

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
MAY 2, 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. Supervisor present: Shawn Garding, John Willenbring, Dave Dold, also Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Clerk Addie Turkowski, Maintenance Dept Todd Menke, Engineer Kevin Kruger, WSB, Mark Stalboerger, Richard and Linda Munsinger, Randy Kalthoff, Amanda Fladmark, Larry Gerads, Randy Bell.

2. Open Public Forum: N/A

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

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4. \*Consent Agenda:

A. Monthly Meeting April 4, 2024

**Recommendation:** TO APPROVE THE MINUTES OF APRIL 4, 2024, MONTHLY MEETING AS PRESENTED.

B. Local Board of Appeal and Equalization April 15, 2024

**Recommendation:** TO APPROVE THE MINUTES OF APRIL 15, 2024, LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING AS PRESENTED.

C. Special Meeting April 16, 2024

**Recommendation:** TO APPROVE THE MINUTES OF APRIL 16, 2024, SPECIAL MEETING AS PRESENTED.

D. St. James Temporary On-Sale Liquor License Request

**Recommendation:** TO APPROVE THE ST. JAMES TEMPORARY ON-SALE LIQUOR LICENSE FOR INTOXICATING LIQUORS AT ST. JAMES CHURCH ON AUGUST 3, 2024 AS PRESENTED.

E. Shady's Longshots On & Off Sale Intoxicating Liquor License Renewal Application

**Recommendation:** TO APPROVE THE SHADY'S LONGSHOTS ON&OFF SALE INTOXICATING LIQUOR LICENSE RENEWAL FOR A PERIOD OF JULY 1, 2024 – JUNE 30, 2025 PRESENTED BY SHADY'S PROPERTY INVESTMENTS OF COLD SPRING, LLC FOR SHADY'S LONGSHOT, 17467 FAIRWAY CIRCLE, COLD SPRING, MN 56320 AS PRESENTED. (Clerk Stalboerger provided Shady's manager with their approved license.)

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5. Sheriff's Report – Review Calls April 2024 N/A

*Township Board of Adjustment was opened by Town Chair Garding at 6:34pm.*

6. Rick and Linda Munsinger – Variance Request: Staff report was presented by Clerk Stalboerger to reconstruct and enlarge a deck from 6x10 to 10x12. To consider a request from Section 9.9.9.A of the Stearns County Land Use Ordinance #439 and Wakefield Township Land Use Ordinance #6 to reconstruct a deck fifty-seven feet from the centerline of a township road, Fairway Circle. (No permit is needed for ground level patio). Said set back from centerline of township road is 63 feet. The Planning Commission held a public hearing on April 23<sup>rd</sup>, 2024. No public comments were received, written or verbal. Clerk Stalboerger summarized the Planning Commission Public hearing. SUPERVISOR WILLENBRING MOVED TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE RESOLUTION 2024-008 RESOLUTION ACCEPTING FINAL FINDINGS OF FACT AND APPROVING VARIANCE UPON ATTORNEY REVIEW. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger will have the variance recorded and forward to Stearns County Environmental Services.

7. Randy Kalthoff – Variance Extension: Clerk Stalboerger presented the variance extension request to the board and noted that the variance request was approved in 2021 for a 45-foot set back from the centerline of a township road, which was approved on May 6, 2021 and expired on December 31, 2021. Because of the building slowdown with lack of building supplies and builders they are requesting a six-month variance request. The request has not changed. The Planning Commission recommended approval of the variance extension request. SUPERVISOR WILLENBRING MOVED TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE RESOLUTION 2024-007 RESOLUTION GRANTING EXTENSION OF TIME FOR VARIANCE UNTIL NOVEMBER 2, 2024 AS PRESENTED. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger will have the resolution recorded and forward it to Stearns County Environmental Services.

*The Board of Adjustment was closed at 6:52 by Town Chair Garding.*

Township Board of Supervisors Reconvene at 6:52PM.

8. Larry Gerads – Administrative Subdivision: Attachment- Clerk Stalboerger presented a Staff Report. Five parcels are involved. Gerads purchased a sliver parcel of land boarding the back of the affected parcel(s) that was 1/3<sup>rd</sup> acre that he is requesting to have attached to his parcel and three other parcels. The survey shows the attachments and easement between two of the property owners for a well. The Board reviewed the Township Recommendation Form and agreed that this is an appropriate request to correct the boundary line(s). SUPERVISOR DOLD MOVED TO CONCUR WITH THE PLANNING COMMISSION AND RECOMMEND APPROVAL OF THE ADMINISTRATIVE SUBDIVISION: ATTACHMENT AND DIRECT THE TOWN CHAIR TO SIGN THE TOWNSHIP RECOMMENDATION FORM FOR STEARNS COUNTY. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. Clerk Stalboerger will forward the paperwork to Stearns County Environmental Services and update all landowners.

