

MINUTES
RECESSED WAKEFIELD TOWNSHIP BOARD MEETING
OCTOBER 24, 2022 7:00 PM
22295 FROSTVIEW ROAD
COLD SPRING, MN 56320

Township Chair Cyril Erkens called the meeting to order at 7:00PM and let the Pledge of Allegiance. Present were township supervisors: Cyril Erkens, John Willenbring, Shawn Garding, and Clerk Heidi Stalboerger, Deputy Clerk Addie Turkowski, and Tammy Garding.

This recessed meeting was held to discuss Sportsman Park management and learn about impending issues for Wakefield Township. Tammy Garding was present to assist supervisors with understanding her current role with the Cold Spring Softball Association as the manager, including scheduling softball events and currently filling the role as concession and food manager. Ms. Garding and Shawn Garding have been handling maintenance on the softball fields.

Areas of concern expressed during the discussion are:

1. Concession facility currently does not meet code.
2. Concession workers need knowledge, information on food safety requirements.
3. Security is needed as break-ins happen in the concession facility.
4. Menu offerings need further discussion and will affect the need for improvements for the concession facility design.
5. Refrigeration or a walk-in cooler update will likely be required.
6. Concession area needs to be remodeled/expanded in relation to a new food menu. One possibility is to use the current restroom area and relocate restroom to a new facility to be created.
7. One field has lighting which limits scheduling of some evening events.
8. Wakefield Township needs to address the cost of electricity. The electric bill ranges from \$35-\$660/month.
9. There needs to be a discussion of event assessment and team fees for park usage.
10. Lawn care is a huge concern and regular mowing is needed as well as Ag Lime replenishing and spreading.

Ms. Garding responded to a question of items on a wish list for repair or improvement based on her current experience with coordinating the Softball Association and assisting with park maintenance:

1. Internet access
2. Scoreboard update (electronic ideally)
3. New locks or keypad lock system
4. Coolers
5. Eliminate wooden post around field
6. Erect new concrete posts upfront by concession stand
7. Create curb stop around field
8. Food safety upgrade
9. Hire assistant or part time help to assist with maintenance, mowing, etc.
10. Repair fence and meet fence regulations for softball

Steps discussed to move forward:

1. Complete Stearns County Food Safety application. Clerk Stalboerger forwarded forms and contact information to Ms. Garding.
2. Summarize food plan to guide concession planning and facility upgrade projected in 2023.
3. Ms. Garding will complete a position description for a list of duties of the Softball Association coordinator.
4. Research and inquire information on other facilities that are upgrading lights and scoreboard to hopefully purchase usable lighting and scoreboard.
5. Clerk Stalboerger will check with Xcel Energy to gain details on upgrading lighting to LED.
6. Insurance for Sports Park needs to be resolved. Clerk Stalboerger will inquire about coverage from MATIT and Ms. Garding will inquire about insurance for the Softball League.

7. Shawn Garding will seek bids on hiring out lawn care for the park.
8. A design plan for the concession area and new restroom needs to be created upon resolving the food menu. One possibility for the design is to inquire possibility of the Architectural Design students from St. Cloud Technical Community College to use as a real-time project.
9. Septic system needs to be addressed once the decision is made on food, concession, and restroom facilities. This needs to be done soon to submit for budgeting for 2023.
10. Further discussion to follow on lower park area for future usage.
11. The Wakefield Township Board's goal is to have the concession and restroom facilities plans completed by summer 2023 and upgrades to be completed in the off season.
12. Clerk Stalboerger will contact the Attorney to draft a Park Management Agreement.

MOTION TO ADJOURN BY SHAWN GARDING AND SECONDED BY JOHN WILLENBRING AT 9:09 PM.
MOTION CARRIED.

Respectfully Submitted:

Approved by:

/s/Deputy Clerk Addie Turkowski

/s/Town Chair Cyril Erkens