

**Silver Creek Township  
Organizational Meeting Minutes  
January 03, 2023.**

Chairman Forsman called the meeting to order at 7:30pm January 03, 2023.

Board Members Present: Chair Sandy Forsman, Supervisors: Chris Newman, Mike Helman, Brandon Geyen, Ryan Nelson, Clerk Heidi Eckerman and Nancy Betzler  
Board Members Absent: None

3 Guests in attendance were signed in.

**OPEN FORUM:**

Tom Vanek spoke to inquire how much the audit cost and why the auditor received it late? Nancy responded that the cost was increased by \$8000.00 because they had to switch it over to the accrual accounting system and that was a 1 time charge. The auditors email and ask for certain items like Accounts Payable and then 2 weeks later they'll ask for Accounts Receivables, 2 weeks later they'll ask for payroll items. The audit takes months to finish.

**Organizational Meeting:**

Chair Forsman opened the meeting.

Selection of Chair and Vice Chair: Supervisor Newman was nominated for Chair by Chair Forsman; Seconded by Supervisor Helman. Supervisor Helman was nominated for Vice Chair by Supervisor Newman; Seconded by Vice Chair Forsman. No discussion on the vote; Carried 5-0. These changes will take place immediately.

Selection of Road Authority: Chair Helman nominated to keep Supervisor Forsman as Road Authority, Seconded by Supervisor Geyen. No discussion on the vote. Carried 5-0

Selection of IT: Vice Chair Helman made a motion that Chair Newman keep doing IT and Supervisor Geyen helps out; Seconded by Supervisor Forsman. Carried 5-0

Name Newspaper used for legal ads: Motion by Supervisor Helman to keep Maple Lake Messenger used for legal ads, Seconded by Supervisor Geyen. Carried 5-0

Name Posting site for Township: Motion by Supervisor Helman, Seconded by Supervisor Forsman to keep the posting board outside of hall and the Township website. Carried 5-0.

Adopt schedule for meetings. Motion made by Supervisor Helman; Seconded by Supervisor Geyen to keep the first and third Tuesday of the month for meeting dates; Carried 5-0.

Designate a Bank Motion by Supervisor Helman to stay with Cortrust Bank in Monticello, Seconded by Supervisor Geyen; Carried 5-0.

Set Dates:

Set date for Audit: Motion made by Supervisor Helman to set the Audit date for February 9<sup>th</sup> at 7:00pm. Amended motion by Supervisor Helman to set the audit for set for Feb 21st at 5:30pm, Seconded by Supervisor Geyen.

Date for Road Tour Motion by Chair Newman to set the road tour date for April 10<sup>th</sup> at 11:00am, Seconded by Supervisor Helman. Carried 5-0

Date for Township cleanup day: Motion made by Chair Newman to set Clean-up date too May 6<sup>th</sup>, Seconded by Supervisor Helman

Committees

Library Motion made by Chair Newman to keep Supervisor Forsman will continue on the Library committee, Seconded by Supervisor Helman. Carried 5-0

Fire Dept. Motion made by Chair Newman to have Supervisor Nelson to be the representative on the Fire Department in Maple Lake, Seconded by Supervisor Helman. Carried 5-0

CMRP: Motion made by Supervisor Helman for Chair Newman to stay on CMRP Committee, Seconded by Supervisor Forsman. Carried 5-0

Pay Rates:

Supervisors current \$275 per month, rate for training day \$100.00, Board approved special/other meetings \$50.00. Hourly rate \$20.00 set amount for doing additional work (Help training new employees. Work being done with administrative work, etc.) Motion made by Supervisor Forsman to leave the current rates as they are; Seconded by Supervisor Helman. Carried 5-0.

Planning & Zoning current \$60 per meeting, \$15.00 per hour site inspection. Motion made by Supervisor Forsman for rates to stay the same, Seconded by Supervisor Geyen. Carried 5-0.

Election Judges: \$18.00 per hour/ Head Judge \$20.00 per hour. No mileage for travel. Motion made by Supervisor Forsman, Seconded by Supervisor Geyen. Carried 5-0.

Hourly rate for appointed positions:

(For current staffing)

Clerk/Treasurer (Current \$27.00 per hour)

Deputy Clerk (Current \$23.20 per hour)

Maintenance Fulltime \$29.87 per hour + up to \$1500 per month for health insurance.

