

MINUTES  
WAKEFIELD TOWNSHIP BOARD MEETING  
SEPTEMBER 5, 2024, 6:30 PM  
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

1. Town 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, Todd Menke, Deputy Clerk Addie Turkowski, Kevin Kruger, WSB, Mark Stalboerger, Sheriff Jon Lentz, Joe Wenner, Cliff Johnson

2. Open Public Forum: N/A

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

---

4. \*Consent Agenda:

A. Monthly Meeting August 1, 2024

Recommendation: TO APPROVE THE MINUTES OF THE AUGUST 1, 2024, MONTHLY MEETING AS PRESENTED.

B. Special Meeting August 28, 2024

Recommendation: TO APPROVE THE MINUTES OF AUGUST 28, 2024, SPECIAL MEETING AS PRESENTED.

---

5. Stearns County Sheriff's Update – Jon Lentz gave the Wakefield Township update. He added that the county has employed a Park Assistant to deal with park monitoring.

6. River Links Road System Update – Joe Wenner attended the township meeting to share the revised preliminary plat of River Links that the city of Cold Spring is currently reviewing. He updated the board on the future plan for the road system to connect to Oster Point Road, which is proposed across Oster Point Road from the east Knaus Lake Circle entrance. Supervisor Dold added that he feels strongly about the need for a shared road agreement between the City of Cold Spring and Wakefield Township, regarding the proposed access to Oster Point Road, specifically regarding drainage issues, and to review other roads to include. Joe Wenner informed the board that the apartments in this area are at full capacity.

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

A. 2024 Overlay Project- Knife River has completed the project. The close out documents and pay voucher is forthcoming. Todd added that the grass regrowth is good. Kruger will work with Knife River to complete their closeout documents.

B. 2024 Street Reconstruction Project 241st Street/158th Avenue – Kraemer has reclaimed the road, is complete with culvert replacement and grading. They continue to work on the slope grading, topsoil and seeding. They encountered three areas of poor soil that need further attention. Menke identified a few soft spots and informed WSB. Kruger stated that those soft areas will be checked and corrected before paving. A couple of residents have expressed concerns regarding trees that were not removed. Kruger is planning to have additional removed when allowed by the MN DNR policy. Seeding will take place by Kraemer in a couple of weeks.

C. 2025 Street Reconstruction Proposal – Kruger has completed the preliminary costs estimate for Knaus Lake Circle and Oster point Road. The estimate is \$820,000 which is high unless they decide to go with a narrower road toward the end of the road segment. Additional research on the questionable areas may impact the cost of the project. Drainage will need additional attention, especially if the proposed River Links Road is constructed. The Board agreed to hold off on this project to find out about the River Links connection. The Board inquired if there has been any progress on the 3<sup>rd</sup> Ave SE (Chapel Hill Road) project. Kruger stated that we are waiting for City of Cold Spring to complete their planning and hear back from MnDOT.

#### 8. Sportsman's Park

A. Stadium Lighting – Shawn Garding received several quotes for the conversion from convex lighting to LED. from. Xcel has rebates and matching grants from Stearns County for Township and Small City Park Enhancement Funding. The application deadline is November 1, 2024. The Board agreed that the Park Board Committee should investigate the application and discuss projects for which to apply for grants. Clerk Stalboerger added that the funds are a one-time allocation of grant money from the ARPA Funds and have a deadline of completion. The Board discussed different ideas where and how the grant funds could be used. Clerk Stalboerger will forward the link to Supervisor Willenbring, and he will arrange for a park board meeting and review application details for the grant.

B. Rental Agreement- Supervisor Willenbring said we need to focus on the fee schedule. Supervisor Garding has reviewed the cost to rent other area parks, as well as the concession stand. The rental fees vary depending on resident or a non-resident status of the renter. Supervisor Garding added that the park needs to be handicapped accessible. Supervisor Garding added that we have repair work before we can rent and then we need to complete a cost schedule.

C. Park and Park Maintenance Update – Supervisor Garding said there is no update. The Little League and Women’s League season are completed, and the Men’s tournament is scheduled and upcoming in September.

D. Park Committee - Supervisor Willenbring will schedule a meeting of the Park Board Committee.

E. Park Grant Opportunities – Stearns County- as discussed earlier.

#### 9. Treasurer’s Report

A. Treasurer Backus presented the Report and List of Bills for their review. SUPERVISOR WILLENBRING MOVED TO APPROVE PAY VOUCHER #1 TO KNIFE RIVER FOR 2024 OVERLAY IN THE AMOUNT OF \$136,685.86. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0. SUPERVISOR DOLD MOVED TO PAY VOUCHER #1 FOR \$174,971.14 TO KRAEMER TRUCKING FOR RECONSTRUCTION PROJECT. SUPERVISOR WILLEBRING SECONDED. MOTION CARRIED 3-0.

