

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
NOVEMBER 7, 2024 6:30PM  
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Town Chair Shawn Garding called the monthly meeting to order at 6:30PM and led the Pledge of Allegiance. Supervisors present: Shawn Garding, John Willenbring, Dave Dold, Clerk Heidi Stalboerger, Treasurer Cathy Backes, Deputy Clerk Addie Turkowski, Todd Menke, Jeff Oliver, WSB, Mark Stalboerger, Mike O'Brien, David Hinson, Cheryl Foster.
2. Open Public Forum: N/A
3. SUPERVISOR WILLENBRING MOVED TO APPROVE THE AGENDA AND THE CONSENT AGENDA. SUPERVISOR DOLD SECONDED, MOTION CARRIED 3-0.

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4. \*Consent Agenda:

A. Monthly Meeting October 3, 2024

Recommendation: TO APPROVE THE MINUTES OF THE OCTOBER 3, 2024 MONTHLY MEETING AS PRESENTED.

B. Continuation of Monthly Meeting October 8, 2024

Recommendation: TO APPROVE THE MINUTES OF OCTOBER 8, 2024 CONTINUATION OF THE OCTOBER 3, 2024 MONTHLY MEETING AS PRESENTED.

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5. Sheriff Jon Lentz gave the Stearns County update for Wakefield Township for the month of October.
  6. Mike O'Brien and David Hinson attended the meeting to request the township board redefine Fenton Court, which is a privately maintained road, to a road that is publicly maintained. The traffic on this road is mainly residents and visitors. They request the township take over the road for snowplowing and maintenance. The Fenton Court residents feel that there would be a minimal cost to the Township and added that the residents do not have the expertise to maintain. Supervisors expressed several concerns: the road does not meet township standards, there are trees/obstacles in the way for snowplowing and the cul-de-sac needs to meet standards. The supervisors suggested that the engineer, Jeff Oliver assess the road. Supervisor Willenbring said the Board would be open to additional discussion once there is feedback from the engineer and township staff. Mike O'Brien added that the cost to bring the road to township standards is of great concern for the few residents along Fenton Court. The board will revisit the request in the new year.
  7. Engineer Update – Jeff Oliver, WSB
    - A. 2024 Overlay Project: Knife River has completed and closed the project and the Final Pay Voucher, and all required documents have been submitted, reviewed, and approved. The work certified to date is \$143,879.85. The original bid amount was \$142,493.10.

- B. 2024 Street Reconstruction Project 241st Street/158th Avenue: Kramer has completed most of the project with some extra topsoil work for ease of mowing in the ditches. The contractor is working on obtaining the required closeout documents for submittal and review. Oliver stated that the final payment and project acceptance may be ready for the December meeting, depending on a few punch items to complete.
- C. 2025 Road and Bridge Projects: The Board identified potential projects Oster Point Road and Knaus Circle as well as prep work for Fireside Road and Fireside Court, depending on the status of the Subordinate Services District formation and additional estimate work. Supervisor Garding responded that the Board should meet with the City of Cold Spring, along with engineers from the township and the city, to discuss line road agreements for the east end of Oster Point Road as well as the west end of Fireside Road.

8. Maintenance Update – Todd Menke

- A. 188<sup>th</sup> Avenue Culvert Replacement: Todd stated that the county has concrete culvert material to replace the large culvert on 188<sup>th</sup> Ave. Jeff Oliver added that the testing is necessary to appropriately size the culvert but agreed that concrete is the recommended type of material for long term use. Oliver stated that soil borings would be necessary and could be done even if the ground is frozen. The culvert replacement project would likely take place in 2025 if all testing necessary can be conducted.
- B. Roads for Tree Trimming: Menke will mark all trees to be removed before sending out notices to affected homeowner on 210<sup>th</sup> Street and Emerald Hill Road
- C. The truck fleet have successfully been DOT certified with repairs. Menke discussed purchasing cutting edges and would like to try using a new cutting edge. SUPERVISOR WILLENBRING MOVED TO APPROVE \$1,777.05 TO PURCHASE JOMA CUTTING EDGE FOR THE SNOWPLOW. SUPERVISOR DOLD SECONDED. MOTION PASSED 3-0. Supervisor Garding expressed concern with the cost of a new one-ton truck. The board requested that Menke work on obtaining estimates and stated that they would continue to assess the value of a new truck with the needs and safety requirements for the township. They agreed that the current one-ton truck is necessary and is beginning to be less cost effective to maintain since it is nearly 28 years old. Menke felt that it has value and can be sold if a replacement vehicle is purchased.

