

**WAKEFIELD TOWNSHIP MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
REGULAR BOARD MEETING SEPTEMBER 5, 2019 8:00PM**

Chairman Cyril Erkens called the Town Board Meeting to order at 8:00 pm and lead the Pledge of Allegiance. Board Members Present: Supervisors Cyril Erkens, John Willenbring, Shawn Garding, Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Mike Nielson, Todd Menke, Jon Lentz, Bob & Linda Linz, Mark Stalboerger and Brigid Murphy.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

A. Minutes August 1, 2019

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE THE AGENDA AND CONSENT AGENDA, AS WELL AS MINUTES FROM SEPTEMBER 4, 2019 AS PRESENTED. MOTION CARRIED 3-0.

SHERIFF'S DEPARTMENT UPDATE

Jon Lentz was present to give an update of Sheriff's Department calls and activity for the months of July and August 2019. Lentz reviewed the three calls from Lion's Park for 2019, with all of the calls being resolved and non-emergency calls.

PUBLIC HEARING –

Chairman Erkens called the Board of Adjustment and Public Hearing to order at 8:21 pm

-Robert & Linda Lina, Variance Township Road Setback

Robert & Linda Linz are requesting a variance to construct a 10' X 20' residential dwelling addition 49 feet from the centerline of Janssen Drive and 51 feet from the centerline of a township Alley, a 24' X 24' residential dwelling addition 53' from a township Alley and a 12' X 10' deck 39 feet from the centerline of a township Alley. After further evaluation of the plats affecting this parcel, a township road setback for an Alley on the side yard of the property is considered a more restrictive setback and compliance is being enforced. Stalboerger reviewed the staff report, pictures and background information. Linda Linz provided additional information about the request. No written or verbal comments were received. The Chairman closed the public input portion of the public hearing at 8:21 pm. The Board of Adjustment reviewed the Findings of Fact. The Board of Adjustment reviewed the Planning Commission's recommendation to approve the variance request.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE RESOLUTION 2019-009, A RESOLUTION ACCEPTING FINAL FINDINGS OF FACT AND APPROVING A VARIANCE REQUESTED BY ROBERT LINZ AND LINDA LINZ. MOTION CARRIED 3-0.

The Chairman closed the Board of Adjustment at 8:27 pm.

ENGINEER UPDATE

A.1. 200TH Street Reconstruction Project Update - Nielson reviewed the progress on the 200th Street project. The base course and wear course pavement have been completed. Three areas of the newly applied pavement were in failure due to separation of the base course and wear course. Nielson is researching the cause of the failure. The areas were dug-out (approximately 100 feet), patched and a 900-foot stretch encompassing the three patches received an additional 1 ½ inch overlay. The contractor did not charge for mobilization for the repair and charged the unit price of the project for

the materials. Shouldering is scheduled for Saturday morning and striping is scheduled for next week. In spite of the repair, the project is estimated to come in under budget. Nielson feels that the project went well, and Wakefield and Luxemburg share a well-built road.

-The group reviewed Frostview Road and wetland issues that may impact the project. Nielson anticipates that the project may require additional soil borings and fabric, especially at the farthest north portion of the road.

A.2. Nielson reported that the chip seal project is complete. 1200 feet was added to Glenwood Road and 200 feet on Oster Point Road received a double chip seal. The quantity bid was slightly over-run.

-Nielson reviewed the payment due to KTE for the 200th Street culvert project and made a recommendation to pay KTE \$10,000/82% of the project for Pay App #1. KTE will be back to complete seeding and shouldering. The portion due from Wakefield Township is 50% or \$5,000.

MOTION BY WILLENBRING SECONDED BY GARDING TO AUTHORIZE APPROVAL OF PAY APP #1 TO KTE FOR A PARTIAL PAYMENT IN THE AMOUNT OF \$5,000 FOR THE 200TH STREET CULVERT PROJECT, FURTHERMORE, TO ADD CHECK NUMBER 8714 IN THE LIST OF BILLS. MOTION CARRIED 3-0.

CLERK UPDATE

A. Rod & Lois Gertken, developers of Zumwalde Lake Estates, are requesting that the Board consider accepting Lois Lane as a township road. Nielson stated that the road has been constructed to township standards and recommended approval of a resolution to accept Lois Lane as a township road. A Letter of Credit remains in force for a two-year warranty period for an amount just over \$15,000.

MOTION BY GARDING SECONDED BY WILLENBRING TO APPROVE RESOLUTION #2019-008, RESOLUTION ACCEPTING A PLATTED ROAD FOR MATINENCE BY THE TOWNSHIP. MOTION CARRIED 3-0.

B. Stalboerger reviewed a memo regarding an Annual Compliance Visit for KB Farms LLC/ Dingmann Gravel Pit. With additional setback documentation, the pit is found to be in compliance. The group reviewed the expansion plans and surrounding area as well as maintenance.

