

Approved

Supervisor Board Meeting Minutes
September 20, 2022

Silver Creek Township

On Tuesday September 20, 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 Mike Ludenia called the meeting to order at 7:00 p.m. There were five people in the audience at the start of the meeting and none on zoom.

Board Members Present:

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

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

ANNOUNCEMENT

Supervisor Newman wanted everyone to know that for those people that will be viewing this meeting, the camera for our system is in for service, so there will be no video for tonight's recording. The audio will work. There was some testing done on the audio and it is important to speak up and project your voice so that it can be heard.

OPEN FORUM None

REVIEW AND APPROVAL OF AGENDA

Supervisor Forsman asked that whenever someone is wanting to add an item to Miscellaneous, that they state during Review and Approval of Agenda section that they want it added to the Miscellaneous. Supervisor Newman has no problem with this recommendation other than the definition of the Miscellaneous is for informational items. He has one informational item he was going to bring up regarding the Mississippi Public Access and would like it under Old Business.

Supervisor Heikkinen made a motion to approve the agenda. Seconded by Supervisor Newman. Carried 5-0.

APPROVAL OF CONSENT AGENDA ITEMS

Regular Meeting Minutes 9/06/2022 & List of Claims (Disbursements). Changes to the minutes to include adding Closed Meeting Minutes 9/06/2022 to above sentence; under Roof Update instead of stating that All Elements said we don't need roof vents, change it to: It was All Elements' recommendation to wait to see if we have an issue. It was the Board's decision to wait for now and see if there is condensation, then decide from there; under Meeting Re-Opened it states Dan and it should read Supervisor Ness; put time for adjournment. With these changes, Supervisor Ness made a motion to approve the Regular & Closed Meeting Minutes and List of Claims (Disbursements). Seconded by Supervisor Heikkinen. Carried 5-0.

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AUDIT OF CLAIMS

Checked the disbursements for this month:

Check #	17726	Cortrust	\$	890.45
	17747	Wright-Hennepin Electric	\$	808.00
	17748	Ziegler, Inc.	\$	162.18

Motion by Supervisor Heikkinen to approve the Audit of Claims. Seconded by Supervisor Forsman. Carried 5-0.

CLERK/TREASURER’S REPORT

Treasurer Report

Balance as of August 31, 2022

General Fund	\$	93,905.28
Road & Bridge Acct:		543,375.21
ARPA Fund		<u>271,457.08</u>
Total R&B/GF		908,737.57
Fire Fund Total	\$	59,969.06
Contingency Fund		9,621.32
Checks Out		2,842.58
Checking		24,579.29

Supervisor Newman made a motion to approve the Treasurer’s Report as presented. Seconded by Supervisor Ness. Motion carried 5-0.

Clerk Report

Former Gov’t Center Walkthrough: Wednesday, September 29 at 9:00 a.m. Public entities with Wright County are welcome to walk through the old site of Wright County and tag furniture and left over items to use at their organization. No cost for the items and it will be a “first come first service” with those in attendance at 9:00 a.m.

Wright County Twp. Officer’s Quarterly Meeting Notice: Thursday, October 6, 2022 at 7:00 p.m. at Chatham Township Hall in Buffalo.

Refund from West Central Sanitation: The Township recently received a check in the amount of \$713.38 from West Central Sanitation, which was a refund from Clean-up Day. The dumpsters they dropped off this year were 20-yard dumpsters and we usually get 35-40 yard dumpsters. Maintenance employee, Chris Klein, notified West Central after viewing the invoice and West Central gave us this refund.

P&Z Meeting – 10/04/2022: There is nothing on the agenda for October. Board said to cancel the P&Z Meeting and Clerk Urbatch will let everyone know.

MAINTENANCE REPORT

Painting Fuel Barrel: The pad is done for the fuel barrel and we haven’t heard if the fuel barrel is done yet.

Resignation: One of the Maintenance employees has resigned as of this morning, 9/20/22

Status of Bishop Avenue: Knife River is hauling material into the pit so it is assumed that it will be pretty soon. The commitment is that it will be done this year.

Chip Seal: Chip seal is completed. Waiting for lien waivers so we can pay that bill.

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OLD BUSINESS

Speed Study on Meridian: Supervisor Heikkinen went to the Monticello Twp meeting on 9/19/22 and they said that if we pass a resolution to request that MNDOT conduct a speed study, they are on board with doing the same. There is no cost to the Township for the speed study to be done. Supervisor Heikkinen will put together a resolution and the clerk will have it at the next meeting.

