

**WAKEFIELD TOWNSHIP
BOARD MEETING MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
DECEMBER 14, 2023 12:30 PM**

Chair John Willenbring called the meeting to order 12:30 pm and led the pledge of allegiance. Board Members Present: Supervisors John Willenbring, Shawn Garding, Dave Dold, Treasurer Vikki Dullinger, Clerk Heidi Stalboerger, Maintenance Worker Todd Menke and Attorney Mike Couri.

Chair John Willenbring requested that Clerk Stalboerger read the posted notice for the special meeting and closed meeting as permitted by Section 13D.05 Subd 3(A) to discuss personnel matters and the employee evaluation of Todd Menke, Vikkie Dullinger and Heidi Stalboerger. *MOTION BY SUPERVISOR DOLD SECONDED BY SUPERVISOR GARDING TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 3-0.*

The Board reviewed the Wakefield Township Employee Handbook. Attorney Couri reviewed the statute regarding Earned Sick and Safe Time (ESST) that will take effect on January 1, 2024. The Board reviewed the options of how the employees will earn ESST. Couri listed the differences between ESST and PTO and recommended that ESST and PTO be separate benefits with separate tracking and use. After reviewing the Employee Handbook and ESST, the Board decided to remove Personal Days from the Employee Handbook and replace it with ESST, with all those eligible for ESST earning one hour of ESST for every 30 hours worked. Couri will forward information to the Clerk to add to the Employee Handbook. *MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR DOLD TO ELIMINATE PERSONAL DAYS FROM THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK AND TO ADD EARNED SICK AND SAFE TIME WITH LANGUAGE AS PROVIDED BY ATTORNEY COURI. MOTION CARRIED 3-0.*

MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR DOLD TO ADD JUNTEENTH (JUNE 19TH) HOLIDAY ANNUALLY AS A PAID HOLIDAY. MOTION CARRIED 3-0.

MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR DOLD TO CHANGE THE DATE OF EMPLOYEE REVIEW ANNUALLY FROM JANUARY TO DECEMBER. MOTION CARRIED 3-0.

MOTION BY SUPERVISOR GARDING SECONDED BY SUPERVISOR DOLD TO CLOSE THE SPECIAL MEETING TO THE PUBLIC AS PERMITTED BY SECTION 13D.05 SUBD 3 (A) TO DISCUSS PERSONNEL MATTER AND THE EMPLOYEE EVALUATION OF VIKKI DULLINGER, TODD MENKE AND HEIDI STALBOERGER. MOTION CARRIED 3-0.

CLOSED/CONFIDENTIAL

Public synopsis:

1. Vikki Dullinger, Treasurer, with participating members as listed: Supervisors Willenbring, Garding, Dold, Clerk Stalboerger and Attorney Mike Couri. The Supervisors reviewed the performance evaluation form with Dullinger, with an overall rating of “needs improvement” on the categories discussed; furthermore, an extension of the probationary period granted for an additional 90 days with another review within that period of time.
2. Todd Menke, Maintenance Worker, with participating members as listed: Supervisors Willenbring, Garding, Dold and Clerk Heidi Stalboerger. The Supervisors reviewed the Maintenance Worker performance evaluation form for Menke, with an overall rating of “meets/exceeds expectations” on the categories discussed.
3. Heidi Stalboerger, Clerk & Zoning Administrator, with participating members as listed: Supervisors Willenbring, Garding and Dold. The Supervisors reviewed the Clerk & Zoning Administrator job performance evaluation form for Stalboerger, with an overall rating of “exceeds expectations” on the categories discussed.

MOTION BY SUPERVISOR GARDING SECONDED BY DOLD TO RECONVENE THE OPEN MEETING AT 4:32 PM. MOTION CARRIED 3-0.

MOTION BY SUPERVISOR DOLD SECONDED BY SUPERVISOR GARDING TO ADJOURN THE BOARD MEETING AT 4:32 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/John Willenbring, Chair