

Silver Creek Township Board of Supervisors Meeting

Meeting Minutes

Tuesday, September 15th, 2026, 7:00 PM

Location: Silver Creek Township Hall

1. Call to Order and Pledge of Allegiance

The meeting was called to order at 7:00 PM. The Pledge of Allegiance was recited.

2. Roll Call

Present: Mike Helman (Chairman), Andy Christensen (Supervisor), Sandy Forsman (Supervisor) and Ryan Nelson (Supervisor).

Absent: Brandon Geyen (Vice Chairman)

Clerk Treasurer, Deputy Clerk, Maintenance employee, 13 audience members were present and 2 joined online via Teams.

3. Approval of Agenda

Motion to approve the agenda with the exception of moving the Monticello School District presentation up after approving disbursements and audit of claims.

Motion: Supervisor Nelson

Second: Supervisor Forsman

Outcome: Motion carried 4-0

4. Open Forum

Planning and Zoning special meeting request: Travis Bosaker inquired about the possibility of scheduling a P&Z meeting prior to the October 1st County meeting for his matter.

5. Approval of Meeting Minutes

Motion to approve the minutes from September 1st and September 4th.

Motion: Supervisor Nelson

Second: Supervisor Christensen

Outcome: Motion carried 4-0

6. Review Bills & Approval of Disbursements

Motion to approve disbursements \$111,614.55

Motion: Supervisor Nelson

Second: Supervisor Christensen

Discussion: A question was raised regarding ADP charges appearing in disbursements.

Helman clarified that ADP Live Checks are checks are issued to individual employees; each employee's check issuance is listed separately. Helman stated that the checks will end moving forward.

Outcome: Motion carried 4-0

7. Audit Claims

Vendor	Check #	Amount
Independent Testing Tech Incorporated	Check 20075	\$485.00

Vendor	Check #	Amount
Town Law Center	Check 20070	\$840.00
Midwest Machinery	Check 20073	\$95.58
Bircham Sanitation Incorporated	Check 20077	\$70.02

8. New Business

Monticello School District Presentation

Tina Burkholder, Director of Business Services for Monticello Schools, presented information on a November 2026 ballot amendment regarding the Minnesota School Trust Fund.

9. Reports

9a. Chair

- i. ACH Payment Implementation: Update provided on ACH direct deposit for employees. Employees who have not yet submitted a voided check for direct deposit enrollment will have their paychecks held until they comply. Effective the next payroll, live checks will no longer be issued.
- ii. 2026 Annual Conference: The Township Annual Conference is scheduled for December 10–12, 2026. Board members interested in attending should notify the Chair. The board will determine funding at a future meeting.
- iii. New build area Baker Road: The county received its first building permit application, the township verified that we will be accepting the road.

9b. Clerk/Treasurer Report

- I. Meeting Minutes Signatures: all approved meeting minutes will need to be signed
- II. ACH Fees and Online Bill Pay: The township is transitioning to online bill pay for many vendors. Three checks for Runnings were lost in the mail, receivable staff will monitor for lost checks.
- III. Audit Status: The annual audit is due October 31st and is currently in progress.
- IV. Account reconciliation corrections for January through May will be addressed after audit completion.
- V. Deputy Clerk Updates: The Deputy Clerk is helping to clear backlogged items and organizing November election planning.
- VI. Meeting Minutes: Meeting minutes from 2022 and 2023 have been located and will be properly stored. The Clerk shared that minutes had been removed from binders and stored in boxes. There are minutes that need to be located and properly stored.
- VII. Office needs approx. \$270, board made motion below and mentioned the rest will fall under monthly allowance of office supplies.

Motion to approve purchase of a monitor for the Deputy Clerk, not to exceed \$150.

Motion: Chair Helman

Second: Supervisor Christensen

Outcome: Motion carried 4-0

9/2/2026-9/15/2026 Receipts: \$189.23

9/2/2026-9/15/2026 Claims: \$111,614.55

9/14/26 Outstanding Checks known: \$1,680.27

Account Balances as of 9/15/2026:

CorTrust Checking account: \$34,689.47

CorTrust Savings account: \$411,150.86

Security Bank & Trust Private Wealth Money Market account: \$500,246.58

Security Bank & Trust Checking account: \$500.00

Motion to approve the clerk's report

Motion: Supervisor Forsman

Second: Supervisor Nelson

Discussion: None

Outcome: Motion carried 4-0

9c. Maintenance Department Updates provided on multiple items:

Baker Road Construction Project:

- I. Supervisor Nelson gave an update stating the project is not done and there are some issues including tree and stump removal, inadequate ditch slopping, and a culvert that is 30' long and should have been 40'.
- II. There is a meeting on Wednesday, September 16th at 10:30 AM with Paul Otto, the engineer, to discuss the project progress. Nelson and Forsman will attend.
- III. A list from Otto will be provided to the contractor of what is needed to finish the job. October 1st is the contract completion deadline. The contract will be fined if deadline is not met.
- IV. Discussion: numerous Baker Ave residents expressed frustration with the project, and concerns about water drainage. One resident shared specific concern about gravel piling in front of his shop after rainfall. The board apologized to residents, explained they are actively involved, and shared their position.

