

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING MAY 2, 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, Kyle Knudson, Dan Lang, Dale & Annette Poganski, Mark Stalboerger and Dave Heinen.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

A. Minutes March Meeting April 4, 2019

B. Minutes Board of Local Board of Appeal and Equalization April 22, 2019

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

STEARNS COUNTY SHERIFF UPDATE

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

OVERWEIGHT PERMITS

Two overweight permits for different delivery dates were requested for Ben Williams, Island Lake Road, for residential building deliveries before the road restrictions are lifted. Engineer Nielson reviewed the information and recommended that the permits be issued for the driver to carry in the delivery truck.

MOTION BY WILLENBRING SECONDED BY GARDING TO ISSUE TWO OVERWEIGHT PERMITS FOR WILLIAMS RESIDENTIAL BUILDING MATERIAL ON ISLAND LAKE ROAD ON MAY 3, 2019 AND MAY 10, 2019 AS PRESENTED. MOTION CARRIED 3-0.

FROSTVIEW HILL PRELIMINARY PLAT – DAN LANG/KYLE KNUDSON

The Board reviewed the Frostview Hill Preliminary Minor/One Lot Plat presented by Dan Lang and prospective buyer Kyle Knudson

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE FROSTVIEW HILL PRELIMINARY MINOR PLAT AS PRESENTED; FURTHERMORE, TO DIRECT THE CHAIR TO SIGN THE PRELIMINARY PLAT. MOTION CARRIED 3-0.

DALE & ANNETTE POGANSKI – LANGEVIN DRIVE REQUEST

Dale and Annette Poganski were present to request that the township begin to maintain the south 1000 feet of Langevin Drive. Willenbring explained that Langevin Drive was dedicated for public road use and privately maintained. Willenbring went on to say that if a request for the township to commence spending public funds to maintain Langevin Drive, the road would need to be improved to meet township specifications and standards before considering the request. The Board told Poganski that once Langevin Drive is improved to meet the approval of the Wakefield Township Engineer, the Poganski's may then return to request that the Township use public funds to maintain the improved portion of Langevin Drive. Poganski was advised to contact the DNR and Stearns County Environmental Services as well as the Wakefield Township Engineer before improving the Langevin Drive. Poganski discussed a five-acre parcel adjacent to Langevin Drive that is currently unimproved. Poganski stated that a driveway onto

Langevin Drive would be the obvious ingress/egress to the parcel, however, the other solution would be a driveway onto County Road 49 through another parcel that Poganski's own. The group reviewed the topography of the adjoining parcel (also owned by Poganski). Poganski was advised that an easement would be a civil matter that should be recorded and also to contact the Stearns County Highway Department to request a driveway permit onto County Road 49.

ENGINEER UPDATE

A. 200th Street

1. Mike Nielson, WSB, reviewed the 200th Street bid opening. The engineer's estimate was \$710,265. Four bids were received with Knife River as the lowest responsible bidder with a bid of \$668,124.55. Luxemburg Township approved awarding the bid to Knife River contingent upon the Wakefield Township Board also approving Knife River.

MOTION BY WILLENBRING SECONDED BY GARDING TO AWARD THE 200TH STREET RECONSTRUCTION PROJECT TO KNIFE RIVER IN THE AMOUNT OF \$668,124.55 AS PRESENTED CONTINGENT UPON STATE AID APPROVAL; FURTHERMORE, TO GIVE AUTHORIZATION TO NIELSON FOR CHANGE ORDERS ON THE PROJECT FOR ITEMS NOT TO EXCEED \$20,000 (\$10,000 PER TOWNSHIP) WITH NOTIFICATION TO THE SUPERVISORS. MOTION CARRIED 3-0.

2. Nielson reviewed the contract for the LRIP Grant Agreement.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE RESOLUTION #2019-003, EXHIBIT E FOR GRAND AGREEMENT TO STATE TRANSPORTATION FUND (LOCAL ROAD IMPROVEMENT PROGRAM) GRANT TERMS AND CONDITIONS SAP 073-592-005, MAY 2, 2019. MOTION CARRIED 3-0.

-MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANT AGREEMENT AS PRESENTED. MOTION CARRIED 3-0.

3. Nielson stated that work schedule for the 200th Street project will be forthcoming after the State Aid authorization.

4. Nielson is checking on the culvert schedule with the contractor.

B. The Island Lake Road project will begin again after road restrictions are lifted.

C. The Joint Powers Agreement between Wakefield and Munson for Forest Hill Road was reviewed.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE JPA BETWEEN WAKEFIELD AND MUNSON ON THE FOREST HILL ROAD CHIP SEAL PROJECT CONTINGENT UPON APPROVAL BY MUNSON TOWNSHIP. MOTION CARRIED 3-0.

