

Supervisor Board Meeting Minutes  
December 18, 2018

## ***Silver Creek Township***

On Tuesday December 18, 2018, the Silver Creek Board of Supervisors met at the Silver Creek Town Hall located at 3827 134<sup>th</sup> Street NW, Monticello, Minnesota 55362, Wright County, and State of Minnesota. The meeting was tape recorded for transcribing purposes only.

Chairman Ludenia called the meeting to order at 6:30 p.m. There was 2 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

### Board Members Present

Mike Ludenia, Chairman  
Dan Ness Supervisor  
Chris Klein, Supervisor  
Absent – Sandy Forsman

Barry Heikkinen, Supervisor  
Mary Edwards, Treasurer  
Nancy Betzler, Clerk

All present stood and recited the pledge of allegiance to the Flag of the United States of America.

### **OPEN FORUM:**

**APPROVAL OF THE AGENDA:** Motion to approve the agenda by Supervisor Heikkinen, second by Supervisor Ness. All in favor.

### **Approval of the Consent Agenda:**

Regular Meeting Minutes: 12/04/2018 and List of Claims (List of Disbursements presented to Board at Meeting) – Included check numbers 15411-15458 in the total amount of \$40,345.06. Motion by Supervisor Klein to accept as presented. Second by Supervisor Heikkinen. All present in favor. Motion Passed.

Affidavit of Official Interest in Claim – Motion by Supervisor Ness to accept. Second by Supervisor Heikkinen. 3 yes votes. 1 abstained Supervisor Klein, interested parties.

<b>Audit of Claims:</b>	15430 Clearwater Hardware	\$	22.37
	15441 Midway Iron		19.80
	15449 Wright Hennepin Electric		379.00

Motion by Supervisor Heikkinen to approve. Second by Supervisor Ness. All present in favor. Motion Passed.

Clerks Report: Sheriff's Office called and will hold a meeting here Thursday Jan. 10 at 6 pm about a Level 3 sex offender. Wright co Township Quarterly Meeting is Thursday Jan 3, 2019. The Kathy Kuyava, our cleaner can get a 300,000 insurance policy to cover her while working here for \$200 per year we could also hire her and she would be covered by our insurance. No PERA for employees that earn less than \$5100 per year. She will be gone the month of Feb. this year. Supervisor Heikkinen made a motion to hire her as a part time employee. Second by Supervisor Ness. Added by Supervisor Heikkinen to include that we will address the stipend amount per month in our organizational meeting. Second by Supervisor Ness. All present in favor. There is some MAT training coming up for clerks. Motion by Supervisor Klein to allow clerk to go to one of the meetings. Second by Supervisor Heikkinen. Added cost \$40 plus mileage. Motion

passed. There is also some maintenance and census training coming up. Will discuss at a later meeting. Motion by Supervisor Heikkinen to approve the clerks report. Second by Supervisor Ness. All present in favor, motion passed.

### **MAINTENANCE REPORT**

Supervisor Ludenia gave report. They got the tires off of the tractor, they had to get new studs for it. May be able to recap the tires. Did not put fluid back in the loader tires, they are using it without the fluid They are working with Clearwater Twp on 150<sup>th</sup> St clearing trees and pulling fence. Checking with 2 contractors for price to clear the stumps. Estimated savings for doing this work in house 16 to 18,000 dollars. Motion to approve maintenance report by Supervisor Ness. Second by Supervisor Heikkinen. Motion Passed.

### **TREASURER'S REPORT**

Treasurer Mary Edwards presented the following Treasurer's Report:

Balance as of November 31, 2018

Revenue Account:	\$ 194,046.14
Road & Bridge Acct:	<u>\$ 295,190.91</u>
Total Available	\$ 489,237.05
Fire Account:	\$ 55,653.53
Contingency Fund:	\$ 9,108.40
Checks out	\$ 16,825.65
Checking	\$ 36,657.16

#### Current Month to Date

To Deposit/Revenue	\$ 700.73
To Deposit/ R&B	\$ 359.00
Disbursements	\$ 40,345.06

Motion to approve Treasurers report by Supervisor Heikkinen. Second by Supervisor Ness. All present in favor. Motion Passed.

### **Old Business**

Compensation Schedule: Reviewed information from other townships. Will discuss again at January 15 meeting after getting more information and putting information into an Excel program to better compare information received. Discuss the reasons why to have a wage schedule. Supervisor Heikkinen suggested that a starting wage in compensation schedule for maintenance could be \$20.00 to \$25.00 based on training and experience and raises are based on board approval. Will get more township populations, levies and total road miles information for further discussion.

New Truck: Truck chassis is in. We should receive it in March. The current truck has 2 payments left. We have 3 options for payments on the new 2019 truck. First payment due when we receive the truck. Will continue to the Jan. 15<sup>th</sup> meeting.

### **New Business:**

Resolution Designating Annual Polling Place, needed every year:

Supervisor Ness made motion to accept resolution 2018-12-18 Resolution Designating Annual Polling Place. Second by Supervisor Heikkinen. All present in favor. Motion passed.

123th St Campground road: There was a 66' wide easement deeded to the Township. This is a cartway now. Checked with the Attorney and the Township should not have any liability on the road. One property owner wondered about the township taking over the road, but did not attend this meeting.

