

MINUTES
WAKEFIELD TOWNSHIP SPECIAL MEETING
JANUARY 11, 2024, 12:30 PM
22295 FROSTVIEW ROAD, COLD SPRING, MN 56320

Town Chair John Willenbring called the special meeting to order at 12:30PM and led the Pledge of Allegiance. Supervisors present: John Willenbring, Shawn Garding, Dave Dold, Clerk Heidi Stalboerger, Deputy Clerk Addie Turkowski, Jerry Freiler, Mark Stalboerger, Kevin Kruger, WSB. Absent, Treasurer Vikki Dullinger

The Clerk read the special meeting notice and agenda.

1. Compensatory time: Clerk Stalboerger stated that she was not able to reduce her compensatory time hours to comply with the employee handbook for allowable carry over hours from year to year. The Board understood that overtime is necessary, especially with the training of the treasurer position. Additional hours have been required of the clerk with the change in treasurer position for and more hours will be required with the number of elections this coming year as well as the audit and year end reports, typically completed by the treasurer. The Board discussed the employee handbook limits of accrual up to 120 hours (max), with a maximum carry over from year to year of 80 hours. Clerk Stalboerger added that she has tried to use the comp time, but it is difficult to manage the work requirements of this position, especially with the instability related to the treasurer position during 2023. Supervisor Willenbring recommended a payout to get Clerk Stalboerger caught up. Supervisor Grading stated that he would like to see changes to the handbook before next year. Supervisor Garding added that the Treasurer needs to take on the necessary duties.

2. Wakefield Township Treasurer position/additional training for upcoming reporting: The Board discussed the treasurer position.
SUPERVISOR DOLD MOVED TO TERMINATE VIKKI DULLINGER AS WAKEFIELD TOWNSHIP TREASURER EFFECTIVELY IMMEDIATELY. (1/11/2024 at 1:29PM) SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Supervisor Willenbring would like to follow a procedure to fill the treasurer position including posting and publishing the vacancy and interviewing candidates. In the interim, the Board asked Jerry Frieler if he is willing to fill the role and assist with training a new treasurer. Clerk Stalboerger will post a notice in the Cold Spring Record. SUPERVISOR DOLD MOVED TO APPOINT JERRY FRIELER AS INTERIM TREASURER AT A RATE OF \$85/HOUR. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.
Revision can be made to the agenda to move the treasurers report after the engineer report.

3. 3rd Avenue SE Road Project Joint Powers Agreement: Clerk Stalboerger stressed that the Joint Powers Agreement (JPA) is yet to be completed, adopted or signed. The JPA needs to include language to make sure it includes the overall description of the project as well as which party (City or Township) is responsible for payment of the project, beyond the original scope of the project (50% of the shared portion of 3rd Ave SE). There are new delays on the current project as final deeds regarding the MNDOT turnback area have not been resolved from the Highway 23 reconstruction project in the early 2000's and it may affect the additional project that the City was requesting to add to the original shared road portion of the project. Supervisor Garding asked if we are paying for this project based on quantity. Supervisor Willenbring suggested splitting the engineer fee according to quantity may be how

the payment should be structured. The Board stated that the quantity may be unknown until the project is complete, making it difficult to detail the payment arrangement in the JPA. Clerk Stalboerger stated that the distance of the original shared portion is 1428 feet, as labeled on the survey by Dan Kron. Clerk Stalboerger requested definite language in the JPA so costs are managed and charged appropriately. Supervisor Garding said it is Kevin Kruger, WSB, who is responsible for figuring out the costs and estimating which entity should pay according to project. Kevin Kruger must keep the township informed as to what he communicates to City of Cold Spring on this project. Kevin Kruger stated changes are coming with details of roadway. Kruger requested the Board approve bidding the project without showing them the 99% completed plans or updated project cost. The limit of the engineer costs is \$64942. Supervisor Willenbring thanked Clerk Stalboerger for her attention to detail and keeping the cost concerns of the township a priority on this project. The Board agreed that this project is a moving target and Supervisor Garding added that the City of Cold Spring continues to add more to and make changes the project, requesting more of the engineer, Kevin Kruger. Clerk Stalboerger said that Kruger will be presenting the completed project to the City of Cold Spring at their upcoming Council meeting. She will forward the council agenda to the Board. Willenbring added that bids need to be completed by March 1, 2024.

4. SUPERVISOR DOLD MOVED TO ADJOURN THE SPECIAL AT 2:35PM. SUPERVISOR GARDING SECONDED. MOTION CARRIED 3-0.

Respectfully Submitted,

Approved by,

/a/Addie Turkowski, Deputy Clerk

/s/John Willenbring, Town Chair