

Supervisor Board Meeting Minutes
October 18, 2022

Silver Creek Township

On Tuesday October 18, 2022 the Silver Creek Board of Supervisors met at the Silver Creek Town Hall located at 3827 134th Street NW, Monticello, Minnesota 55362, Wright County, and State of Minnesota. The meeting was tape recorded for transcribing purposes only.

Chair Chris Newman called the meeting to order at 7:00 p.m. There were 25 people in the audience at the start of the meeting and two on zoom.

Board Members Present:

Chris Newman Chair	Sandy Forsman, Supervisor
Barry Heikkinen, Supervisor	Julie Urbatch, Clerk
Dan Ness, Supervisor	

All present stood and recited the Pledge of Allegiance to the Flag.

OPEN FORUM

Tom Roden: Wanted to know how many applicants for the Maintenance job, has the Board interviewed them or are they just going to hire a contracting firm to do the work here. Chair Newman stated that there were four applicants and that we will be discussing tonight in New Business, Letter B.

REVIEW AND APPROVAL OF AGENDA

Update: Remove 10c (Private gate request Duffield ROW) from the agenda, this will be discussed at another meeting. Motion made by Supervisor Ness to approve the Agenda. Seconded by Supervisor Forsman. Motion carried 4-0.

APPROVAL OF CONSENT AGENDA ITEMS

Regular Meeting Minutes 10/04/2022, Closed Meeting Minutes 9/20/2022, Special Board Meeting Minutes 10/11/2022 & List of Claims (Disbursements).

Motion by Supervisor Ness to approve the items listed above. Seconded by Supervisor Forsman. Discussion on Check # 17796 Ziegler Skid-steer rental for shouldering, fill driveways when gravelling, overlays and approval of this bill. Bill from Couri & Ruppe from when Supervisor Heikkinen contacted them and Supervisor Heikkinen was asked to attest to this bill and initial/sign it. Motion carried 4-0.

AUDIT OF CLAIMS

Checked the disbursements for this month:

Check #	17785	Mid-Minnesota Concrete	\$	874.75
	17770	Chris Klein	\$	142.97
	17773	Couri & Ruppe	\$	460.00
	17770	Clearwater Rental Center	\$	549.00

Motion by Supervisor Ness to approve the Audit of Claims. Seconded by Supervisor Heikkinen. Motion carried 4-0.

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CLERK/TREASURER'S REPORT

Clerk Report

P&Z Meeting – 11/01/2022: There is nothing on the agenda for November 1st. Board said to cancel the P&Z Meeting and Clerk Urbach will let everyone know.

New fees for Address Signs & Mailbox Structure: Address sign = \$35.00 (address sign), \$12.00 (post for address sign), \$15.00 (additional if live on County Road). Mailbox Structure = \$58.00 (swing-away structure), \$18.50 (post), \$1.00 (hardware).

Treasurer Report

Balance as of September 30, 2022

General Fund	\$ 81,996.11
Road & Bridge Acct:	381,690.97
ARPA Fund	<u>247,478.87</u>
Total R&B/GF	711,165.95
Fire Fund Total	\$ 59,971.46
Contingency Fund	9,622.36
Checks Out	29,717.16
Checking	24,582.48

Supervisor Ness made a motion to approve the Treasurer's Report as presented. Seconded by Supervisor Heikkinen. Motion carried 4-0.

MAINTENANCE REPORT

Flag Pole: We need to hire someone with a lift to re-string our flag pole. Supervisor Heikkinen made a motion to pay up to \$500 to have flag re-strung. Seconded by Supervisor Ness. Carried 4-0.

Bishop Ave: Base work has been done. Shouldering will be done and Maintenance will try and use the grader on it. Next layer for Bishop Ave for next year will go to bid.

Rust-proof vehicles: We have information to have both of our plow trucks rust-proofed for \$300 per vehicle. Chair Newman made a motion to spend \$600 for the rust application for the two plow trucks. Supervisor Heikkinen seconded it. Motion carried 4-0

Other miscellaneous items on Maintenance Report: Bad tire on trailer that was repaired; Stolen signs and mailbox were picked up; grading and pack reshaping on Clementa and Baker.

Doors: Two doors that were purchased are ready to be painted by Duane Poach. His estimate is \$200-\$250 plus paint. Supervisor Ness made a motion to spend up to \$400 for paint and labor to paint the doors. Supervisor Heikkinen seconded it. Discussion: this estimate is per door. Supervisor Ness amended his motion to spend up to \$600. Seconded by Supervisor Heikkinen. Motion carried 4-0.

French Drain on Appleton Ave: We will work with soil and water on this. Chair Newman will reach out to Dan Nadeau for an update on the status.