C. Stalboerger reviewed a Richmond City Council meeting that she recently attended and subsequent annexation request from Richmond for Lion's Park and two other adjacent parcels (Outlot A and Outlot B of the Bunker Hill Plat) that are owned by the City of Richmond. The Board reviewed an annexation resolution requested by the City of Richmond as well as the recommendation from the township attorney regarding said resolution. The Board agreed that there is no reason for annexation since the city owns the parcels already and therefore the parcels are tax exempt; furthermore, agreeing that the annexation could place the township in a precarious situation having a noncontiguous island in the township. The Board directed Stalboerger to send a response to the City of Richmond stating that Wakefield is not interested in participating in the annexation agreement as the properties listed in the annexation agreement has no point of abutment to the City of Richmond current boundary.

D. Stalboerger requested permission for attendance at the Minnesota Association of Townships Legislative and Research Committee Meeting at the St. Cloud Holiday Inn on Wednesday and Thursday, September 18 and 19, 2019. The Board agreed it would be a good idea for Stalboerger to attend and approved the request.

-The Board recommended that Frieler attend a PERA session at the Fall Maintenance Expo meeting in St. Cloud on October 2 or October 3, 2019 in the morning.

-The Board reviewed a letter received regarding byproduct hauling in the township. Garding

will follow up.

MAINTENANCE SUPERVISOR UPDATE

A. Menke stated that he will be working on eliminating 12 feet of a culvert located on Westbrook drive that is too long and causing problems as a result of its length. Menke will also be adding aprons on both ends of the culvert.

-Menke reviewed a separated concrete culvert on Fenwood Lane. Menke recommended that the township hire Krippner Excavating to repair the culvert.

MOTION BY WILLENBRING SECONDED BY GARDING TO HIRE KRIPPNER EXCAVATING TO REPAIR THE SEPARATED CONCRETE CULVERT ON FENWOOD LANE. MOTION CARRIED 3-0.

-Menke reviewed the repair process of the culvert damaged as a result of a CenturyLink project on 260th Street (east). Menke stated that he spent less than two hours on site. The Board did not feel it necessary to charge CenturyLink for his time.

B. Menke stated that the recently purchased brush mower attachment is working well. The group discussed identified areas that could benefit from brush mowing.

-Menke reported that the Ford truck has been DOT Certified and reviewed repairs. An oil sample was taken but was lost in the mail. Bauer is researching the whereabouts of the oil sample.

C. Menke stated that he will be attending the MN Fall Expo in St. Cloud on Wednesday, October 2, 2019.

-Menke reviewed a recent storm that caused a tree to fall on a township road. The Board discussed purchasing barricades for township road closures.

MOTION MADE BY GARDING SECONDED BY WILLENBRING TO PURCHASE THREE (3) SETS/ SIX (6) UNITS OF EIGHT FOOT BARICADES. MOTION CARRIED 3-0.

FIRE DEPARTMENT UPDATE

B. Willenbring reviewed the recent Cold Spring Fire Department budget meeting and subsequent email to the City Council and Administration Staff.

A. Willenbring stated that the drawing for the Chain of Lakes pontoon raffle took place and a person from Eagan won the pontoon. 409 tickets were sold. The Chain of Lakes District Board has been reviewing proposed compensation payout schedules for attendance at meetings, calls and trainings for the fire fighters in hopes of providing an incentive for participation and retention (as other area departments practice). Willenbring expanded on applying the proposal as a budget item. Two new fire fighters have recently been hired. One fire fighter resigned due to pregnancy.

TREASURERS REPORT

Frieler reviewed the balance sheet and profit and loss statement. The Board reviewed the equipment reserve fund and discussed an amount to contribute annually to the fund based on depreciation and maintenance department needs. Menke was asked to make a list of equipment and a replacement timeline for the equipment. Frieler reviewed the bank statement balance and explained an error to MN PERA. The error was corrected the day after statement cut-off date. Stalboerger discussed payroll law changes

recently implemented and updates necessary to meet requirements.

MOTION BY WILLENBRING SECONDED BY GARDING TO APPROVE THE SEPTEMBER 5, 2019 TREASURERS REPORT AS PRESENTED; FURTHERMORE, TO APPROVE THE AUGUST 7, 2019, AUGUST 21, 2019 AND SEPTEMBER 4, 2019 LIST OF RECEIPTS, PAYMENTS AND DISBURSEMENTS AS PRESENTED BY THE CLERK AND TREASURER, PLUS A PAYMENT TO XCEL ENERGY FOR THE RIVERFIELD HOMEOWNERS ASSOCIATION. MOTION CARRIED 3-0.

ADJOURN/RECESS

MOTION BY WILLENBRING SECONDED BY GARDING TO ADJOURN THE MEETING AT 10:58 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

WAKEFIELD TOWNSHIP

/s/Heidi M. Stalboerger, Clerk

/s/Cyril Erkens, Chairman