

WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD, COLD SPRING MINNESOTA
QUALIFICATION MEETING MARCH 21, 2024 7:00PM

Clerk Heidi Stalboerger called the Wakefield Qualification Meeting to order at 7:00 pm at the Wakefield Town Hall, 22295 Frostview Road Cold Spring, Minnesota. Board members present were John Willenbring, Shawn Garding, Dave Dold, Treasurer Cathy Backes and Clerk Heidi Stalboerger.

MOTION MADE BY SUPERVISOR GARDING SECONDED BY SUPERVISOR WILLENBRING TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 3-0.

SWEARING IN NEWLY ELECTED OFFICERS

John Willenbring was presented with a Certificate of Election and took the oath of office as Supervisor for a three-year term.

SELECTION OF TOWN BOARD OFFICERS

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO NOMINATE SHAWN GARDING AS CHAIR OF THE WAKEFIELD TOWNSHIP BOARD OF SUPERVISORS. MOTION CARRIED 3-0.

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO NOMINATE DAVE DOLD AS VICE-CHAIR OF THE WAKEFIELD TOWNSHIP BOARD OF SUPERVISORS. MOTION CARRIED 3-0.

SCHEDULE FOR THE TOWN BOARD AND PLANNING COMMISSION MEETINGS

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO CHANGE THE START TIME OF THE MONTHLY TOWNSHIP BOARD MEETINGS FROM 7:00 PM TO 6:30 PM AND OTHERWISE APPROVE THE WAKEFIELD TOWNSHIP BOARD & PLANNING COMMISSION MEETING SCHEDULE FOR 2024-MARCH 2025. MOTION CARRIED 3-0.

OFFICIAL POSTING PLACE

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO APPROVE THE WAKEFIELD TOWN HALL, 22295 FROSTVIEW ROAD, COLD SPRING AS THE OFFICIAL POSTING PLACE. MOTION CARRIED 3-0.

OFFICIAL NEWSPAPER

MOTION MADE BY SUPERVISOR DOLD SECONDED SUPERVISOR WILLENBRING TO APPROVE THE COLD SPRING RECORD AS THE OFFICIAL NEWSPAPER FOR THE PUBLICATION OF TOWNSHIP NOTICES. MOTION CARRIED 3-0.

TOWN DEPOSITORY

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO DESIGNATE THE STATE BANK OF COLD SPRING AND FALCON NATIONAL BANK IN RICHMOND AS THE OFFICIAL DEPOSITORIES FOR WAKEFIELD TOWNSHIP FUNDS. MOTION CARRIED 3-0.

USE OF LEVY FUNDS

MOTION BY SUPERVISOR DOLD SECONDED BY SUPERVISOR WILLENBRING TO APPROVE RESOLUTION #2024-005, RESOLUTION TO SET THE FINAL 2024 LEVY FOR COLLECTION IN 2025, IN THE AMOUNT OF \$1,492,000 AS AUTHORIZED BY THE ELECTORS OF WAKEFIELD TOWNSHIP AT THE MARCH 12, 2024 ANNUAL MEETING. MOTION CARRIED 3-0.

COMPENSATION FOR TOWN OFFICERS

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO APPROVE COMPENSATION FOR THE FOLLOWING TOWNSHIP POSITIONS EFFECTIVE AS OF APRIL 1, 2024:

<i>SUPERVISORS MEETING FEE</i>	<i>\$150</i>
<i>SUPERVISORS HOURLY RATE</i>	<i>\$ 25</i>
<i>PLANNING COMMISSIONERS MEETING RATE</i>	<i>\$125</i>
<i>PLANNING COMMISSIONERS HOURLY RATE, SITE VISIT</i>	<i>\$ 25</i>
<i>ELECTION JUDGES</i>	<i>\$ 20</i>
<i>HEAD ELECTION JUDGES</i>	<i>\$ 25</i>
<i>MILEAGE-CURRENT FEDERAL RATE (all township business)</i>	<i>\$ 0.67</i>
<i>CLERK-AS PER RATE SET AT EMPLOYEE REVIEW</i>	
<i>DEPUTY CLERK HOURLY RATE</i>	<i>\$ 25</i>
<i>DEPUTY CLERK MEETING RATE</i>	<i>\$125</i>
<i>TREASURER-HOURLY RATE MINIMUM-SET AT EMP REV</i>	<i>\$ 30</i>
<i>DEPUTY TREASURER HOURLY RATE</i>	<i>\$ 25</i>
<i>DEPUTY TREASURER MEETING RATE</i>	<i>\$125</i>
<i>MAINTENANCE SUPERVISOR-AS PER RATE SET AT EMPLOYEE REVIEW</i>	
<i>PART-TIME/TEMPORARY SNOWPLOW OPERATORS</i>	
<i>AND MAINTENANCE</i>	<i>\$ 25</i>
<i>ANNUAL MEETING MODERATOR</i>	<i>\$100</i>

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR GARDING TO APPROVE RESOLUTION #2024-006 RESOLUTION AUTHORIZING CONTRACT WITH INTERESTED OFFICE FOR DAVID DOLD TO FUNCTION AS ELECTION JUDGE. MOTION CARRIED 2-0.