9. Cheryl Foster Assessor Update: There were 21 sales in the area. The ratios were 94.5% on water and 92.5% off the water. She said the Truth in Taxation (TNT) meeting is scheduled for December 3, 2024 at 5:00 pm at Stearns County. She discussed the Sportsman's Park activities and stated that the park may be deemed taxable depending on the use, such as rental to the public

10. Sportsman Park

- A. Rental Agreement: The Board discussed the rental agreement of the Pavillion and Softball Park. They discussed charging sales tax for rental use. They agreed that they need to continue to search for a civic organization to manage the park so that they can continue to work on the rental agreement. The group discussed having the Park Committee involved with and review the rental agreement and provide promotional

ideas. They can also assess the policies and procedures for management. They discussed the park budget. Treasurer Backes reminded the board that Wakefield Township can accept donation but cannot solicit donations.

- C. Management Agreement: The board decided to hold on the rental and management agreements. Tammy Garding submitted a notice to the Board that the Softball Park has been officially closed for the season. She also gave her official notice of resignation that she will no longer be involved in the park operations and the management of the softball park. She requested the board to consider purchasing the cooler and food grade stainless steel tables that were purchased for the concession stand by the Cold Spring Softball Association. SUPERVISOR DOLD MOVED TO PURCHASE THE COOLER AND TWO STAINLESS STEEL FOOD PREP TABLES FOR \$1,568.39 FROM THE COLD SPRING SOFTBALL ASSOCIATION. SUPERVISOR WILLENBRING SECONDED. ROLL CALL VOTE: WILLENBRING – YES, DOLD-YES, GARDING-ABSTAIN. MOTION CARRIED 2-0. SUPERVISOR WILLENBRING MOVED TO ACCEPT TAMMY GARDING’S RESIGNATION AS PARK MANAGER REPRESENTING COLD SPRING SOFTBALL ASSOCIATION. SUPERVISOR DOLD SECONDED. ROLL CALL VOTE: WILLENBRING-YES, DOLD-YES, GARDING-ABSTAIN. MOTION CARRIED 2-0. Clerk Stalboerger will respond on behalf of the Wakefield Township Board to accept Tammy Garding’s resignation and to thank her for her service. Clerk Stalboerger received a form for contact information for the park will inform the Sheriff Department of the information on keyholders for the softball park. Supervisor Garding and Todd Menke are listed as key holders for the park.
- D. Park Committee Update and Grant Application: Supervisor Willenbring said the Stearns County Parks Department is reviewing the grant. SUPERVISOR WILLENBRING MOVED TO UTILIZE THE PARK FUNDS HELD BY STEARNS COUNTY FOR WAKEFIELD TOWNSHIP (FROM DEVELOPMENT INCOME) IN THE AMOUNT OF \$21,750 AS A PORTION OF THE MATCHING GRANT AMOUNT OF THE ARPA GRANT FUNDS REQUESTED BY WAKEFIELD TOWNSHIP FROM STEARNS COUNTY TO BE UTILIZED FOR PARK IMPROVEMENTS AS OUTLINED IN THE GRANT SUBMISSION. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

#### 11. Treasurer’s Report

- A. SUPERVISOR DOLD MOVED TO APPROVE THE NOVEMBER 7, 2024 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE OCTOBER 9, 2024, OCTOBER 23, 2024, NOVEMBER 6, 2024 AND NOVEMBER 7, 2024 LIST OF PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.
- B. Payroll – QuickBooks Conversion: the auditor will assist with transition to begin with the first pay date of the New Year. Treasurer Backes presented new transactions and reports generated for the board to review.
- C. Set Employee Review Date: set for 12/3/24 at 12.30 pm.

#### 12. Clerk and P&Z Updates

A. Fee Schedule: we will hold on this as the township has additions for the schedule.

13. Fire Department – John Willenbring

A. Chain of Lakes Fire and Rescue: 17 calls of which 15 were medical, one fire. December 9<sup>th</sup> is the date of the 2024 Annual Budget meeting.

B. Cold Spring Fire Department: Cold Spring is reviewing how to assess school calls, nursing home calls and how to charge townships. There is still no resolve as to how they plan to assess fees for Fire Department calls beyond the current contract.

14. General Questions

15. SUPERVISOR DOLD MOVED TO ADJOURN THE MEETING. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0. MEETING ADJOURNED AT 10:39PM.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Shawn Garding, Town Chair