

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
OCTOBER 6, 2022 7:00 PM  
22295 FROSTVIEW ROAD  
COLD SPRING, MN 56320

1. Monthly Meeting Called to Order at 7:00PM and Pledge of Allegiance Led by Town Chair, Cyril Erkens. Present were Township Supervisors: Cyril Erkens, Shawn Garding, John Willenbring. Also present were Clerk Heidi Stalboerger, and Deputy Clerk Addie Turkowski, and Mark Stalboerger, Todd Menke, Captain Jon Lentz, Kevin Kruger, WSB Township Engineer, Molly Thompson, Mary Huettl, Dave Dold, Kyle Knudsen.
  2. Chair Erkens Opened the Public Forum: Mary Huettl whom lives on County Road 49 expressed concerns that since the road was resurfaced the speed has increased. Dave Dold spoke about his concern that the traffic seems to have increased speed and it appears that County Road 49 road is now smaller with the new surface. It seems to him to now be more dangerous for the walkers and bikers. Because of the apparent increase of freight trucks and the recent motorcycle accident, he asked about a weight restriction on this road. Captain Jon Lentz replied that this road is a county road authority, and all concerns are to be addressed to the county. He will add additional patrols on this road.
  3. SUPERVISOR GARDING MOVED TO APPROVE THE AGENDA AND THE CONSENT AGENDA. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.
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4. \*Consent Agenda:

A. Monthly Meeting September 1, 2022

**Recommendation:** TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2022 MONTHLY MEETING AS PRESENTED.

B. Continuation of September 1, 2022 Monthly Meeting on September 8, 2022

**Recommendation:** TO APPROVE THE MINUTES OF THE CONTINUATION OF THE SEPTEMBER 1, 2022 MONTHLY MEETING HELD ON SEPTEMBER 8, 2022 AS PRESENTED.

C. Continuation of September 1, 2022 Monthly Meeting on September 15, 2022

**Recommendation:** TO APPRIVE THE MINUTES OF THE CONTINUATION OF THE SEPTEMBER 1, 2022 MONTHLY MEETING HELD ON SEPTEMBER 15, 2022 AS PRESENTED.

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5. Sheriff's Report – Captain Jon Lentz, presented the September 2022 Call Log

6. Molly Thompson – Schlenner Wenner Inc. presented an overview of the 2021 Audit Review. She stated that Wakefield Township is doing fine on fiscal management. Ms. Thompson stated that the Audit went very well and there is a positive working relationship between Schlenner Wenner and Wakefield Township. There are no concerns with Legal Compliance in all areas reviewed. Wakefield Township ended the year with a positive balance. Ms. Thompson reviewed items for improvement and will work with Clerk Stalboerger on future budget progress.

7. Susan Drontle – Administrative Subdivision is requested. Clerk Heidi Stalboerger shared details of property site information for PID 36.23579.0000, 17166 Glenwood Road, Richmond. A Certificate of Compliance is requested to pass along to Stearns County Environmental Services. This will be an Administrative Subdivision of an 80-acre parcel divided into two 40-acre parcels. SUPERVISOR WILLENBRING MOVED TO APPROVE THE ADMINISTRATIVE SUBDIVISION OF PID 36.23579.0000 INTO TWO 40-ACRE PARCELS AS PRESENTED. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

8. Rate Hearing - Riverfield Streetlight Subordinate Service District

Township Chair Erkens opened the Rate Hearing at 8:49PM. Clerk Stalboerger outlined the background of the Riverfield Streetlight Subordinate Service District. She explained that the homeowners in this district paid an additional yearly amount on their property taxes to fund the streetlights. She explained that as a result of requested upgrades from the homeowners, a negative balance exists in the subordinate service district account. The Board discussed certifying

\$139/year/homeowner in the Riverfield Streetlight Subordinate Service District area. She noted that letters with details were sent to all homeowners to inform them of the Rate Hearing. No response was received. Township Chair Erkens called three times for any residents to speak on the Rate Hearing for the Riverfield Streetlight Subordinate Service District. No residents or members of the public requested to speak. Chair Erkens closed the Rate Hearing at 8:56PM. SUPERVISOR WILLENBRING MOVED TO APPROVE RESOLUTION ACCEPTING PROPOSED BUDGET FOR 2023 AND AUTHORIZE CERTIFYING RIVERFIELD SUBORDINATE SERVICE DISTRICT FEES AND RELATED COSTS TO STEARNS COUNTY AUDITOR'S OFFICE IN THE AMOUNT \$145 FEE ASSESSMENT FOR EACH OF THE 21 HOMEOWNERS IN THE RIVERFIELD STREETLIGHT SUBORDINATE SERVICE DISTRICT. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

