

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
NOVEMBER 3, 2022 7:00 PM  
22295 FROSTVIEW ROAD  
COLD SPRING, MN 56320

1. Meeting called to order at 7:00PM and Pledge of Allegiance led by Town Chair Cyril Erkens. Supervisors present were Cyril Erkens and John Willenbring. Present were Clerk Heidi Stalboerger, Treasurer Jerry Frieler, Deputy Clerk Addie Turkowski, Kevin Kruger, WSB, and Todd Menke. Also present were Sgt Adam Hoffman, Mark Stalboerger, Gene Hesse, Adam Gorres, Jill Wuertz, Kyle Knudson, Herb Hesse.
2. There were no requests for an Open Public Forum
3. Approval of the Agenda and Consent Agenda: JOHN WILLENBRING MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA. SUPERVISOR ERKENS SECONDED. MOTION CARRIED 2-0.

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4. **\*Consent Agenda:**

A. Monthly Meeting October 6, 2022

**Recommendation:** TO APPROVE THE MINUTES OF THE OCTOBER 6, 2022 MONTHLY MEETING AS PRESENTED.

B. Sportsman's Park Committee Meeting October 17, 2022

**Recommendation:** TO APPROVE THE MINUTES OF THE SPORTSMAN'S PARK COMMITTEE MEETING ON OCTOBER 17, 2022 AS PRESENTED.

C. Continuation of October 24, 2022 Monthly Meeting on October 6, 2022

**Recommendation:** TO APPROVE THE MINUTES OF THE CONTINUATION OF THE OCTOBER 6, 2022 MONTHLY MEETING HELD ON OCTOBER 24, 2022 AS PRESENTED.

D. Sportsman's Park Committee Meeting Site Visit October 29, 2022

**Recommendation:** TO APPROVE THE MINUTES OF THE SPORTSMAN'S PARK COMMITTEE MEETING SITE VISIT ON OCTOBER 29, 2022 AS PRESENTED.

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5. Sheriff's Report was given by Sgt Adam Hoffman who reviewed the October 2022 Call Log
  6. Engineer Update – Kevin Kruger

A. River of Life Project Update – The construction project is underway and going well. The erosion control has met all expectations. The site has been kept clean and well organized. The parking lot is paved and the site is being prepared for winter.

B. 2023 Road Projects – The Board discussed the 3<sup>rd</sup> Street SE proposal from the City of Cold Spring. Residents have inquired if there is a possibility of adding a pedestrian/bike trail on this road. The City of Cold Spring is ready to move forward on this project with cost sharing from the township, however the road maintenance agreement between Wakefield Township and the city is not equal cost sharing (37.3%/62.7%). The Town Board would like to see a professional estimate to be reviewed by WSB and would welcome further discussion with the City of Cold Spring before moving forward with acceptance of an agreement of construction.

The 2023 Seal Coat Project is being worked on with specifications. SUPERVISOR WILLENBRING MOVED TO ADVERTISE FOR THE SEAL COATING PROJECT FOR 2023. SUPERVISOR ERKENS SECONDED. MOTION CARRIED 2-0.

The Board will discuss the 2023 projects further at the December meeting with additional information regarding cost estimates. Surveys for 2023 road projects are underway.

C. Township Road Mileage Certification Form is standard operating procedure. Wakefield Township has 57.34 miles of road.

D. Sportsman's Park Soil Borings has been completed and the lead level is low enough to ensure that there is no need for remediation.

E. Final payment for road construction is to be approved for Knife River. SUPERVISOR WILLENBRING MOVED TO APPROVE THE FINAL PAY VOUCHER FOR FAIRWAY CIRCLE ROAD TO KNIFE RIVER IN THE AMOUNT OF \$38,374.64 AS PRESENTED; FURTHERMORE, THE PAYMENT WILL BE WITHHELD UNTIL FINAL DOCUMENTS ARE OBTAINED. SUPERVISOR ERKENS SECONDED. MOTION CARRIED 2-0.

7. Clerk/P&Z Update – Heidi Stalboerger

A. Sportsman’s Park: A draft of the Softball Park Management Agreement was presented. Further discussion and review is needed. The Board will schedule a meeting with the Attorney and the Cold Spring Softball Association. Clerk Stalboerger will reach out to contacts that may be able to assist in the development of plans for Sportsman’s Park. Kevin Kruger and WSB will be searching for grant opportunities for upgrades. Supervisor Willenbring stated that the project should include wildlife awareness, and areas that will attract and retain wildlife. Kevin Kruger noted that wildlife inclusion is an important aspect of the park planning detail. The Board also discussed the importance of park maintenance. A Wakefield Township Community Center was mentioned which would also include land for parking. The Town Board will consider other options for the use of the park as well as the involvement of other civic associations and clubs.

B. Budget Format 2023: Clerk Stalboerger presented a new format for budgeting, which will include years of budgeting expenses and will detail overall income to guide proposed levy items. There are four principal areas of budgeting: Fire, Debt Service, Road and Bridge and General. Supervisors are pleased with the new budget record format.

C. Election Update: The on-site election process is set and ready to go. The Wakefield Town Hall offers a useful design for in-person voting. The township has an acceptable number of trained election judges.

D. Audio/Visual Device component that recorded the audio for meetings quit working and was outdated. A new component has been installed that will record to a flash drive. This flash drive is easy use and holds many records for retention.

E. Employee Benefits Renewal: The Board will be setting up a meeting for employee review.

8. Maintenance Update

Todd Menke reported that he has purchased road salt for the season for a price of \$105.25. Satellite repair cost \$284 from TJ Welding for the ring mount on the snow plow truck. All three trucks have had an oil change, maintenance and repairs. Tree removal is being completed on Red Cedar Road and it is going very well. Supervisor Erkens questioned the amount spent to date on Red Cedar Road as the estimate was \$2,000. Additional trees were removed and the price per tree is averaging \$50 per tree removed.

9. Financial Report

A. SUPERVISOR WILLENBRING MOVED TO APPROVE THE NOVEMBER 3, 2022 TREASURER’S REPORT AND LIST OF BILLS AS PRESENTED; FURTHERMORE, TO APPROVE THE OCTOBER 12, 2022, OCTOBER 26, 2022, AND NOVEMBER 3, 2022 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR ERKENS SECONDED AND MOTION CARRIED 2-0.

B. Deputy Treasurer is being considered for appointment to assist Treasurer Jerry Frieler. Jerry will meet with Kyle Knudson and action will be taken at the December 2022 meeting.

10. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – There are 30 members which is a full roster. Department responded to 14 calls in October. There will be a joint meeting December 12, 2022 at 8:00 for the annual budget review.

B. Cold Spring Fire Department – there will be a meeting in December.

11. SUPERVISOR WILLENBRING MOVED TO ADJOURN THE TOWNSHIP MEETING AT 9:07PM. SUPERVISOR ERKENS SECONDED. MOTION CARRIED 2-0.

Respectfully Submitted:

Approved by:

/s/Deputy Clerk, Addie Turkowski

/s/Town Chair, Cyril Erkens