<i>Supervisor Willenbring</i>	<i>Aye</i>
<i>Supervisor Garding</i>	<i>Aye</i>
<i>Supervisor Dold</i>	<i>Abstained</i>

DESIGNATION OF SUPERVISORS POSITIONS

The Board discussed the Planning Commission Board. As interest in the Planning Commission has increased and in an attempt to involve more township community members, the Board agreed to have the Supervisor liaison role serve as an advisory role, ex-officio, and add a fifth at large Planning Commissioner. The Clerk will review the Planning Commission Bylaws and Ordinance before the change will be effective. *MOTION MADE BY SUPERVISOR DOLD SECONDED BY SUPERVISOR WILLENBRING TO APPROVE SUPERVISOR WILLENBRING AS THE FIRE BOARD(S) LIAISON, SUPERVISOR GARDING AS THE PLANNING COMMISSION LIAISON AND SUPERVISOR DOLD AS THE MINNESOTA ASSOCIATION OF TOWNSHIPS (MAT) AND STEARNS COUNTY TOWNSHIP OFFICER LIAISON. MOTION CARRIED 3-0.*

REIMBURSEMENT OF EXPENSES

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD THAT MEALS WILL BE COMPENSATED BY REQUEST, ACCOMPANIED BY A RECEIPT. ALCOHOL IS NOT A REIMBURSEABLE EXPENSE AND SHALL NOT BE CONSUMED WHILE ENGAGED IN TOWN BUSINESS. MOTION CARRIED 3-0.

PROFESSIONAL & INDEPENDENT CONTRACTS

The Board reviewed contracts for Assessor Cheryl Foster, Building Inspector, David Barsody and WSB, Inc. Engineering. No action taken at this time.

FEE SCHEDULE

The Wakefield Township Fee Schedule is currently under review by the Wakefield Township Planning Commission. The Board directed Clerk Stalboerger to contact Building Inspector David Barsody for review of fees. No action taken at this time.

EMPLOYEE HANDBOOK

The Board reviewed the Employee Handbook. Clerk Stalboerger will present an update to reflect changes in reimbursable expenses. No action taken at this time.

TOWN ORDINANCE AND RESOLUTION BOOK

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO ACCEPT THE TOWN ORDINANCE AND RESOLUTION BOOKS AS PRESENTED. MOTION CARRIED 3-0.

TOWN FINANCIAL REPORTING FORM

The towns financial reporting form is due by June 30, 2024.

UPCOMING TRAINING OPPORTUNITIES

The Board reviewed upcoming training opportunities.

LIST OF TOWN OFFICERS

The Clerk circulated a contact list of Town Officers, Planning Commissioners, Professionals and Contractors.

SPORTSMAN'S PARK

Supervisor Garding stated that he is rethinking the language of the contract, stating that the information gleaned from the Sauk Rapids contract is specifically for a larger organization. He would like to see the contract written for a smaller organization, and in somewhat of a memorandum of understanding for the user. He has seen other contracts for smaller organizations, such as the City of Avon and the City of St. Martin. Supervisor Dold asked why Garding feels the need for the change since the Board approved the contract, approved by the township attorney and the Cold Spring Softball Association also approved the contract. Dold asked what Garding would change in the contract. Supervisor Willenbring stated that the township must require DRAM shop insurance, with liability coverage for the township set at \$1.5 million, as that is the current tort limit. Willenbring also stated that the township has liability insurance, however, if a liquor license is issued to sell alcoholic beverages on township property, the township is no longer covered by insurance. There is no provision for coverage if the township sells or allows alcohol sales on township property. Garding stated that the DRAM shop insurance coverage

costs around \$2,000/year. Garding would like to see the language in the contract list specific nights of the week and times of day to limit the possibility of insurance claims against the Cold Spring Softball Association. Garding is concerned that if there is damage or vandalism at a time when the softball park concession stand is not open, the Cold Spring Softball Association will still be responsible for the claim. The Board agreed that Garding should consult with an attorney to find out the extent of responsibility the Cold Spring Softball Association bears even if they are not using the field or operating the concession stand.

The Board reviewed the opposition for the Sportsman's Park master plan at the Wakefield Township Annual Meeting, primarily due to cost of maintenance and the number of parks already existing in the area. Garding stated that the City of Cold Spring operates nine parks and the overall budget for maintenance is approximately \$200,000. The Board would like to visit with interested groups, such as the Scouts group and the Disc Golf group, to discuss interest levels, as well as key members of the community who may be interested in donating to the revitalization of the park. The Board would also like to schedule a committee meeting in April, including all the people who added their names to the list at the Annual Meeting.

ADJOURN

MOTION MADE BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO ADJOURN THE QUALIFICATION MEETING AT 9:17 PM. MOTION CARRIED 3-0.

Respectfully submitted,

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/Shawn Garding, Chair