

**WAKEFIELD TOWN BOARD SPECIAL MEETING MINUTES  
DECEMBER 16, 2019 4:30 PM  
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA 56320**

Chairman Cyril Erkens called the Wakefield Town Board Special Meeting to order at 4:30 pm. Board Members Present were Supervisors Cyril Erkens, John Willenbring, Shawn Garding. Clerk Heidi Stalboerger and Treasurer Jerry Frieler. Others Present: Maintenance Supervisor Todd Menke

1. REVIEW AND DISCUSS UPDATES TO THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK – Stalboerger reviewed all proposed changes to the employee handbook, including spelling or grammatical errors, clarification of 90-day probation period, Limited Part-time Employment status of the Treasurer, compensatory time, compensation, pay periods and procedure of payment as well as acknowledgement of receipt.  
*MOTION BY GARDING SECONDED BY WILLENBRING TO ADOPT THE EMPLOYEE HANDBOOK WITH CHANGES AS PRESENTED AS OF DECEMBER 16, 2019. MOTION CARRIED 3-0.*

2. COMPENSATORY TIME PAYMENT ACCORDING TO THE WAKEFIELD TOWNSHIP EMPLOYEE HANDBOOK - The Board reviewed allowing the full-time employees to carry over accumulated compensatory time. The current policy states that an employee can accumulate up to 120 hours with a mandatory pay out for hours in excess of 120; and that an employee can carry over up to 80 hours into the next year.  
*MOTION MADE BY WILLENBRING SECONDED BY GARDING TO PAY EMPLOYEES COMPENSATORY TIME TO REDUCE HOURS CARRIED OVER INTO 2020 NOT TO EXCEED 80 HOURS AFTER THE END OF THE LAST PAYROLL PERIOD OF 2019 IS COMPLETE, (DECEMBER 22, 2019) FOR TODD MENKE IN THE AMOUNT OF \$1110.29 (REPRESENTING 61.5 HOURS AT \$25.84, LESS DEDUCTIONS), CHECK #8829. MOTION CARRIED 3-0.*

3. REVIEW AND APPROVE THE WAKEFIELD TOWNSHIP CAPITAL ASSET POLICY – Stalboerger reviewed the audit and audit review with Molly Thompson, Schlenner Wenner. Thompson recommended that Wakefield Township adopt policies regarding capital assets, out of state travel and the general fund balance policy to ensure compliance with the Office of the State Auditor (OSA) and future Wakefield Township audit reports.  
*MOTION BY WILLENBRING SECONDED BY GARDING TO ADOPT RESOLUTION #2019-013 RESOLUTION ADOPTING THE CAPITAL ASSET POLICY AS PRESENTED. MOTION CARRIED 3-0.*

4. REVIEW AND APPROVE THE WAKEFIELD TOWNSHIP ELECTED OFFICIAL OUT OF STATE TRAVEL POLICY – *MOTION BY WILLENBRING SECONDED BY GARDING TO ADOPT RESOLUTION #2019-014 RESOLUTION ADOPTING THE WAKEFIELD TOWNSHIP ELECTED OFFICIAL OUT OF STATE TRAVEL POLICY AS PRESENTED. MOTION CARRIED 3-0.*

5. REVIEW AND APPROVE THE WAKEFIELD TOWNSHIP GENERAL FUND BALANCE POLICY – *MOTION BY WILLENBRING SECONDED BY GARDING TO ADOPT RESOLUTION #2019-012 RESOLUTION ADOPTING THE WAKEFIELD TOWNSHIP GENERAL FUND BALANCE POLICY AS PRESENTED. MOTION CARRIED 3-0.*

*MOTION BY WILLENBRING SECONDED BY GARDING TO ADJOURN THE MEETING AT 5:17 PM. MOTION CARRIED 3-0.*

Respectfully submitted,

WAKEFIELD TOWNSHIP

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/Cyril Erkens

This meeting may be recorded as an aid to the Clerk for minute taking purposes. The approved minutes are the official record of the township.