9. Engineer Update – Kevin Kruger, WSB, Inc.

A. 2024 Overlay Project: The project was presented to the Board, and details were discussed. Advertisements were published for bids. The group discussed driveways. Kruger said the concrete driveways and asphalt driveways will be leveled into driveway two feet and blend to road with asphalt. The discussion on the road north of River of Life needs a two-inch overlay and with the cost of asphalt it will be about \$20,000. The board does not think the cost of the overlay is worth the amount of truck traffic. The south portion of 178<sup>th</sup> will be completed close to the Rocori Trail. Kruger will review this Rocori Trail section with Kris Dockendorf and check with MnDOT on right of way issues and permits.

Menke added that Century Estates has a lot of rocks remaining on the road from the seal coat project last year that may need to be swept up by the contractor (Allied). Kruger will contact the contractor.

B. 2024 Street Reconstruction Project 241st Street/158th Avenue: currently there is no start date with Kramer, but we have an end date at the end of September, with the number of working days listed in the contract.

#### 10. Sportsman's Park – Softball Park

A. A solution to the Management Agreement for Sportsman's Park was presented by Supervisor Willenbring, including Duties and Responsibilities as well as 2024 Concession Agreement. Treasurer Backes asked how the board plans to cover the park's costs as the levy dollars allocated has been spent and the overage has come out of the general fund. Supervisor Willenbring responded that this is how the Board operates, we can transfer funds as we see needed and do not need to do what the citizens say during the levy discussion. The group discussed how to create a Parks Employee position, and that details need to be followed relating to the employee handbook. Clerk Stalboerger suggested a rental contract for use of the Softball Park and Concession Stand. Supervisor Willenbring said we need a softball park manager, so it can operate. Supervisor Garding added that Wakefield Township has to do something soon to keep the softball park going or it will all be over. Clerk Stalboerger said if a rental agreement is created, it needs to be added to the Fee Schedule and it would be best practice to appoint a person as a park contact person. Mark Stalboerger asked the board who has agreed to run the softball park, since at the last meeting, Tammy Garding informed the board that she was done and no longer willing to work with the Board. Supervisor Willenbring said he reached out to her, and she agreed to run it this last year if the contract is what she proposed. Supervisor Garding said the Youth Association has taken care of the softball park when they play. After games there is about 1-2 hours of cleanup work. The Board reviewed the Stearns County Park Management rental agreements. Supervisor Garding said that a rental agreement is a good idea and suggested we charge \$1.00 rental for the concessions building. Supervisor Dold stated that he agrees about having a rental agreement for the concession stand and ball fields, but it is unreasonable to consider a rental agreement for \$1.00. Dold also asked if we operate the park one way this year, doesn't that set a precedence for next year? Supervisor Willenbring suggested that we need some type of revenue sharing. Mark Stalboerger added that the board is dealing with two different rental options: softball fields and rental of the concession building. Supervisor Willenbring added that the softball park is a beneficial use of the park and highlights the park to the community. Mark Stalboerger said we have \$30,000 (levied for 2024) to work with and it will be an added expense if we add a temporary employee, versus the operational procedures used in the past. He also suggested reviewing the income and expenses regularly as well as review expenses from the past. The group reviewed known expenses from last year (ongoing lighting and maintenance) and the anticipated expenses for an employee. Supervisor Willenbring said that with information from past years and the proposed contract as discussed, without alcohol served, will be a good contract for this year. We need to research rental agreements for the future. Considering the time of the year, we must move forward under this contract. Supervisor Dold asked Clerk Stalboerger what her thoughts were on the contract. Clerk Stalboerger responded that she has many questions regarding the proposed concession agreement that should be further clarified, as it is not in the best interest of the township to enter into a vague contract. Supervisor Garding stated that the board asked the attorney to write a Township Park agreement and it cost the township thousands. Supervisor Willenbring said we learned that it was not the right agreement. Clerk Stalboerger responded that she did not agree. Stalboerger went on to say that the Board spent much time on the contract originally written by the attorney, including a full revision by the Supervisors, for which Stalboerger was praised for the completed contract. Shortly thereafter, the Board met with the Cold Spring Softball Association and all parties agreed to the contract but did not sign the contract. She also stated that other municipalities have

