

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
OCTOBER 3, 2024, 6:30 PM  
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Town Chair Shawn 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, WSB Kevin Kruger, Mark Stalboerger, Ryan Holthaus, Jan Decker, Vicki Jungels, Luke Vossen.

2. Open Public Forum: Ryan Holthaus representing the Fireside Road/Fireside Circle HOA announced they had a special meeting and 84% of the Woodland Hills Homeowners Association approved entering into a Subordinate Services District (SSD) with Wakefield Township for upgrades necessary to bring a portion of Fireside Road up to township specs and standards and turn the road over to the township for public maintenance. They are currently on the agenda for the Cold Spring City Council and will present information they have from their attorneys to discuss giving a contiguous portion of Fireside Road to the City of Cold Spring. The group had a brief discussion on the SSD process as well as sharing the road with the City of Cold Spring and maintenance issues that may arise from additional pressure on Fireside Road.

3. SUPERVISOR DOLD MOVED TO APPROVE THE AGENDA AND CONSENT AGENDA.  
SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

---

4. \*Consent Agenda:

A. Monthly Meeting September 5, 2024

Recommendation: TO APPROVE THE MINUTES OF THE SEPTEMBER 5, 2024 MONTHLY MEETING AS PRESENTED.

B. Continuation of Monthly Meeting September 16, 2024

Recommendation: TO APPROVE THE MINUTES OF THE SEPTEMBER 16, 2024 CONTINUATION OF SEPTEMBER 5, 2024, MONTHLY MEETING AS PRESENTED.

---

5. Stearns County Sheriff's Update – Jon Lentz gave the update for September. When asked about the ordinance on No-Wake for the lakes area he said the buoys are in the water from Memorial Day through Labor Day.

6. Engineer Update – Kevin Kruger, WSB, Inc.

A. 2024 Overlay Project: Knife River has completed the project. The pay voucher is being presented for payment. The work certified is \$143,879.85, the original bid was \$142,493.10. The additional cost is due to more topsoil and seeding than was originally planned. They are working on final close-out documents.

B. 2024 Street Reconstruction Project 241st Street/158th Avenue: Kramer has completed most of the project. Doing additional dirt work to level off the area to improve ease of mowing in the ditches. Topsoil was thin so about 30-40,000 pounds of black dirt was added which will overrun the costs. Once complete they will finish the seeding. WSB will submit the closeout documents and have the final voucher for the November meeting. Supervisor Willenbring added that the road looks good. Todd noted that signage needs to be completed.

## 7. Sportsman's Park

A. Rental Agreement: Supervisor Garding suggested that this meeting be recessed to another day, so the board members have time to review and then discuss the Park Rental Agreement. The Board agreed.

B. Park and Park Maintenance Update: Supervisor Garding informed the board that all activities in the Softball Park will be completed the following Tuesday. Supervisor Willenbring added that the water will be turned off the following weekend. Garding discussed upgrade ideas for parking on the south side of the shelter.

C. Park Committee Update: Supervisor Willenbring said they are looking at the county grant. He said he has been unable to get the committee together but plans to meet by the end of October. Supervisor Willenbring stated that there are many discussion topics when the group meets including promotional items, parking, disc golf, shelter, trails, etc. The current trails need clean-up attention. The group is seeking people to step forward to take on specific roles. Supervisor Willenbring added that there are a lot of nice trees that may need care. Supervisor Garding reminded the board that trees cannot be removed in a park area. Supervisor Willenbring said he hoped that the township could secure an award of a \$50,000 grant. Supervisor Garding inquired if we may be able to receive park donations from area residents and businesses. The board discussed erecting a sign with baggies for people walking their dogs.

## 8. Treasurer's Report

A. Treasurer's Report and List of Bills were presented by Treasurer Cathy Backes.

SUPERVISOR DOLD MOVED TO APPROVE THE OCTOBER 3, 2024, TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE SEPTEMBER 11, 2024, LIST OF RECEIPTS SEPTEMBER 25, 2024, AND OCTOBER 3, 2024, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

B. CD Report: Treasurer Backes updated the board on the CDs at area banks.

C. QuickBooks Conversion Update: Treasurer Backes has completed the conversion and is now printing checks. She can provide more detailed reports and will help with budgeting.

D. Payroll: Treasurer Backes presented two quotes for payroll software. The board reviewed.

SUPERVISOR WILLENBRING MOVED TO FUND THE QUICKBOOKS PAYROLL PROCESSING SYSTEM FOR \$1,071.00. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

## 9. Maintenance Update – Todd Menke

A. Westbrook Sign/County Road 2 Project 2025: Todd informed the board that the county is requesting that the township move the "Westbrook" sign in the township/county road right of way. Menke will work with Kraemer and the residents as this is not a township sign.

