

TOWN OF SILVER CREEK
REGULAR MEETING
April 18, 2017

The regular meeting of the Town Board of the Town of Silver Creek was held on Tuesday, April 18, 2017 at the Town Hall. Present were Supervisors – Larry Guentzel, Mike Hoops, Denny Moen; Clerk – Wendy Langanki; Treasurer – Jamie Pellman; Town Foremen – Eric Warnecke; Lake County Deputy Assessor – Matt Miller.

Chair Guentzel called the meeting to order at 7:00 p.m.

Matt Miller spoke regarding sales ratios, properties that were reassessed last year, and calls that have been received in the Assessor's office. He stated overall values need to be lowered while vacant land requires a substantial decrease. Land was decreased by 20% while buildings were increased by 8% to equalize values. Board of Equalization will be held on May 9th, at 1:00 p.m. in the new meeting room located at 1924 Town Road. The "Pest House" 2.07 acre parcel by Betty Veness was then discussed. Veness would like to purchase this parcel, join it to the rest of the 37.93 acres she owns, making it a complete 40 again. Miller will get this parcel back on the tax rolls with an ID# assigned. Clerk to check with MAT regarding any regulations affecting the sale of this parcel.

CONSTITUENTS CONCERNS: None

ROAD & SAFETY:

- Equipment is working well
- Culvert on Clark Road – repair completed last year is working well and has solved the problems
- Road signs – signs should be checked for reflectivity
- Skid steer has been working well for cutting ridges and step ditches
- Warnecke responded to a Gopher One call on Bunker Hill Road
- Tiling for restroom in new addition has been completed – Warnecke did a great job on this project
- Dripper lines for irrigation system will be walked and inspected after May 1st
- Discussed whether a landscape rake would work for reclaiming gravel in ditches
- Trailer for skid steer – a trailer is needed to transport the skid steer. Warnecke has a skid steer trailer for sale. Trailer is 3 years old, new tires, good brakes, same light hookup. Motion by Hoops, second Moen to purchase the 2014 PJTR from Warnecke for \$2800 and pay upon delivery. Motion carried unanimously.
- Dodge 1 Ton pickup – exhaust manifold gasket needs repair. Warnecke checked with Travis Johnson and he is willing to complete the work. Supervisors approved having Johnson do the necessary repairs.
- Grader tires – need to be replaced by the end of the summer. Discussed re-caps versus purchasing new tires. Re-caps don't last as long as new tires. Supervisors asked Warnecke to research the cost for new tires.
- Insulated boxes for grinder stations need to be picked up and stored for the summer.

REVIEW MINUTES:

03/21/2017 Regular Meeting

Motion by Moen, second by Guentzel, to accept the Regular meeting minutes as presented. Motion carried unanimously.

03/21/2017 Rate Meeting

A motion was made by Hoops, second Guentzel, to accept the Rate Hearing meeting minutes as presented. Motion carried unanimously.

TREASURER'S REPORT:

TTOSC checking: \$7,470.10 and TTOSC savings: \$726,908.72 for a total of \$784,378.82.
Outstanding Checks: \$19,736.07 .CTAS balance: \$764,642.75.

Treasurer requests to transfer \$100,000 from savings to checking. Motion by Hoops second Guentzel authorizing Treasurer to transfer \$100,000 from Lake Bank savings to Lake Bank checking. Motion carried unanimously.

Motion was made by Hoops, second by Moen, to accept the March Treasurer Report as presented. Motion carried unanimously.

READING OF THE BILLS:

Current month's bills were read; Claims 5224-5259, 8289-8292, payrolls, and electronic transactions thru 04/18/2017.

Motion by Hoops, second by Guentzel, authorizing payment of the bills and electronic funds as presented. Motion carried unanimously. Guentzel abstained from voting on disbursement #0324201742 & 0413201742. Hoops abstained from voting on disbursement #0418201710.