similar contracts. Clerk Stalberger reminded the board that this contract was reviewed by the township attorney and approved in an attempt to protect the township. Supervisor Dold agreed that we need to look out for the township. Supervisor Garding said he felt the township attorney presented a one-sided contract that only served the township. Clerk Stalberger reminded the board that the attorney is the legal advisor for the township. SUPERVISOR WILLENBRING MOVED TO HIRE A SOFTBALL PARK MANAGER THAT WILL REPORT TO WAKEFIELD TOWNSHIP AS A TEMPORARY EMPLOYEE POSITION ACCORDING TO THE TOWNSHIP EMPLOYEE HANDBOOK. SUPERVISOR DOLD SECONDED. MOTION PASSED 3-0. (This agreement only included the Duties and Responsibilities and does not include a concession management agreement or rental agreement.) SUPERVISOR WILLENBRING MOVED TO OFFER A SOFTBALL PARK MANAGEMENT POSITION TO TAMMY GARDING AS A TEMPORARY EMPLOYEE POSITION AT \$25.00 AN HOUR. SUPERVISOR DOLD SECONDED. MOTION PASSED 2-0. ROLL CALL VOTE: WILLENBRING –YES, DOLD – YES, GARDING-ABSTAIN. No decision has been made on the concession operation. Supervisor Garding said we need more information about a rental agreement which includes reviewing MN Association of Townships rental agreements and making modifications as needed that are appropriate for Wakefield Township.

B. Refuse: Supervisor Willenbring reminded the board that a dumpster is needed for the season. SUPERVISOR DOLD MOVED TO UTILIZE WEST CENTRAL TO PROVIDE GARBAGE SERVICE AT THE SOFTBALL PARK. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

#### 11. Treasurer's Report

A. Treasurer's Report and List of Bills was presented to the board by Treasurer Backes. SUPERVISOR WILLENBRING MOVED TO APPROVE THE MAY 2, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE APRIL 10, 2024, APRIL 24, 2024, AND MAY 2, 2024, LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. CD Maturity – There is a \$200,000 CD maturing on May 11, 2024 at the State Bank of Cold Spring and a \$30,000 CD maturing on May 10, 2024 at Falcon National Bank. Treasurer Backes reviewed current CD rates. The Board directed Treasurer Backes to reinvest the \$200,000 into a 13-month CD at the State Bank of Cold Spring, 4.5%. The Board directed Treasurer Backes to deposit the maturing \$30,000 into the State Bank of Cold Spring savings account.

C. The Treasurer Review Date was scheduled for the end of the June 6, 2024 Township Board meeting.

#### 12. Maintenance Update – Todd Menke

A. Dust Control Estimate went up 6 cents, from 67 cents to 73 cents per lineal foot by 18 feet wide. The board approved the increase and directed Menke to notify the contractor.

B. Ditch Mowing Price Increase from \$90/hour to \$95/hour in addition to the fuel cost. The Board approved the price increase and directed Menke to notify the contractor.

C. 200<sup>th</sup> Street Gravel/Crack filling: Luxemburg Township wants to put gravel on 200<sup>th</sup> street which is 175 yards at \$1900 and Wakefield Township would pay half. They are also recommending crackfilling at a cost of \$1700 and Wakefield Township would pay half. The total cost for Wakefield Township would be \$1,800 for both recommendations. The board agreed to the crack fill at a cost to Wakefield Township of \$1,700 but not the gravel. Todd Menke will inform Luxembourg Township.

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

A. Stalboerger reviewed the MATIT Insurance bill. Upon review, the invoice was reduced from \$7881 to \$6505 per year with updates to regarding ball park bleachers, election equipment, leased copier/printer/scanner and removing full coverage on the older vehicles.

B. ARPA Reporting – Project II was created and reported for the snowplow truck purchase. Clerk Stalboerger is required to declare projects for the ARPA Funds received. We have committed \$134,500.00 to broadband project. \$185,315.11 was reported and committed for the new snowplow truck. Clerk Stalboerger will have to complete annual reporting through 2026 on the ARPA funds.

14. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue is working on a policy for lift assist. The first two calls are free and additional calls may be assessed a fee. Munson Township handled the Relief Association funds transfer. The four-wheeler that was replaced by the 4X4 has been sold.

B. Cold Spring Fire Department: A negotiation meeting on the new Fire Hall proposal is scheduled for their last meeting in May. Supervisor Willenbring will attend.

15. General Comments: Supervisor Garding notified the board that the lighting project with Softball Park might be able to secure funding from the MN Twins community projects. The park could move to LED lighting, and he is looking into it.

16. SUPERVISOR DOLD MOVED TO ADJOURN AND SUPERVISOR WILLENBRING SECONDED.  
MOTION CARRIED 3-0. MEETING ADJOURNED AT 10:03PM.

Respectfully Submitted, [Signature]

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Shawn Garding, Town Chair