

**WAKEFIELD TOWNSHIP
BOARD MEETING MINUTES
22295 FROSTVIEW ROAD COLD SPRING MINNESOTA
DECEMBER 3, 2024
12:30 PM**

Chairman Shawn Garding called the meeting to order 12:30 pm and led the pledge of allegiance. Board Members Present: Supervisors Shawn Garding, Dave Dold, John Willenbring, Treasurer Cathy Backes, Clerk Heidi Stalboerger and Maintenance Worker Todd Menke.

The Special Meeting Posted Notice will service as the agenda for the meeting. *MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 3-0.*

The Board reviewed the Wakefield Township Employee Handbook. The Clerk and Treasurer will collaborate to redline updates to the Earned Sick and Safe Time section of the Handbook and present the updates to the Board for approval. The Board reviewed the optional holidays of Columbus Day/Indigenous People’s Day and the Day After Thanksgiving, and will make changes to the handbook to eliminate the optional holiday of the Day After Thanksgiving before presenting the updates to the Board for approval.

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD AT 1:06 PM 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 TODD MENKE, CATHY BACKES AND HEIDI STALBOERGER. MOTION CARRIED 3-0.

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO RECONVENE THE OPEN MEETING AT 2:36 PM. MOTION CARRIED 3-0. Supervisor Garding announced that Todd Menke-Maintenance Department, Cathy Backes-Treasurer and Heidi Stalboerger-Clerk & Zoning Administrator all received a satisfactory performance review.

MOTION BY SUPERVISOR WILLENBRING SECONDED BY SUPERVISOR DOLD TO ADJOURN THE BOARD MEETING AT 2:37 PM. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by:

/s/Heidi M. Stalboerger, Clerk

/s/Shawn Garding, Board Chair