Misc.: Received one quote for a new heater for the shop. Will get another quote for the 2 tube heater and the 1 hanging heater.

Organizational meeting:

Selection of Chairperson and Vice Chairperson: Motion by Supervisor Ludenia to nominate Dan Ness for Chairperson. Second by Supervisor Heikkinen. All present in favor. Motion passed

4 yes

Motion by Supervisor Ludenia to nominate Barry Heikkinen for Vice Chairperson. Second by Supervisor Ness. All present in favor. Motion passed. Both to take effect Jan 1, 2019.

Name Newspaper: Motion by Supervisor Klein to keep Maple Lake Messenger. Second by Supervisor Ness. All present in favor. Motion passed.

Name Posting Site for Township: Motion by Supervisor Heikkinen to keep posting board outside and Silver Creek website. Second by Supervisor Ness. All present in favor. Motion passed.

Adopt schedule of meetings. Motion by Supervisor Heikkinen to keep first and third Tuesday of the month. Second by Supervisor Ness. All present in favor. Motion passed.

Designate a Bank: Motion by Supervisor Ness to keep First MN of Monticello. Second by Supervisor Klein. All present in favor. Motion Passed.

Set Dates:

A Audit Meeting Motion by Supervisor Klein to have meeting at 6:30 before regular meeting Feb. 19, 2019. Second by Supervisor Ness. Motion Passed.

B Road Tour (Set at March Meeting) Motion by Supervisor Ness to set meeting at our March Meeting. Second by Supervisor Heikkinen. Motion passed.

C Township Cleanup Day Motion by Supervisor Klein to have it May 4, 2019. Second by Supervisor Heikkinen. Motion passed.

Committees.

A Library: Supervisor Forsman will stay on the committee.

B Fire Dept. Supervisor Klein will stay on the committee.

Current Resolution and Ordinances and board policies:

Will update driveway permit cost. Will combine driveway, dog and other ordinances as needed. Will review subdivision ordinance at the April meeting.

Pay rates:

Supervisors. Motion by Supervisor Heikkinen to keep the rate \$275.00 per month. Rate for special meeting/training at \$100.00 Second by Supervisor Ness. Motion passed.

Planning & Zoning: Motion by Supervisor Klein to keep rate at \$50.00 per meeting + \$15.00 per hour site inspections. Second by Supervisor Heikkinen. Motion passed.

Election Judges: Motion by Supervisor Klein to keep it at \$18.00 per hour. \$20.00 for head judge, no mileage for training. Second by Supervisor Ness. Motion passed.

Hourly rate for Appointed Positions:

Clerk: Motion by Supervisor Heikkinen pay Clerk/Treasurer \$275.00 per month + \$22.75 per hour. Second by Supervisor Klein. Motion passed.

Deputy Clerk and Treasurer: Motion by Supervisor Heikkinen for \$18.00 per hour + mileage. Second by Supervisor Klein. Motion passed.

Part-time office help: Motion by Supervisor Klein to pay \$15.00 per hour Second by Supervisor Ludenia. Motion tied. Motion by Supervisor Klein to pay \$14.00 per hour. Second by Supervisor Ludenia. 4 yes, motion passed.

Maintenance Fulltime Lead: Motion by Supervisor Ludenia to leave at \$29.50 per hour + up to \$1000.00 for insurance. Died for lack second. Motion by Supervisor Heikkinen to raise 2.8% cost of living + \$1000.00 for insurance. Died for lack of second. Motion by Supervisor Klein to defer until a compensation schedule is passed. Second by Supervisor Ludenia. Motion withdrawn. Motion by Supervisor Heikkinen to give lump sum payment of a 2.8% cost of living increase based on current salary of \$29.50 per hour with a payment of \$1718.08 in January 2019. Second by Supervisor Ness. 3 yes, 1 abstained, Supervisor Klein. Motion passed.

Maintenance Fulltime: Motion by Supervisor Ness that our 2<sup>nd</sup> full time maintenance person that the hourly rate be increased to \$25.00 per hour + insurance up to \$1000 with an additional COLA incentive payable in mid-January 2019 based off the prior wage at \$1223.04. Second by Supervisor Heikkinen. 3 yes, 1 abstained Supervisor Klein interested party. Motion passed.

Seasonal/Part-time Maintenance: Motion by Supervisor Ness that it stay the same \$20.00 per hour \$25.00 for snow plowing. Second by Supervisor Heikkinen. 3 yes, 1 abstained, Supervisor Klein. Motion passed.

Mileage Reimbursement Rate: Motion by Supervisor Heikkinen to increase to 58 cents per mile effective Jan 1, 2019. Second by Supervisor Ness. 4 yes. Motion passed.

Conflict of Interest Resolutions: Will call emergency meeting for Friday Dec 21, 2018 at 12:00pm to complete.

Misc.: Supervisor Heikkinen contacted Rep O'Neill about a Border to Border Broadband grant but has not heard back, he will continue to look into it.

**Adjournment:** Motion by Supervisor Klein to adjourn. Second by Supervisor Ness. All present in favor. The meeting adjourned at 9:25 pm.

Respectfully Submitted  
Silver Creek Township Clerk  
Nancy Betzler

December 18, 2018 Minutes  
Approved by Board of Supervisors  
01/03/2019

---

---

---

---

---