Clearwater Township Corner Sign Request:

Clearwater Township requested a corner sign at the intersection of Gowan Avenue and 130th Street. Total cost is estimated at up to \$600. Board would like Clearwater Township to share the cost.

Motion to split the cost of a sign with Clearwater Township, Silver Creek township's portion not to exceed \$350.

Motion: Supervisor Nelson

Second: Chair Helman

Outcome: Motion carried 4-0

Additional Maintenance Updates:

- I. Ditch Mowing: Routine operations currently underway.
- II. Salt & Sand Ordering: this will need to be done.
- III. Cutting Edges: Quotes received totaling \$11,768.94. Board decided to wait and not purchase at this time; item noted for future budgeting.
- IV. Chip Seal Project: Contractor indicated work would occur in September; however, given seasonal temperatures, the project will likely be pushed to next season at the same price.
- V. Minimum Maintenance Sign: A missing sign on a minimum maintenance road near the river will be reordered at an estimated cost of \$100–\$110.
- VI. Appleton Property Water/Drainage Issue: recommended to the board to review the engineer report and background. Discussion between Bosacker and Helman regarding past board decisions regarding culverts. The fall road tour may be an opportunity to assess the property. The board will continue to determine the best course of action. No motion made.

9. New Business

9a. Rearyard

The board reviewed Monticello County Ordinance 26-4 regarding the rear yard ordinance change, which had been provided for review prior to the meeting. The board had no comments or proposed conditions.

9c. Process and Deadlines for Planning and Zoning Meeting Agenda Items

The board discussed the need to establish clearer deadlines and document submission requirements for Planning and Zoning agenda items. Chair Helman will meet with the clerk to discuss the recommended approach to P&Z committee regarding documentation requirements prior to P&Z Meetings. Then the P&Z Chair will set some guidelines for the clerk to require from applicants.

10. Old Business

10a. Swing Away Mailbox Support Pricing: continued to next meeting, October 6th.

10b. Rental Home Complaint – 15006 Elder Ave NW, Clearwater, MN (PID 216100163304)

The board reviewed photos submitted by a former tenant alleging mold and moisture issues. The board assessed the photos and noted they appear to show tenant belongings rather than structural property defects. The board noted the township has no rental home ordinance, and the only available township remedy would be condemnation, which the board did not find warranted at this time.

10c. Security Bank & Trust Transfer

The board discussed the ongoing transition of township funds from CorTrust to Security Bank & Trust for improved interest earnings.

Motion to move \$200,000 from CorTrust Savings Account to Security Bank & Trust Private Wealth Money Market Account.

Motion: Supervisor Nelson

Second: Supervisor Christensen

Outcome: Motion carried 4-0

10d. Terminix Contract Quotes

Quotes are pending from Terminix, Action Pest Control, and Ron's Pest Control. *Continued to next meeting, October 6th.*

10e. LRIP Discussion – Town Contribution – Bishop Avenue

The board discussed the Local Road Improvement Program (LRIP) grant application for the reconstruction of Bishop Avenue (approximately 1 mile/7,200 feet), a highly traveled road carrying 467 cars per day. A professional grant writer has been hired. The project is estimated at \$1.2–\$1.5 million; engineering costs are estimated separately at approximately \$50,000–\$60,000, which cannot be funded by the grant. Maple Lake Township will discuss willingness to contribute proportionally for their portion of Bishop Avenue (approximately 1,200 feet). The board expressed willingness to revisit the contribution amount after receiving the engineer's preliminary estimate and noted that partnership with Maple Lake Township and waterway environmental improvement may help grant scoring. The multi-year implementation timeline provides adequate planning time to set aside funds. The road is a high priority.

Motion to include in the LRIP grant application that the township share would be up to \$300,000 toward the road project.

Motion: Supervisor Nelson

Second: Supervisor Forsman

Discussion: The board clarified that the \$300,000 is for construction only and engineering fees are separate, bringing the total potential township commitment to approximately \$360,000.

Outcome: Motion carried 4-0

10f. Complaint – 10396 Baker Avenue

The board discussed the complaint and reviewed an image taken from the road. The board found no active violation and will note the complaint. No formal action taken.

12. Adjournment

Motion to adjourn.

Motion: Supervisor Nelson

Second: Supervisor Forsman

Outcome: Motion carried 5-0

Meeting adjourned at 8:23 PM.