

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING NOVEMBER 7, 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, Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Mike Nielson, Todd Menke, Jon Lentz, Ray Schreiner, Dan Kron, Brian Junkemeyer, Molly Thompson and Brigid Murphy.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

MOTION BY WILLENBRING SECONDED BY ERKENS TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 2-0

MOTION BY WILLENBRING SECONDED BY ERKENS TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED 2-0.

- A. Minutes October 3, 2019 Wakefield Township Board meeting
- B. Minutes October 24, 2019 CSFD Annual Budget meeting

SHERIFF'S DEPARTMENT UPDATE

Jon Lentz was present to give an update of Sheriff's Department calls and activity for the month of October 2019. Lentz reviewed the littering offense at the town hall.

CENTURY ESTATES PLAT 2 – Ray Schreiner

Ray Schreiner and Dan Kron presented *Century Estates Plat 2*. Stalboerger gave an updated staff report. The Board reviewed the minor plat proposing one parcel be split into two parcels. The Supervisors reviewed the proposed property line and discussed that if in the future, a road is built to connect County Road 2 to Westbrook Drive via 214th Street, all proposed structures (septic, drainfield and well) would meet the setback requirements from the future road.

MOTION BY WILLENBRING SECONDED BY ERKENS TO RECOMMEND APPROVAL OF THE CENTURY ESTATES PLAT 2 MINOR PRELIMINARY PLAT TO STEARNS COUNTY ENVIRONMENTAL SERVICES AS PRESENTED. MOTION CARRIED 2-0.

Erkens signed the preliminary plat of *Century Estates Plat 2*.

2018 AUDIT REVIEW – Molly Thompson, Schlenner Wenner & Co.

Molly Thompson from Schlenner Wenner & Co reviewed the Presentation of the Audited Financial Statements for year ending 12/31/18. Thompson reviewed the audit process and results as well as internal controls. Thompson reviewed the Management Letter comments and Financial Highlights. The group reviewed questions. The group reviewed additional policies that need to be adopted. Thompson will meet with Frieler and Stalboerger to improve on processes in need of further development. Thompson requested that the Board review the information further and if in agreement, accept the audit at the December 2019 meeting. The group reviewed questions. The group reviewed additional policies that need to be adopted. *MOTION BY WILLENBRING SECONDED BY ERKENS TO APPROVE TREASURER FRIELER TO ATTEND A QUICKBOOKS AT SCHLENNER WENNER IN DECEMBER 3, 2019 FOR A \$99 REGISTRATION FEE. MOTION CARRIED 2-0.* Frieler will handle registration.

Nielson questioned paying contractor pay vouchers on a monthly basis or when the project is complete. Thompson suggested that the payment be made when the pay voucher is presented and signed.

ENGINEER UPDATE

Nielson reviewed preliminary road designs for Frostview Road. Nielson considered traffic volumes, distance and users/population for various segments of the road. Nielson reviewed ditch slopes, speed, wetland impact, road width, signage and road elevation. The Board discussed three to four different options and typical or estimated costs for each option. The timing of the project will likely occur in 2020 or 2021.

The Board discussed the road budget and other upcoming road projects.

-Nielson reviewed pay vouchers for the Great Norther Drive patching and chip seal project in 2018, Island Lake Road and 200th Street. The group reviewed the remaining reimbursement amounts owed to the township for the Local Road Improvement Program for Island Lake Road and the committed funds from the State Bonding Bill for 200th Street. Nielson has been in communication with the paying agency to finalize the projects. Nielson is recommending approval of the pay vouchers to Knife River for Island Lake Road and 200th Street upon receipt of reimbursed funds from the corresponding state programs. Nielson will be calculating costs between Wakefield and Luxemburg for the 200th Street project to ensure the payments are equal to both townships.

CLERK UPDATE

A. Stalboerger reviewed the annual rate hearing for the Riverfield Streetlight Subordinate Service District. Stalboerger suggested that the Board hold a joint meeting with the Planning Commission on November 19, 2019. Angie Berg, Stearns County Environmental Services will be speaking to the Planning Commission about the progress of the proposed updates to the Stearns County Comprehensive Plan.