Roof Update (gutters, vents): Supervisor Heikkinen gave an update on his questions from All Elements, Inc. All Elements, Inc. said there will be no issue with the warranty of the roof if someone else does the gutters on the north side and shop. They were waiting on our decision on the gutters before they did the extensions. The Supervisors compared the All Elements quote with the Full-Fledged Gutter Systems Inc. Chairman Ludenia made a motion with Full-Fledge Gutter Systems for \$2525. Supervisor Newman seconded it. Motion carried 5-0.

HVAC Water Issue Update: The Board will defer until the gutters are on. Start with the gutters, see if that helps or stops the water coming in, then take the next step. Keep on the agenda

Review for Kathy Kuyava: Supervisor Newman stated this should not only be for Kathy Kuyava, but all Part-time Employees, including Nancy. It was decided that Clerk Urbatch could be the rater for Kathy Kuyava's review, Chairman Ludenia would be the Reviewer and Kathy would be the Reviewee. To do Nancy's review, the Board will meet one-half hour prior to the 10/4/22 in a closed meeting and then deliver it to Nancy. Clerk Urbatch will ask her if she wants it Open or Closed.

Mississippi Update: Supervisor Newman talked to P&Z at the County and Barry Rhineberger stated that if we choose to vacate it, the land is 50/50 split to all adjoining owners and it would go to private ownership. This would include the streets, as well. Barry Rhineberger pointed out that there is a gap between where Curtis and 155th (that spot) and where the survey actually starts for that dedication, in which there would need to be some claim of land taking over the land to connect it, if we were to take it over. Board needs to decide if we want to formally vacate it and be done with it or do we want to keep it as it is and it is on record as a public dedication and is not owned by anyone until we vacate it. If we did decide to accept it, the road has to be brought up to standards, the issue with the two roads, how do we connect it if there is technically a gap between our road and this dedication, and what do we do with the encroachments that have occurred on the public dedication that's on the Mississippi. For now, the Board will leave it as is.

NEW BUSINESS

Fee Schedule: Clerk Urbatch presented the fee schedule we currently use and the fee schedule that the County uses for culverts. The County's price sheet is significantly higher than what we charge. We do have an inventory of culverts right now. We will exhaust our inventory, buy more culverts from the County or private company and pass along the costs that the Township is incurring to the residents. The Clerk and Maintenance will keep communicating as to when costs change and charge accordingly.

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Organization of committee of gravel pit: Supervisor Forsman and Supervisor Newman went to a meeting at the County. Supervisor Forsman was talking to Commissioner Vetsch and he said that there may be one of our Board members that might be interested in joining this committee. Supervisor Forsman was wondering if that should happen, what position would that Board member's position be on that committee, as a citizen or as a Board member. Supervisor Heikkinen said he is already on the committee as a citizen, which would mean he is representing himself personally and not the Township or the Board of Supervisors of the Township. There was a letter that was sent from the County asking for representatives and the letter was delayed in being forwarded to the Board. There was a letter sent from Clerk Urbatch to Commissioner Vetsch and Commissioner Daleiden about our Board's support to have Donna Pasternak to be on that committee on 6/16/2022.

Posting of Clerk/Treasurer position: Discussion was to post it, as a bare minimum by law in the newspaper, then target online places to post. Indeed, Linked-In, Craigslist, USA Jobs, and Workforce Center with the State will be looked at for online options. Change the hours for the Clerk/Treasurer position to 20-30 hours and keep the posting for the Maintenance position the same. Supervisor Newman will work with the Clerk on the online ads. There was discussion on the open Maintenance position. Supervisor Heikkinen will look into contracting the work out paying close attention to the availability of services and cost. The resignation letter from the employee in maintenance will be discussed in a closed meeting before the Board accepts it. Motion was made by Supervisor Heikkinen to close the meeting. Seconded by Supervisor Ness. Carried 5-0.

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

Meeting was closed at 8:37 p.m.

Motion made by Supervisor Ness to re-open the meeting. Seconded by Supervisor Newman. Motion carried 5-0. Meeting was re-opened at 9:35 p.m. with four people in the audience.

MISCELLANEOUS None

ADJOURNMENT

Motion made by Supervisor Forsman to adjourn. Seconded by Supervisor Ness. Carried 5-0. Time: 9:35 p.m.

Respectfully Submitted,
Silver Creek Township Clerk
Julie Urbatch
September 20, 2022 Minutes
Approved 10-04-2022