Maintenance Fulltime \$33.00 per hour + up to \$1500 per month for health insurance

Seasonal/Part Time Maintenance (\$20.00 per hour \$28.00 for snow plowing)

Mileage Reimbursement Rate – (2023) IRS 65.5 cents per mile

Motion made on all Hourly rate based on their current staffing for appointed positions shown above, by Chair Newman, Seconded by Helman. Motion carried 5-0

Spending amount for maintenance department Motion made by Supervisor Forsman for maintenance can spend \$500.00 a month, anything over the \$500.00, maintenance is to talk to Supervisor Forsman to get approval, if spending is over \$2500.00 Supervisor Forsman has to bring it to the board. Up to \$3000.00 total Motion Seconded by Supervisor Helman

Amend Board Policies if needed – Request was made to see if feasible for the Clerk to scan the current Resolutions and Policies on PDF and send to Supervisors so they can review.

Resolution Authorizing Contract with Interest – For Supervisors to be able to get paid for work that they do for the township for out of the scope of supervisor duties. Motion made by Chair Newman, Seconded by Supervisor Geyen Carried 5-0. Each Board member abstained on their own resolution.

2023-01-A Sandy Forsman

2023-01-B Chris Newman

2023-01-C Brandon Geyen

2023-01-D Ryan Nelson

2023-01-E Mike Helman

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**Silver Creek Township  
Supervisor Board Meeting Minutes  
January 03, 2023.**

Call to Order and Pledge of Allegiance – Already completed during the P & Z Meeting

**APPROVAL OF THE AGENDA:** Motion to approve by Supervisor Helman, Seconded by Supervisor Forsman. Motion carried 5-0.

**Approval of the Agenda Items:**

Motion was made to approve the 12-20-2022 regular meeting minutes by Supervisor Helman and Seconded by Supervisor Forsman. Carried 4-0, Chair Newman abstained.

Motion was made to approve the List of claims for 01-03-2023 by Chair Newman, Seconded by Supervisor Helman. Carried 5-0

**Clerk Report:**

District 7 Special Election Notice on January 31, 2023. 8:00pm Meeting/Election. To elect MAT Board Director for District 7 at Corinna Townhall.

Motion made by Chair Newman to spend \$65.00 for Heidi to go to clerk training on January 24<sup>th</sup>, 2023, Seconded by Supervisor Forsman.

**Maintenance Report:**

Resident questioned, What the maintenance do during the summer months? Supervisor Forsman answered the resident.

Another resident asked, Why the shop truck was at the Maple Lake Post Office in September? They had to send back the vehicle counter.

Shop had to use more sand for the roads because of winter conditions, also residents wanted more sand on the roads. Went to Johnson Materials and purchased additional sand.

A new maintenance employee will be starting in a couple of weeks, waiting on his blood tests. Had a part-time person apply for the maintenance position that could only work weekends in the summer time when Jamie cannot, to be discussed later.

Mack 1 truck had repairs done on the transmission. Mack 2 had wiring problems, that are corrected.

Knife River put base course on Bishop Ave, it didn't meet the Townships expectations, so with the advice of the engineer, the township held back 20% of the bill. Hopefully that should be resolved in the spring. Once the road is corrected, the 20% will be paid to Knife River upon agreement with the township.

**Old Business:**

Bishop Ave was updated.

**New Business:**

Annual meeting – Things that need to be decided on:

Roads- 2023 what roads need to get done. Engineer study is on our website. Chair Newman can also send out the presentation.

Recycling Contract: Check to see what the current costs are and what the costs will be for 2023. What different recycling options are there for residents to recycle? Recycling bins, or set dumpsters at the township for recycling, etc...

Fire Contract: Wright County charged fees to Silver Creek Township for having a special assessment on the property taxes. We're able to get that pushed into 2023. Board has to decide if we're going to roll in the fire costs into the levy and levy the tax, or if we're going to continue with the special assessment. If it's rolled into the levy each property will be assessed their fire fee based on their levy contribution of their property. Do we pass that fee onto each resident along with the special assessment.

Annual meeting: We will be sending out an annual meeting notice to residents by postcard, to let them know when the meeting is, also a reminder about Spring clean-up day.

In the fall start the newsletter.

March 14<sup>th</sup> is the annual meeting.

Vice Chair Helman will be helping Chair Newman with the annual meeting.

Website update: Get it up to date.

**Adjournment:**

Meeting is adjourned at 8:30 by Vice Chair Helman, Seconded by Supervisor Forsman, Carried 5-0

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