

MINUTES
NOVEMBER 30, 2022
WAKEFIELD TOWNSHIP SPECIAL MEETING
DISCUSSION OF LEASE AND MAINTENANCE AGREEMENT
BETWEEN WAKEFIELD TOWNSHIP AND COLD SPRING SOFTBALL ASSOCIATION

Township Chair Cyril Erkens called the meeting to order at 7:00PM and led the Pledge of Allegiance.

Members present: Township Supervisors Cyril Erkens, John Willenbring, Shawn Garding, Clerk Heidi Stalboerger, Treasurer Jerry Frieler, Deputy Clerk Addie Turkowski, Mark Stalboerger, Township Attorney, Robert Ruppe, Tammy Garding, Jill Wuertz, Kevin Dierkhising.

Supervisor Erkens opened the meeting noting the meeting is to discuss the contract between Wakefield Township and the Cold Spring Softball Association lease of Sportsmans Park. Supervisor Willenbring added that the purpose is to make the ownership and management of Sportsman Park legal.

Township Attorney Bob Ruppe attended this meeting to share, discuss, and review a draft of a lease agreement between the two parties, adding that the park is now public since Wakefield Township has accepted ownership. The Softball Association is requesting use of the park and the concession facilities through a lease agreement. In exchange for exclusivity the Softball Association will be willing to maintain the field and event coordination during a defined period. Attorney Ruppe added that this contract is written for a judge and the purpose is to protect the township and its residents from unknown circumstances.

Attorney Ruppe presented a draft of a lease agreement and walked through the draft contract with members present for discussion and clarity. Important to note that the Softball Association president currently does all the scheduling for the use of the Softball Park and facilities by numerous other community organizations.

Points discussed:

- Overall time usage of park, months, days, and timing of days.
- Concessions and facilities, use of these facilities and concession items.
- Future discussion of concession profits to support costs.
- Township has reviewed requirements for food usage in the concessions for future planning
- Storage of equipment by particular groups for use at ball park. For instance, the Cold Spring Area Youth Association stores equipment they use when utilizing the park.
- Storage of maintenance equipment and use of equipment to maintain fields.
- Maintenance of fields and outlying areas of park, who is responsible for defined areas.
- Future planning to upgrade concession, septic, and washrooms for public.
- The importance of keeping the park “public” status to defer property tax requirements.
- There is need to clarify property insurance – Wakefield Township is waiting on a return response to questions posed to the Township Association insurance providers.
- The Township Association does not provide insurance for the Townships to serve alcohol.
- More discussion is needed on whether the Township should provide internet, cost analysis is needed.

- Utilities need further clarification, electric, garbage, etc.
- Currently the Softball Association is also managing the use of the Softball Park for public use as the president schedules events by request from community organizations.

Attorney Ruppe will make modifications as discussed during this meeting. Wakefield Township Supervisors will peruse the revised contract and review with the Softball Park Association. This is to be a one-year contract and review of contract will follow a trial year.

Future discussion is needed on total management of park and upgrades to facilities. One thought raised was whether a "Parks Department" should be a consideration of management of this park. Concern mentioned was the ability and costs of hiring a park employee and future costs.

Supervisor Willenbring said we need to figure out how to do this, for now we need to move forward for the 2023 year and then review the association agreement and make revisions for the future.

Attorney Ruppe will streamline this contract and provide to the Wakefield Township for review.

SHAWN GARDING MOVED TO ADJOURN THE SPECIAL MEETING AT 8:53PM. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Cyril Erkens, Township chair