Pooling of water in middle of roads: Resident in audience noticed that there is pooling of water in the middle of 136th, 137th and Crofoot gravel roads.

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OLD BUSINESS

Supervisor Heikkinen - CMRP Update: Wright County and Sherburne County are looking to form a Joint Powers Agreement (JPA) between themselves. What do we do with CMRP. A handout was from CMRP was in the packet given to the Supervisors to review and come up with ideas. Do we want CMRP to remain as a Joint Powers Agreement with the members that we have going on right now or would we like to switch over to a non-profit. Concern from Chair Newman is that currently the agreement with CMRP is that it's a JPA and it is subject to Open Meeting Law. If it moves to a 403(c), it no longer will be. If they decide to have closed meetings, if our Supervisors participate in it, will they no longer be able to come back to the Board to give us an update on CMRP, other than what 403(c) would make public?

Supervisor Heikkinen – Roof Update (gutters, vents): Move This topic will move to the Maintenance Report, which ties into the HVAC issue. This pertains to the gutters on the north side of hall/shop. This should be done sometime this fall.

Chair Newman – Town Hall Doors Update: Covered in Maintenance Report

Chair Newman – Appleton Drainage Update: Covered in Maintenance Report

Supervisor Hiekkinen – Township Maintenance Contractor Options: Supervisor Heikkinen is reaching out to contractors to see if they are interested. Chair Newman: For the record, we should not ask any contractor for bids or quotes at this time. The Board is looking to explore all options. Continue to the next meeting.

Clerk Urbatch – Duffield ROW Letter and Update: Letter was sent out on 10/12/22 which included the contract that we received from our attorney. I stated in the letter to review the contract and to contact me on how he wants to proceed. The Board will follow up.

Board – Review, Interview and vote for Board of Supervisor vacancy: There were two applicants for the vacancy: Richard Chwalek and Mike Helman. After each applicant answered questions from the Board, Supervisor Hiekkinen made a motion to close the application process for the Supervisor position. Seconded by Supervisor Ness. Carried 4-0. Supervisor Ness made a motion to fill the Supervisor position with Mike Helman. Seconded by Supervisor Heikkinen. Motion carried 4-0. Clerk Urbatch swore Mr. Helman in.

NEW BUSINESS

Board - Review received employment applications: The Board has received four applications for the Maintenance position and three Clerk/Treasurer applications. The Board will start the interviewing process. Supervisor Ness made a motion to close the application process for the Maintenance position as of 10/31/2022. Seconded by Supervisor Forsman. Motion carried 5-0.

Board – Discuss procedure and process for hiring for both positions: It was decided that two Supervisors (Chair Newman and Supervisor Forsman) and the current maintenance employee will interview the Maintenance candidates and two Supervisors (Supervisor Heikkinen and Supervisor Helman) and the current clerk or deputy clerk will interview the Clerk/Treasurer candidates. The interviewers will then bring to the Board their feedback and recommendation and the entire Board will vote on the candidate to make an offer to.

Chair Newman – Mailbox incident CR 111/137th St NW: Supervisor Heikkinen, as a resident, hit a mailbox on 137th St NW with his trailer. He paid the Clerk for the mailbox post and asked that it be replaced. It was determined that this was on CR 111 and the Township does not install mailbox posts on county roads, only the County. Supervisor Heikkinen said he talked to Amy of the County and she said it was okay for Supervisor

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Heikkinen to replace the post. Maintenance notified the resident that this is not Township’s responsibility, the County needs to fix it. Supervisor Heikkinen proceeded to take the parts out of the Town Shop and fix the mailbox post. Chair Newman said he talked to Sarah of the highway department and she said that only the County can replace the post.

MISCELLANEOUS Supervisor Heikkinen went to the Monticello board meeting on 10/17/22 to discuss the traffic engineering study on Meridian and only three board members were in attendance. Supervisor Heikkinen sent them the resolution that we passed to request that the study be completed and asked for their thoughts. They did not take a vote because the Chairman wants input from the whole board.
Board: Deputy Clerk’s Review: Supervisor Heikkinen made a motion to close the meeting so that the Board can do the performance review on the Deputy Clerk. Seconded by Supervisor Forsman. Motion carried 5-0.

The meeting will be closed as permitted by Section 13D.05, subdivision 3(c), to discuss employee performance evaluation and discussion.

Meeting was closed at 8:32 p.m.

ADJOURNMENT

Motion made by Supervisor Forsman to adjourn. Seconded by Supervisor Ness. Carried 5-0. Time: 9:34 p.m.

Respectfully Submitted,
Silver Creek Township Clerk
Julie Urbatch
October 18, 2022 Minutes
Approved by Board of Supervisors
November 1, 2022

