named as additional insured, covered in the insurance policy. Supervisor Garding disagrees with the insurance requirement for liability. Tammy said that since they are a non-profit, only \$1 million of insurance would be required. She asked if there is a difference between liquor liability and personal liability, with the difference being that the township owns the property and has liability coverage, but the liability coverage is reduced to \$0 if the township allows the sale of alcohol. Supervisor Garding reviewed Cold Springs insurance coverage. He said that the liability is also when the Softball Association is not present. Supervisor Willenbring asked for clarification in the contract if the Softball Association is not present. Tammy Garding said that she thinks the

Softball Association is completely responsible. The group reviewed the contract on the requirement details of comprehensive general liability insurance of 1.5 million to cover the township in case of a law suit. Supervisor Garding said the attorney keeps changing the contract and the township has some general liability. Supervisor Willenbring added that Wakefield Township has general liability coverage for non-alcohol liability, but he is not willing to accept the risk for the township associated with the sale of alcohol. Also, the township paid over \$3,000 in 2023 for the utilities for the park, not to mention over \$10,000 for well improvements, and the Cold Spring Softball Association is the benefiting organization from the sale of alcohol. Supervisor Willenbring asked what the next step would be. Tammy would like a better understanding of the contract and to have a simpler contract. Verbiage is confusing and it is a lot of responsibility for one person. Tammy suggested the contract is unfair and insurance too expensive. But she might consider the option of dropping the 3.2% liquor license request and applying for short term liquor license for specific tournaments. Supervisor Dold said they appreciate the work that Tammy Garding and the Softball Association have put into this organization and the park. Tammy added that she and Shawn did a lot of work to keep the park from going downhill. Now Rockville is opening a softball park and not charging. The Board suggested signing the maintenance agreement without a liquor license or alcohol sales, and the Softball Association request approval for a temporary liquor license when needed accompanied by the appropriate DRAM shop insurance coverage. Tammy Garding will discuss with the Softball Association and discuss further at the next township meeting on April 4th. Supervisor Garding would like to understand the difference between township and city requirements for insurance and the responsibility if the softball association is not present. He will check into this further with MATIT.

#### 9. Treasurer's Report:

- A. Cathy Backes was sworn in as Wakefield Township Treasurer by Clerk Heidi Stalboerger.
- B. Jerry Freiler was sworn in as Deputy Treasurer by Treasurer Cathy Backes.
- C. Treasurer's Report and List of Bills was reviewed by Deputy Treasurer Freiler.

SUPERVISOR GARDING MOVED TO APPROVE THE MARCH 7, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE FEBRUARY 14, 2024, FEBRUARY 28, 2024 AND MARCH 7, 2024, LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

#### D. Maturing CD at Falcon National Bank

SUPERVISOR DOLD MOVED TO INVEST \$220,000 INTO A 6-MONTH CD AT 5.25% AT FALCON BANK WITH COMPOUNDING INTEREST TO BE PAID WITH PRINCIPAL UPON MATURITY; FURTHERMORE, TO HAVE THE CHAIR, CLERK AND TREASURER LISTED AS AUTHORIZED SIGNERS ON THE INVESTMENT.

10. Maintenance Update – Todd Menke shared that the City of Rockville wants Wakefield Township crew to mow the Rocori Trail for payment. The Supervisors agreed that the township staff is not for hire and not responsible for the Rocori Trail. Lions Park Boat Landing has sand that is building up and they requested that Todd move the sand with the snow pusher. He said no. He trimmed brushes on 3<sup>rd</sup> Avenue. Pete Weber, City of Cold Spring, pointed out shouldering needs on 3<sup>rd</sup> St. SE. Todd will take care of. Todd asked if we should take care of the left-hand arrow on curve on 245<sup>th</sup> Street. Although it is the city's responsibility Todd will take care of since the city does not have the right type of sign. Supervisor Dold said emerald ash borers are something we need to keep an eye on. Todd thinks the county takes care of this.

11. Clerk/P&Z Update – Heidi Stalboerger

A. SUPERVISOR GARDING MOVED TO RESCIND MOTION TO APPROVE GILK PLUMBING AND HEATING TO UPDATE THE REME HALO SYSTEM. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. Midco Tri City Cable: Clerk Stalboerger received a certified letter to renew the contract and it is covered in the Joint Powers Agreement. No action is needed.

C. Levy review after the Cold Spring meeting regarding the proposed fire hall. The City is requesting additional funds from the township for the fire hall. Supervisor Willenbring attended and read the summary from the Cold Spring Fire Department meeting. The Cold Spring Fire Hall has proposed a new building at over \$8.5 million, resulting in additional costs for fire service. They want the townships to pay the same share as they are currently paying, which is 21%. This might result in additional costs to the township of \$80,000-\$100,000 for 30 years. Where they are planning to build has a city ordinance for the type of building. Other townships are reviewing the proposals as well. The City of Cold Spring is going to approve, and the people of Cold Spring have 30 days to respond. The current contract states that capital improvements be negotiated in good faith. The township donated \$40,000 to the Cold Spring Fire Department for a new fire truck. Supervisor Garding suggested we put in 1/2 of money in this year's levy and 1/2 in next year. Supervisor Willenbring added that Fire Fighter Matt Hesse, who is working on the project, will come to the annual meeting. Supervisor Willenbring suggested we add \$40,000 to the Levy for Fire Protection and raise it to \$180,000 and then reduce the general fund by \$40,000. Concerns were expressed that the cost of the City of Cold Spring Fire Hall was going up drastically to Wakefield Township residents. Supervisor Willenbring added that our township negotiated in good faith the percentage cost of fire protection and our contract binds us to our agreement. The township will continue to offer fire protection for our residents. We need to work with the City of Cold Spring on the cost of the fire hall.

12. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue: there were 11 medical, one fire and two false alarms last month. Approved purchase for the trailer. Working on the training center and a new rubber raft has been purchased.

B. Cold Spring Fire Department: the meeting was about the proposed fire hall and costs.

13. General Questions and Comments from Board of Supervisors: Information was forwarded on training.

14. SUPERVISOR GARDING MOVED TO ADJOURN AT 11:04 PM. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Supervisor John Willenbring, Town 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.