B. Roads for Tree Trimming Estimate: Tree trimming on Emerald Hill Road and 210<sup>th</sup> Street. Clerk Stalboerger provided a pre-approved letter for notification to residents (with the option for a public hearing) and a resolution for tree/brush trimming and removal from Minnesota Association of Townships. SUPERVISOR DOLD MOVED TO APPROVE RESOLUTION #2024-015 – RESOLUTION DECLARING THE TOWN'S INTENT TO REMOVE TREES FROM THE RIGHT OF WAY, UPON ATTORNEY REVIEW. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

C. Salt: Todd Menke received a bid from Compass Minerals from Duluth and the bid is less than last year, \$99.84/ton. Menke stated the salt is cleaner and delivered. SUPERVISOR WILLENBRING MOVED TO PURCHASE 50 TONS OF SALT AT \$4,992 FROM COMPASS MINERALS FOR THE WINTER SEASON. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

D. Mailboxes on Edgehill Road are up and competed and payment received.

E. Todd attended an expo show and discussed the one-ton truck. Menke recommended a 550 Ford two-door truck would be a better purchase because of weight and safety concerns. Menke will check on State bids and pricing on a 550 Ford Truck, and equipment.

#### 10. Clerk/P&Z Update

A. Riverfield Streetlight Subordinate Services District – Set annual certification amount: Clerk Stalboerger reviewed the letter to be sent to the Riverfield Streetlight District. She reviewed the costs the township pays for electricity along with current costs and projected future costs. SUPERVISOR WILLENBRING MOVED TO SET THE FEE FOR THE RIVERFIELD STREETLIGHT SUBORDINATE SERVICES DISTRICT AT \$66.00 PER PARCEL. THIS INCLUDES A \$60 ANNUAL USAGE FEE WITH A \$6.00 CERTIFICATION FEE FOR THOSE HOMEOWNERS WHO CHOOSE TO CERTIFY PROPERTY TAXES FOR 2025. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. SUPERVISOR DOLD MOVED TO ADOPT RESOLUTION 2024-014, THE PROPOSED BUDGET FOR THE RIVERFIELD STREETLIGHT SSD FOR 2025. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

B. Technology Estimate: Clerk Stalboerger presented the estimate to improve township computers and technology from One Good Geek. This will also improve technological security for the township. SUPERVISOR WILLENBRING MOVED TO APPROVE THE COST FOR NEW COMPUTERS AND THE TECHNOLOGY UPDATED FOR WAKEFIELD TOWNSHIP FOR \$10,374.20. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

C. Justice Center Project Details: Clerk Stalboerger informed the board to review information on the Stearns County Justice Center Project.

D. Election Update: SUPERVISOR WILLENBRING MOVED TO AMEND THE RESOLUTION #2024-011 OF JULY 2, 2024 TO RESOLUTION #2024-013, TO ADD JULIE SNARTLAND AS AN ELECTION JUDGE FOR WAKEFIELD TOWNSHIP. SUPERVISOR GARDING SECONDED. ROLL CALL: WILLENBRING – YES, DOLD-ABSTAIN, GARDING – YES. MOTION CARRIED 2-0.

E. Stearns County Cannabis Ordinance: Clerk Stalboerger shared a lengthy copy of the County Cannabis Ordinance and recommended that the board or anyone interested review the information. There will also be a public hearing on the state ordinance on November 19, 2024 at Stearns County. Wakefield Township recently updated the Memorandum of Understanding and Wakefield Township Land Use and Zoning Ordinance to include that the county will process all permits related to cannabis in Wakefield Township.

F. Deputy Clerk: Clerk Stalboerger will submit an advertisement to the newspaper as Deputy Clerk Addie Turkowski will be resigning her position in early 2025.

G. High Intensity Drug Traffic Area: Review information from Stearns County to inform board of the designation.

H. Township Attorney: Review the attorney legal service pricing increase to \$275 for general assistance and \$300 for development work per hour.

I. Website Updates: State mandate to update to ADA compliance by 2026. The township can continue to use the same web providers who will help with the transition this time next year.

#### 11. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – There were sixteen calls for September and still a few false alarms. The exercise room and equipment are shared with the Stearns County Sheriff Department. A training center progress continues. Auditors will perform a five-year audit at the direction of the state for \$4500.

B. Cold Spring Fire Department – City of Cold Spring is breaking ground on October 9, 2024 for the new Fire Department Hall. They have issued bonds for the new Fire Hall. Supervisor Willenbring said we must continue to negotiate with the City of Cold Spring as the current contract expires late 2026.

12. General Questions and Comments from Board of Supervisors – Franchise Document from Midco was made available to the board.

13. SUPERVISOR WILLENBRING MOVED TO RECESS TO OCTOBER 8, 2024 AT 6:30PM.  
SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. TOWN CHAIR GARDING RECESSED THE MEETING AT 9:43PM.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Shawn Garding, Town Chair