SUPERVISOR WILLENBRING MOVED TO APPROVE THE SEPTEMBER 5, 2024, TREASURER REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE AUGUST 14, 2024, LIST OF RECEIPTS, AUGUST 28, 2024, AND SEPTEMBER 5, 2024, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. CD Report –Treasurer Backes gave an update on CD’s and investments. The Board reviewed the proposed use of the funds. SUPERVISOR WILLENBRING MOVED TO REINVEST THE CD AT FALCON BANK IN THE AMOUNT OF \$225,000 FOR 11 MONTHS AT A RATE OF 4.8%. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

SUPERVISOR DOLD MOVED TO WITHDRAW THE CD \$210,013.38, AT STATE BANK OF COLD SPRING AND DEPOSIT FUNDS TO BE USED FOR 2024 ROAD PROJECTS. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED 3-0.

C. Major or upcoming purchases: The Board reviewed major account balances as well as replacement of items in need. The Board reviewed IT needs and new maintenance equipment.

D. QuickBooks Update – Supervisor Willenbring said the updated reports are well done and especially useful to the board regarding future budgeting.

#### 10. Maintenance Update – Todd Menke

A. Equipment Update – Menke reported that the International plow truck A-Frame needs repairs, with an approximate cost of \$3,300. Menke does not expect the new plow truck chassis until April 2025 and then be sent to add snow plow accessories attached. Supervisor Willenbring asked about tree trimming and suggested Menke review roads and get two quotes to complete the tree trimming. He said to follow the procedure for tree removal and to contact homeowners.

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

A. Review draft Wakefield Township Memorandum of Understanding (MOU) and Land Use and Zoning Ordinance #7 – Clerk Stalboerger reviewed for the board the draft that Attorney Bob Ruppe recommended. Clerk Stalboerger previously met with Angie Berg from the County to review the documents and agreed on the updates. The Planning Commission recommended approval of the revisions upon attorney review. Supervisor Garding, Board Chair and Planning Commission liaison agreed that the MOU and Ordinance #7 was time consuming but is a well-done guiding document. Supervisor Willenbring concurs. SUPERVISOR WILLENBRING MOVED TO CONCUR WITH THE PLANNING COMMISSION AND APPROVE THE UPDATED MEMORANDUM OF UNDERSTANDING AND EXHIBITS AND THE WAKEFIELD TOWNSHIP LAND USE AND ZONING ORDANANCE #7 AS RECOMMENDED AND DIRECT THE CHAIR AND CLERK TO SIGN SAID DOCUMENTS; FURTHERMORE, TO DIRECT THE CLERK TO FORWARD THE SIGNED MEMORANDUM OF UNDERSTANDING AND WAKEFIELD TOWNSHIP LAND USE AND ZONING ORDINANCE TO STEARNS COUNTY FOR APPROVAL AND SIGNATURE, PUBLISH ORDINANCE SUMMARY AND SEND TO THE COUNTY LAW LIBRARY. SUPERVISOR DOLD SECONDED. MOTION CARRIED 3-0.

B. Woodland Hills and their Engineer has requested a workshop with the Wakefield Township Board along with Attorney Bob Ruppe. The date will be September 16, 2024 at 7:00 pm at the Wakefield Town Hall.

C. Riverfield Streetlight Subordinate Services District review – Clerk Stalboerger informed the Board that an annual public hearing is unnecessary, according to the original Subordinate Service Agreement. Stalboerger will update the district budget with year-to-date 2024 financial information. The Board will review at the October meeting and be prepared to set the 2025 certification amount per parcel. A letter will be sent to the homeowners upon Board approval and 2025 cost information will be included.

D. Stearns County Chain of Lakes Park – A meeting was held at the Wakefield Town Hall by Stearns County to discuss the new County Park (formerly Wocken farm). About eighty people attended. Residents spoke about the need for signage and requested that property lines be identified through some sort of signage be posted in the home areas as residents have safety concerns on the hunting area and parking. Supervisor Garding added that a sign is needed at Fenway Road stating that this is a private road and not a park entrance.

#### 12. Fire Department - John Willenbring

A. Chain of Lakes Fire & Rescue – The department hired a new applicant. The Training Facility container is set in place. Gohman Construction has donated a crane for the training facility. The new generator has not arrived yet. The lawnmower is working well.

B. Cold Spring Fire Department – There has been no resolution on the proposed costs to the township for the new fire hall. Supervisor Willenbring proposed that the CSFD charge Wakefield per call and renegotiate the contract when it is up for renewal. Supervisor Garding added that we cannot approve a long-term debt (unless the township has issued the debt) as our levy is set by the residents at the annual meeting, held in March. Willenbring said we have strong points to utilize for negotiating the proposal from CSFD. Supervisor Garding reminded us this is a service contract rather than ownership and does not feel that our township residents should pay for an eight-million-dollar fire hall, especially since they had no voice in the location or design.

13. Cliff Johnson from the Historical Society of Cold Spring Museum attended to give an update. He updated the board on the service area and activity details of a busy summer. He told the board the hours have changed and are now open on Wednesday, Thursday and Friday from 9am to 2pm, and the first and third Saturdays from 9am to 2pm. He added they are proud of the museum.

14. SUPERVISOR DOLD MOVED TO RECESS UNTIL SEPTEMBER 16<sup>TH</sup> AT 7:00PM. SUPERVISOR WILLENBRING SECONDED. MOTION CARRIED. TOWN CHAIR GARDING RECESSED THE MEETING AT 9:52PM.

Respectfully Submitted,

Approved by,

/s/Addie Turkowski, Deputy Clerk

/s/Shawn Garding, Town Chair