

Wabedo Township Board of Supervisors

June 13, 2025

Present: Chair Bob Adelman, Supervisors Chas Ratz, Paul Harwig, Treasurer Chris Weber, Clerk Barbara Anderson, employee Dwayne Waldera, planning commission chair Craig Anderson

Guests 4 Craig and Brenda Anderson, Sharon and John Demro

Call to Order – Chair Adelman called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

Agenda – Motion: Harwig/passed: Approve the agenda for this meeting as written.

Minutes – Motion: Ratz/passed: Approve the minutes of the May 13, 2025, meeting as written.

Treasurer

- Cash Control Statement – Motion: Harwig/passed: Accept the Cash Control Statement for the month of May 2025 with a balance in all funds of \$191,610.33, and total investments of \$172,544.05.
- Approve the claims – Motion: Ratz/passed: Approve the electronic payment 620251, the claims 12909 through 12923 totaling \$4,320.21, plus payroll; and claim 12922 for \$20,000 for downpayment to Anderson Brothers.
- CD investment – Motion: Harwig/passed: Authorize the treasurer to invest the CD monies into a 7-month CD at 4.25% interest. Weber will investigate other options than CD for the township money.

Resident Concerns

- Craig & Brenda Anderson - They presented the board with a petition to vacate the road in a lake. This portion lies northerly of the westerly extension of the south line of Lot 1. Motion: Ratz/passed: Set the site visit for this petition on Monday, July 7, 2025, at 9:00 am at the site.
- Sharon & John Demro – Asked the board how to vacate a road ending in lake on Glenmar Drive NE. The board explained the necessary steps. The clerk will give Demro a list of names of people that live within 3 miles of their property. Demro will then present this petition to the board. The clerk will contact Northern Engineering for a survey of the property in question.

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Road & Bridge - Harwig

- Chloride – work is being done now.
- Sloping edges of driveway – Waldera is doing this work.
- Gravel Pit update – Cass County does not have a crusher at this time. Wabedo township needs 8,000 cubic yards.
- Community Garden update – Watering system is working very well. The garden is doing well.

Old Business

- SSD – Adelman reported all three are working. Northland Septic did their annual spring inspection. They discovered that they had to pump all the tanks on Lazy Boy SSD due to slug problems. The bill will be paid out of their reserve. The treasurer will notify the landowners of this problem and how it was paid.
- Parking lot work – The parking lot and driveway have been blacktopped. Anderson Brothers did the work. Waldera will put dirt on the edges of the black top.
- Township sick and safe time policy. See the proposed resolutions attached to the minutes.

New Business

- Loren Property on sale liquor license - Motion: Harwig/passed: Approve the on-sale liquor license for the Loren Properties Front Porch.

Planning Commission – no report.

Adjournment – Motion: Harwig/passed: Adjourn. The meeting was adjourned at 7:55 pm.

Respectfully submitted

Approved

Barbara Anderson, clerk

Bob Adelman, chair

**TOWN OF WABEDO  
CASS COUNTY, MINNESOTA  
RESOLUTION ADOPTING A TOWN  
SICK AND SAFE TIME POLICY  
RESOLUTION NO. 2025-10**

WHEREAS, Minn. Stat. § 181.9445 et seq. require Minnesota employers to provide certain notices and certain minimum paid time off; and

WHEREAS the Town of Wabedo is an “employer” within the meaning of Minn. Stat. § 181.9445 or its successor statutes;

WHEREAS, those statutes come into force and legal effect on January 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Wabedo Town Board, Cass County, Minnesota hereby adopts the attached sick and safe time policy to discharge its obligations under the law; and

BE IT FURTHER RESOLVED, as further policy changes may become necessary or expedient due to changing law or changing conditions, amendments to the policy may be adopted by the Wabedo Town Board through simple majority vote.

Adopted this 8th day of July, 2025.