9. Engineer Update – Kevin Kruger

- A. 2022 Street Reconstruction/Fairway Circle project has been completed and final pay voucher is in process and will soon close out documents. Final cost is approximately \$536,000 which is about 5% above original estimate. The increase resulted from an overrun-on pavement. Project was a success.
- B. 2023 Road Projects were presented through maps. Currently a seal coat project and a reconstruction project are planned. Estimate of seal coating cost is just over \$200,000 with a contingency. The other roads improvements planned would cost just over \$500,000, which between the two projects exceed the 2023 Road and Bridge budget. Kruger suggested a road survey of 182<sup>nd</sup> Avenue, 158<sup>th</sup> Street, 241<sup>st</sup> Street and others to assess costs. Supervisor Garding suggested the township concentrate on crack filling and seal coating for the 2023 year. Kruger noted that it is best to complete crack filling in 2023 as current prices have had a significant increase. SUPERVISOR WILLENBRING MOVED TO AUTHORIZE WSB TO SURVEY ROADS 178<sup>th</sup> AVENUE, 182<sup>nd</sup> AVENUE, 241<sup>st</sup> STREET AND 158<sup>th</sup> AVENUE. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0. SUPERVISOR GARDING MOVED TO AUTHORIZE WSB TO OBTAIN BIDS FOR 2023 SEALCOAT PROJECT. SUPERVISOR WILLENBRING SECONDED . MOTION CARRIED 3-0.
- C. River of Life Project Update – Construction is underway, and the erosion control has met all expectations. They continue to keep the site clean and well-organized during construction. River of Life might need a variance for a future signage request.
- D. Sportsman's Park Soil Borings – WSB is waiting on final analysis from the assessment.
- E. Road Mileage Certification Letter – Kruger will verify road mileage. Clerk Stalboerger will present road mileage certification form at the November Township meeting.

10. Clerk/P&Z Update – Heidi Stalboerger

- A. Sportsman's Park – The Township is seeking Sportsman's Park Planning Committee participants and notice Has been sent to those who have already express interest. Supervisor Willenbring will create an agenda for the upcoming Sportsman's Park Committee meeting. There is enthusiasm for the potential of the park offerings. Clerk Stalboerger stated that tours of area park concession facilities are available as per Sarah Covelli at Stearns County Environmental Services to help with ideas about potential food and facility design. Wakefield Township needs to decide on a maximum concession menu before a final building design can be completed by an architect. There needs to be more discussion on maintenance of park, concession commission and liquor license. A Park Manager will be needed; Supervisor Willenbring suggested developing a position and job description. The Supervisors agreed on continuing the discussion regarding the Park Manager position to a separate meeting on Monday, October 24, 2022 at the Wakefield Town Hall, 22295 Frostview Road, Cold Spring MN at 7:00 pm.
- B. Conflict-of-Interest Claim & Resolution – Backup Snowplow Operator: SUPERVISOR WILLENBRING MOVED TO PAY BACK-UP SNOWPLOW OPERATOR SHAWN GARDING A FEE OF \$25/HOUR. SUPERVISOR ERKENS SECONDED. SUPERVISOR GARDING ABSTAINED. MOTION CARRIED 2-0.
- C. Midco Contract Renewal – SUPERVISOR GARDING MOVED TO COMPLETE A CONTRACT WITH MIDCO TO UPGRADE SPEED, AND MOVE TO A FIVE-YEAR-CONTRACT. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.
- D. Audio/Visual device update is needed, and new equipment will be installed on the 18<sup>th</sup>. Townships are required to record all public meetings.

11. Maintenance Update – Todd Menke stated that salt bids are out to two vendors and township will have enough salt for the winter season.

12. Financial Report

A. Treasurer's Report and List of bills were presented. SUPERVISOR WILLENBRING MOVED TO APPROVE THE OCTOBER 6, 2022 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE SEPTEMBER 14, 2022, SEPTEMBER 28, 2022, AND OCTOBER 6, 2022 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SHAWN GARDING SECONDED. MOTION CARRIED 3-0.

B. Deputy Treasurer- Wakefield Township is reviewing the Deputy Treasurer position as there is an increase in the amount of financial recording keeping and the township is transitioning to a government budgeting process. With the potential retirement of the current treasurer, there needs to be a plan in place. Treasurer Frieler will make all appointments regarding the Deputy Treasurer position. The position is an ex-officio position and a non-decision-making board member.

13. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue has changed bylaws for compensation; financial statement updated, and utilities costs have increased.

B. Cold Spring Fire Department – No current update

14. SUPERVISOR WILLENBRING MOVED TO RECESS MEETING TO MONDAY, OCTOBER 24, AT 7PM TO DISCUSS MANAGEMENT OF SPORTSMAN PARK. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Respectfully Submitted:

Approved by:

/s/Deputy Clerk Addie Turkowski

/s/Town Chair Cyril Erkens