

Silver Creek Township Board of Supervisors Meeting

Meeting Minutes - Approved

July 7, 2026, 7:00 PM

I. Call to Order & Pledge Allegiance

The Silver Creek Township Board of Supervisors meeting was called to order on Tuesday, July 7, 2026 at 7:00 PM at Silver Creek Township, MN.
The Pledge of Allegiance was recited.

II. Roll Call

Present: Mike Helman (Chairman), Andy Christensen (Supervisor), Sandy Forsman (Supervisor), Ryan Nelson (Supervisor) Absent: Brandon Geyen (Vice Chairman) (excused).
Five audience members.

III. Approve the Agenda

The Chair proposed two amendments to the agenda: addition of June 16, 2026, meeting minutes for approval, and the addition of an AI dictation software discussion under Old Business.

Motion to approve the agenda as amended was made by Supervisor Christensen and seconded by Supervisor Forsman. The motion carried 4-0.

IV. Open Forum

A member of the public addressed the Board to express appreciation for road improvements made on his road, noting it would be the real test come wintertime. No other public comments were offered.

V. Approve the Meeting Minutes

a. Tuesday, June 2, 2026

Motion to approve June 2, 2026, meeting minutes was made by Supervisor Christensen and seconded by Chairman Helman. The motion carried 4-0.

b. Tuesday, June 16, 2026 (added by amendment)

Supervisor Nelson noted a correction was needed, as the minutes reflected a 5-0 vote on a motion when he was not in attendance. The Board agreed to amend the third line to reflect the motion carried 3-0. Two members abstained from the vote.

Motion to approve June 16, 2026, meeting minutes as amended was made by Chairman Helman and seconded by Supervisor Forsman. The motion carried, 2-0-2

c. Monday, June 22, 2026, Special Meeting

Motion to approve June 22, 2026, Special Meeting minutes was made by Supervisor Forsman and seconded by Chairman Helman. The motion carried 2-0-2.

d. Friday, June 26, 2026, Special Meeting

Motion to approve June 26, 2026, Special Meeting minutes was made by Supervisor Nelson and seconded by Supervisor Forsman. The motion carried 4-0.

VI. Approve Bills

Motion to approve the claims list in the total amount of \$50,393.81 was made by Supervisor Nelson and seconded by Supervisor Forsman. The motion carried 4-0.

VII. Audit Claims

The following checks were audited and signed:

- Check #19954 — Aqua Green Lawns, Inc.: \$85.00
- Check #19958 — Midwest Machinery: \$3,460.13
- Check #19962 — PERA (Public Employees Retirement): \$971.25
- Check #19968 — Otto Associates: \$1,540.93

VIII. Reports

a. Chair

The Chair noted that the Wright County Supervisors meeting was scheduled for Thursday evening at Rockford Township.

b. Clerk Treasurer

Clerk Treasurer Sara Nelson included a written update.

She also raised the matter of the upcoming election public testing, noting it must be completed and publicly noticed prior to the July 21 meeting.

Motion to authorize the Clerk to place an ad in the local paper and set the date and time for public testing was made by Chairman Helman and seconded. The motion carried.

c. Maintenance report

Chris Klein presented the maintenance update on Baker Avenue reconstruction.

Klein explained the process for payment draws: the contractor submits quantities, the engineer and maintenance verify completed work, and the board approves payment before a check is cut. The Board agreed that 5% retainage should be withheld from each draw request, consistent with the contract terms, and held for one year to ensure against erosion failure or road defects. Klein reported that the four-mile ring road chip seal was completed by Allied. During the project on Barton Avenue, one truckload of half-inch granite was applied in error, affecting approximately 1,800 feet. The Board directed that the Engineer be consulted for a formal recommendation before any further action is taken.

Klein reported that work on 120th Street at County Road 7 was completed and turned out well. Also provided update on lawnmower repairs and parsnip. Klein presented three purchasing recommendations for the Schulte mower.

Motion to approve the purchase of a rock box up to \$700 was made by Supervisor Nelson and seconded by Supervisor Christensen. The motion carried 4-0.

Motion to approve the purchase of a set of replacement blades and bolts for the Schulte mower was made by Supervisor Nelson and seconded by Supervisor Forsman. The motion carried 4-0.

Mailbox Structures: Klein reported that the Township's stock of mailbox swing-away structures needs replenishment. The Board approved purchase of up to 50 standard mailbox structures for general Township inventory.

Motion to approve the purchase of mailbox structures up to \$3,000, with the option to pursue aluminum alternatives if at lower cost, was made by Supervisor Christensen and seconded by Supervisor Nelson. The motion carried 4-0

IX. New Business

a. Deputy Clerk

Clerk Treasurer reported she had identified a candidate for the Deputy Clerk position - noted that the Deputy Clerk would also be designated as the Local Election Administrator (LEA) for election-related duties..

Motion to approve the Deputy Clerk pay rate at \$28.00 per hour was made by Supervisor Christensen and seconded by Supervisor Forsman. The motion carried 4-0.

b. Maintenance Printer

The Chair presented a proposal, allowing maintenance staff to print independently when the Clerk is not in the office. The estimated cost is under \$200.

Motion to approve the purchase of a maintenance printer up to \$200 was made by Supervisor Christensen and seconded by Supervisor Forsman. The motion carried 4-0.

c. Gowan Ave Concern

No formal action was taken.

d. VOTER account funds that Wright County is looking to retain

Members noted that since the county's letter stated no action was needed to continue receiving the funds, the Board took no action, thereby retaining the Township's voter account funds.

e. November 3rd meeting date – need to move

The Board confirmed that the November 3rd regular meeting had previously been moved to November 5th at the January organizational meeting. No further action was required.

f. Knife River – temp and emergency use after 7pm, not to exceed 8pm

Chairman Helman to contact Knife River to advise them to pursue the formal conditional use permit amendment process through Wright County for the following season.

g. Mailbox structure purchases

Addressed under the Maintenance Report.

h. Election Judge list for approval

The Clerk presented a list of 25 election judges for approval ahead of the primary election. Clerk may add to list but will need board approval to pay.

Motion to approve the election judge list of 25 judges as presented was made by Supervisor Christensen and seconded by Supervisor Forsman. The motion carried 4-0.

X. Old Business

a. Update on road projects - incorporated into the Maintenance Report.

b. Office Printer – discussed during new business

c. The Board discussed adoption of an AI-assisted dictation software — specifically Firefly AI — for use by the Clerk Treasurer to streamline the preparation of meeting minutes. A resident inquired about cybersecurity concerns. The Board agreed the concern warranted consultation with the Township's IT contacts before proceeding.

Motion to authorize a three-month trial subscription to Firefly AI at the monthly subscription rate, contingent on review and clearance by the Township's IT

advisor, was made by Chairman Helman and seconded by Supervisor Forsman. The motion carried 4-0.

XI. Closed Meeting 13D.05 – Discuss Employee Performance

The public meeting was closed pursuant to Minnesota Statute 13D.05 at approximately 8:28 PM to discuss employee performance. The open meeting was subsequently reconvened at 9:03 PM.

Upon reconvening, the Board took the following action:

Motion to increase Clerk Treasurer Sara Nelson's hourly rate from \$28.00 to \$32.00 per hour, effective the start of the next payroll period (Sunday, July 12, 2026), was made by Chairman Helman and seconded by Supervisor Forsman. The motion carried 3-0-1.

XII. Adjournment

Motion to adjourn was made by Chairman Helman and seconded by Supervisor Christensen. The motion carried 4-0. The meeting was adjourned at 9:04 pm.