D. Nielson reviewed the cost of a feasibility study for Frostview Road, Fairway Circle and 158th Street. A feasibility study would be helpful in budgeting for the reconstruction of these roads. The total estimate is \$4,750 but if the Board approves a feasibility study for all three roads at the same time, the price estimate is reduced to \$4,250. These studies would be a rough estimate and likely not include detailed information.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE FEASIBILITY STUDY FOR FROSTVIEW ROAD, FAIRWAY CIRCLE AND 158TH STREET IN THE AMOUNT OF \$4,250 AS PRESENTED. MOTION CARRIED 3-0.

Erkens mentioned that a section on Oster Point Road near County Road 49 is in need of a patch. Menke was instructed to obtain two estimates.

Menke stated that Collegeville Township will be handling the crackfilling on 260th Street (east and west). Collegeville will invoice Wakefield Township for its portion of the project cost.

MAINTENACE UDPATE

A. Menke reviewed excavating bids for a new 15” culvert with aprons on Emerald Hill Road. Two bids were obtained for excavating; Kraemer Excavating \$2,200 and Krippner Excavating \$1,380. (The culvert pipe and aprons are not included in the cost of excavation and will cost \$649.68).

MOTION BY WILLENBRING SECONDED BY GARDING TO AWARD THE QUOTE FOR THE EXCAVATING FOR A NEW CULVERT ON EMERALD HILL ROAD TO KRIPPNER EXCAVATING IN THE AMOUNT OF \$1,380 AS PRESENTED. MOTION CARRIED 3-0.

B. Menke presented a Road Ditch Cutting for 2019 from Math Schmitz. The price per hour plus fuel in 2019 is \$65. The 2018 contract price was \$60/hour.

MOTION BY GARDING SECONDED BY WILLENBRING TO ACCEPT THE 2019 ROAD DITCH CUTTING CONTRACT FROM MATH SCHIMITS AS PRESENTED. MOTION CARRIED 3-0.

-Luxemburg Township requested to add 10 loads of gravel to 200th Street (west end) for a total cost of \$1,137.50. Wakefield Townships portion would be \$568.75.

MOTION BY WILLENBRING SECONDED BY GARDING TO CONCUR WITH LUXEMBURG AND ADD 10 LOADS OF GRAVEL TO 200TH STREET FOR A COST TO WAKEFIELD TOWNSHIP OF \$568.75. MOTION CARRIED 3-0.

-Menke mentioned that homeowners from North Pointe in Cold Spring approached him about installing reduced speed limit signs/35 mph on 245th Street. The Board reviewed the history of the traffic study and speed limit statute. Since there are not enough driveways on the stretch of 245th Street just north of North Pointe to County Road 50, the speed limit is 55 mph. An advisory sign may be counterproductive. The Board agreed to do nothing.

CLERK UPDATE

A. Stalboerger reviewed forms received from Schlenner Wenner accounting firm. One form is a new contract for three years. The Board reviewed the cost for each year. The new contract is based on the accrual method and GAAP accounting principles and procedures. This contract outlines prices per year for year end 2018, 2019 and 2020. The contract also states that if the OSA does not require an audit, Schlenner Wenner will not conduct an audit in that year. The Board discussed the price of the audit and the procedures. The Board reviewed the contract and requested copies to review. Frieler will contact the accountant over the next month. The Board will review at the June meeting.

B. Stalboerger reviewed a road vacation/alignment request from the Rich Spring Gold Course and other possible requests regarding the sale and split of the Rich Spring Golf Course from the former Rich Spring Club House. Stalboerger reviewed a procedure list for a road vacation request for this parcel. The Board generally agreed that the road vacation request and/or alignment would be favorable for both the township and the owners of the Club House. However, there may be changes in the request due to research regarding the platted road. Stalboerger will continue to work on the project and if a road vacation petition is received, a date for a public hearing will be set at the June meeting.

C. Stalboerger reviewed correspondence from the MATIT Attorney as well as a response from Environmental Services Staff regarding insurability as well as conformance with the ordinance. The direction from both is to have the property(ies) inspected by a building inspector. The Board concurred to have David Barsody inspect the properties; furthermore, directed Stalboerger to research the well(s) for the parcels.

- Stalboerger requested a workshop meeting to review the employee handbook and fee schedule in mid-June.
- Stalboerger reviewed the MATIT Commercial Package renewal policy.

FIRE DEPARTMENT UPDATE

- A. Chain of Lakes Fire & Rescue Department – Willenbring reviewed the Firefighter for a Day program that the department is running in conjunction with ROCORI. The general public is also welcome. The Chain of Lakes continues to receive donations from the Calendar fundraiser.
- B. Cold Spring Fire Department – Population estimates are anticipated for the contract formula for payment.

FINANCIAL REPORT

- A. The Treasurers report was reviewed as well as the list of bills.
MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE MAY 2, 2019 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE APRIL 17, 2019, MAY 1, 2019 AND MAY 2, 2019 LIST OF BILLS ACCORDING TO THE 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 WILLENBRING SECONDED BY ERKENS TO ADJOURN THE MEETING AT 10:59 PM. MOTION CARRIED 3-0.*

Date Approved: June 6, 2019

Respectfully submitted,

Heidi M. Stalboerger, Clerk