

SILVER CREEK TOWNSHIP

BORD OF SUPERVISOR MEETING MINUTES

TUESDAY DECEMBER 16, 2025, 7:00PM

ATTENDANCE

Chairman Mike Helman

Vice Chair Brandon Geyen

Supervisor Ryan Nelson

Supervisor Sandy Forsman

Supervisor Andy Christensen

3 guests in attendance

Chairman Helman called the meeting to order at 7:00pm with the pledge of allegiance.

- Helman removed, approval of meeting minutes from 11-18 and 12-2, closed meeting for employee review and added,
 - Under new business update from annual conference.
 - Clerk resignation
 - Hiring interim clerk/treasurer
 - Posting hiring clerk/treasurer and maintenance
- Motion by Geyen and second by Forsman agenda additions and removals, carried 5-0.
- Motion made by Geyen to approve up to \$25,000 in disbursements, second by Nelson. Discussion with the resignation of the clerk/treasure and interim clerk/treasurer starting Friday 12/19/25 need to pay payroll and current bills before 1/2/26 meeting. Board would sign disbursements and amend actual amount at 1/2/26 meeting, motion carried 5-0.

Open Forum

- Nothing

Clerk-Treasurer

- Motion by Christensen, second by Geyen to accept resignation of current clerk/treasure Alana Paumen, motion carried, 5-0
- Motion by Nelson and second by Christensen to hire interim clerk Nancy Betzler at \$32.00, discussion Betzler will stay until new clerk/treasurer is hired, motion carried 5-0.
- Motion by Nelson, second by Geyen to add Betzler to townships bank account and remove Paumen, carried 5-0
- Christensen asked did you remove resigned employees from all township accounts, including alarm system, bank account and computers.

- Helman advised that most of it was completed before the board meeting and he was still working with a few other places, he needed money approved to work with the township IT company.
- Motion by Geyen, second by Christensen to approve up to \$5,000 to contract with townships IT company to transfer clerk/treasurer's computer and email to interim clerk/treasure, motion carried 5-0.
- Motion made by Nelson, second by Geyen to post job posting in the Maple Lake messenger for clerk/treasurer, pay range \$25.00-\$32.00 up to 20hrs a week, discussion would also post on website and social media, motion carried 5-0.
- Motion by Geyen, second by Christensen to move \$80,000 from R&B fund to savings, \$50,000 toward equipment, \$20,000 for salt shed repairs and \$10,000 toward PIT reclamation minus \$5,760.00 that was taken out for this year's PIT work leaving \$4,240.

Maintenance

- Have been out plowing and with the resignation of Blake Paumen we have been using two part-time staff to fill the void when plowing is needed.
- Supervisors will help plow when full-time maintenance employee takes vacation this winter along with part-time staff.
- Motion by Nelson, second by Geyen to post hiring new maintenance staff \$25.00-\$35.00/hr in the Maple Lake Messenger and spend up to \$1,000 to cover clerk/treasurer and maintenance postings, motion carried 5-0.

Old Business

- Paid personal leave
 - Helman provided the board with a new employee manual to review prior to 1/2/26 meeting. Manual was put together by the townships attorney and cost shared with several other townships in Wright County.
- Recycling overpayment
 - Helman shared that the township attorney has sent a certified letter to West Central Sanitation on 12/16/25 to remit \$29,538.96 from fuel surcharges that were not listed in the townships contract.
- ADP payroll
 - Still working on with vendor, some paperwork has been delayed because of the clerk/treasurer resignation. Update next meeting.
- 2026 Budget
 - Motion by Geyen, second by Nelson to spend up to \$550,000 from R&B account for road repairs in 2026. Discussion, maintenance will start working with engineer, and determine the roads needing repair, This money will cover the reconstruction of Baker Ave conjunction with the Lake Ida new development, motion carried 5-0.

New Business

- Addition, hiring cleaning person, previous done by clerk/treasurer.

- Motion by Helman, second by Geyen, to hire Ada Nelson to clean the hall at \$30.00 an hour, discuss upcoming hall rentals for the holidays and after the work from township floor the hall needs cleaning. Board would discuss future cleaning at 1/2/26 meeting and decide if employment would continue with Ada, motion carried 4-0 approved Nelson abstained.
- Addition, Hall trim
 - 1 guest said we should fix the trim in the hall to make it look nice
 - Motion by Nelson, second by Geyen to spend up to \$1,000 to purchase trim from Menards, discussion Christensen said he would help maintenance with the trim, motion carried 5-0.
- Tractor quotes
 - Board reviewed several tractor quotes to purchase a new or used tractor under the State of Minnesota bid. Motion made by Geyen second by Nelson to purchase John Deere tractor JD6130M from MN Equipment for \$124,000. Discussion, tractor has 80hrs and was used as a rental tractor at a municipality and will come with a two-year warranty. Tractor has the tires on it that we want and same tires as the current tractor. Funds will come from savings and 2026 budget. Motion was amended to add chairman can sign purchase order. Motion carried 5-0.
- Annual MN Township meeting
 - Helman attended one day at MAT annual meeting in St. Cloud.

Adjournment

- Motion by Geyen, second by Nelson to adjourn at 8:49pm