MOTION BY WILLENBRING SECONDED BY ERKENS TO HOLD A SPECIAL MEETING JOINTLY WITH THE PLANNING COMMISSION ON NOVEMBER 19, 2019 AT 7:00 TO DISCUSS AND REVIEW THE PROPOSED UPDATES TO THE STEARNS COUNTY COMPREHENSIVE PLAN; FURTHERMORE, TO SET THE ANNUAL RATE HEARING FOR THE RIVERFIELD STREETLIGHT SUBORDINATE SERVICE DISTRICT ON NOVEMBER 19, 2019 AT 8:15 PM AT THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING, MINNESOTA. MOTION CARRIED 2-0.

B. The Clerk encouraged the Supervisors to review the proposed changes to the Fee Schedule. The Board will review at the December meeting.

-Stalboerger included a proposed 2020 meeting schedule for the Supervisors to review.

MAINTENANCE SUPERVISOR UPDATE

A. Menke completed the Maplewood Road turn-around. The culvert on Emerald Hill Road is complete. The concrete culvert on Fenwood Lane is rotten. The culvert was patched but needs to be replaced. The culvert on Westbrook Drive has not been replaced. Menke needs another person to help him with the labor. Menke is projecting to have the culvert work done next spring on Westbrook Drive.

B. Menke gave an update of repairs to the International snowplow truck. An error message occurred. Menke took the truck to Maney's. They found loose wiring on the transmission wiring and repaired it. Menke received extra carbide tips for the Diamond Saw blade. AJAX soldered new tips where the used tips were damaged. Menke purchased a truck frame at Windy Hill for \$500 for the construction of the snow pusher. Menke needs 16 hooks for the attachment/snow pusher on the loader. Menke anticipates they may cost slightly more than \$500 (the unauthorized spending limit). The Board asked Menke to get quotes from Midway and Notch to compare pricing for the hooks.

FIRE DEPARTMENT UPDATE

A. Willenbring stated that the Chain of Lakes is still working on a compensation model for the fire fighters and will perhaps be a formula that is phased in over time possibly beginning in 2020. The District Board will review with the townships at the CLFD Annual Meeting in December.

B. Willenbring reviewed the budget meeting. At the budget meeting, Cold Spring City Council Member, Jayme Knapp, requested the cost per parcel for fire protection in Wakefield Township. Stalboerger provided the cost per parcel to the city of Cold Spring at the direction of the Board and explained the calculation of that number to the Board. The Board discussed other calculation methods to find the most equitable similarities for the township and the city if the request for comparison persists.

TREASURERS REPORT

B. Frieler reviewed the balance sheet and profit and loss statement.

MOTION BY ERKENS SECONDED BY WILLENBRING TO APPROVE THE NOVEMBER 7, 2019 TREASURERS REPORT AS PRESENTED, FURTHERMORE, TO APPROVE THE OCTOBER 16, 2019, OCTOBER 30, 2019 AND NOVEMBER 7, 2019 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER, PLUS A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD HOMEOWNERS ASSOCIATION AND TO HOLD DISBURSEMENT OF CHECK NUMBERS 8766, 8767 AND 8768, TOTTALLING \$637,189.33, TO KNIFE RIVER FOR THE 200TH STREET PROJECT UNTIL FUNDING IS RECEIVED FROM THE STATE BONDING BILL COMMITMENT. MOTION CARRIED 2-0.

A. MOTION BY WILLENBRING SECONDED BY ERKENS TO APPOINT GERALD FRIELER TO THE POSITION OF WAKEFIELD TOWNSHIP TREASURER. MOTION CARRIED 2-0.

Frieler took the oath of office as the Wakefield Township Treasurer.

C. Menke and Stalboerger recently met with the township insurance agent for an annual review of health/life insurance policies and for renewal. The group discussed available plans and the cost associated with the plans. The group will address monthly allowances for insurance coverage during the employee reviews.

ADJOURN/RECESS

MOTION BY WILLENBRING SECONDED BY ERKENS TO ADJOURN THE MEETING AT 11:27 PM. MOTION CARRIED 2-0.

Respectfully Submitted,

WAKEFIELD TOWNSHIP

Approved by:

Heidi M. Stalboerger, Clerk

Cyril Erkens, Chairman