BY THE WABEDO TOWN BOARD OF  
SUPERVISORS

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Bob Adelman, Chairman

Attest: \_\_\_\_\_

Barbara Anderson, Town Clerk

# **TOWN OF WABEDO**

## **CASS COUNTY**

### **EARNED SICK AND SAFE TIME (ESST) POLICY**

Effective January 1, 2024 the Town of Wabedo hereby adopts the below earned sick and safe time policy, in order to discharge its obligations under Minn. Stat. § 181.9445 et seq. The Wabedo Town Board acknowledges that those statutes are the controlling authority and insofar as there is any conflict, elected officials and staff are hereby directed to comply with the statute.

The Township hereby grants all eligible employees paid sick and safe time at a rate not less than one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year.

Employees shall be eligible if they: work at least 80 hours a year for the township within Minnesota; and they are not an independent contractor.

#### **Accrual and Carryover of Leave**

The Town's regular and consecutive 12-month period is a calendar year (January 1 – December 31).

1. Eligible employees shall accrue Earned Sick and Safe Time at a rate of one (1) hour for every thirty (30) hours worked and be allowed to accrue up to 48 hours of leave annually.
2. If less than 48 hours of paid leave is taken during the calendar year, any remaining time will carry over to the following calendar year. Maximum ESST balance is 80 hours.

#### **Eligible Uses**

Earned Sick and Safe Time may be used for the purposes outlined in Minn. Stat. § 181.9447 subd. 1 or its successor statutes.

#### **Utilization of Leave**

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Earned Sick and Safe Time begins to accrue at the commencement of employment by the employee.

Employees may use ESST as it is accrued and in one-hour (1 hour) increments.

The township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Earned Sick and Safe Time begins to accrue at the commencement of employment by the employee.

Employees who previously accrued time off at a higher rate or had a higher accrual cap shall not have their rate affected by this policy.

Employees who are exempt from overtime requirements under United States Code, title 29, section 213(a)(1) are deemed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek.

Employees who previously were granted a higher cap shall not have their cap affected by this policy.

### **Notice**

If the need for use is foreseeable, the Town will require advance notice of the intention to use Earned Sick and Safe Time seven days prior to the anticipated day of use. If the need is unforeseeable, employees are required to give notice of the need for Earned Sick and Safe Time as soon as practicable. An employee must provide notice to a supervisor, or designee.

### **Documentation**

Employees may be asked to provide documentation of the need for use of Earned Sick and Safe Time after three consecutive days of leave. Documentation includes medical documentation supporting medical leave, court records, or related documentation to support safety leave. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable timeframe or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Time for a qualifying purpose.

## **Non-Retaliation**

Employees will not be discharged, disciplined, threatened, or otherwise penalized for utilizing leave under this policy.

## **Termination, Separation or Transfer**

Employees who change positions shall maintain their accrued Earned Sick and Safe Time balance. Employees accruing Earned Sick and Safe Time under this policy, who are terminated or otherwise separated from employment either voluntarily or involuntarily, shall not receive payment for accrued, but unused Earned Sick and Safe Time.

## **Records Retention**

A written copy of this policy shall be provided to each employee as notice of their right to earn sick and safe time. Written notices by the Minnesota Department of Labor shall also be provided once they are available.

The Town shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time taken.

Employees have the right to inspect these records at a reasonable time and place.

If the Town comes into possession of:

- (1) health or medical information regarding an employee or an employee's family member;
- (2) information pertaining to domestic abuse, sexual assault, or stalking;
- (3) information that the employee has requested or obtained leave under this section; or
- (4) any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member; the Town shall treat such information as confidential.

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the Town if the disclosure is requested or consented to by the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Adopted this 8<sup>th</sup> day of July, 2025.

BY THE WABEDO TOWN BOARD OF SUPERVISORS

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Bob Adelman, Chairman

Attest: \_\_\_\_\_

Barbara Anderson, Town Clerk