CORRESPONDENCE:

- Federated Co-Ops – equity payment

- MPCA – notice to re-issue solid waste permit for Northshore Mining Co.
- Lake County Environmental Services – applications
- Superior Brush Cutting and Snow Removal – letter explaining services the provide
- Lake County Highway – Gas Tax Certification
- Ryan Williams Home Services – quote on Pavilion roof
- MN DOT – re: mill/overlay on Highway 61
- First Tennessee – pledge verification

OLD BUSINESS:

- **Pavilion** – discussed allowing alcohol use in the Pavilion. Additional controls were discussed for events desiring to serve alcohol. Research was done to examine what other venues are doing. Requiring conditions of additional damage deposit, insurance coverage for the event, having an off-duty officer present, and establish quiet time hours, were items discussed by the Board. Motion by Hoops, second Guentzel to allow alcohol use in the Pavilion in association with a rental, and placing the following additional conditions on the rental permit: quiet hours begin at 10:00 p.m.; renter to provide liability insurance in the amount of 1.5 million for the event; an off-duty police officer must be present for the entire time alcohol is served; sale of alcohol is not allowed; damage deposit of \$500 will be required. Motion carried unanimously. Board also discussed the need to set a storage procedure for next year.
- **Ukulele Carnival** – Supervisors agreed that the standard fee for renting the Town Hall and Pavilion be charged for this event to enable covering the added expenses incurred by the Township.
- **Insurance coverage** – Clerk will contact MATiT to add coverage for the garage additions, cold storage building, skid steer and trailer, and loader.
- **Surplus equipment** – Supervisors discussed holding on to the surplus lumber and paneling from the capital improvement projects for future use. Drill press will disposed of due to lack of value.
- **Mowing** – motion by Hoops, second Moen to contract with North Harbor Services for the 2017 mowing season for the cemetery and around the sewer ponds. Motion carried unanimously.
- **Lake County Agricultural Society** – motion by Hoops, second Guentzel to donate \$500 for the Lake County Fair per motion at the annual meeting. Motion carried unanimously.
- **Board of Equalization** – Supervisors would like to hold this year’s meeting in the new meeting room addition. Discussed accessibility issue. It was agreed that handicap accessibility will be provided through the garage entrance until a hard surface can be installed to the front door.
- **2017 Meeting Schedule** – meetings for the remainder of the year will be as follows and held at the new meeting room in the town garage at 1924 Town Road:

- May 9, 2017 . Supervisor ROAD TOUR – **7:00 A.M.**
- May 9, 2017 . Board of Equalization – **1:00 P.M.**
- May 16, 2017 . Regular **6:00 P.M.**

- June 6, 2017 . Castle Danger Subordinate Sewer District **6:00 P.M.**
- June 20, 2017 . Regular **6:00 P.M.**

- July 18, 2017 . Regular **6:00 P.M.**

- August 15, 2017 . Regular (Reconvene annual meeting if needed) **6:00 P.M.**

- September 5, 2017 . Castle Danger Subordinate Sewer District **6:00 P.M.**
- September 19, 2017 . Regular **6:00 P.M.**

- October 10, 2017 . Regular **6:00 P.M.**

- November 21, 2017 . Regular **6:00 P.M.**

- December 5, 2017 . Castle Danger Subordinate Sewer District **6:00 P.M.**
- December 19, 2017 . Regular **6:00 P.M.**

- **East Castle Danger Road turn-around** – Guentzel will contact property owners impacted by proposed turn-around enlargement.

NEW BUSINESS:

- **Office furnishings and equipment** - motion by Hoops, second Moen authorizing \$2500, to start, for office and meeting room furnishings as needed. Motion carried unanimously.
- **Authorized Bank signers** – motion by Moen, second Hoops to authorize the following signatures for the Township bank accounts: Chair – Larry Guentzel, Vice Chair – Mike Hoops, Supervisor – Denny Moen, Clerk – Wendy Langanki, Deputy Clerk – Laura Kleive, Treasurer – Jamie Pellman, Deputy Treasurer – Bobbi Salakka. Motion carried unanimously.
- **Re-organization as follows:**
- **Elect Chairman:** Motion by Moen, second by Hoops, to elect Larry Guentzel as Chairman. Motion carried.
- **Elect Vice Chairman:** Motion by Moen, second by Guentzel to elect Mike Hoops as Vice Chairman. Motion carried.
- **Legal Newspaper** - Motion by Hoops, second by Guentzel, to adopt The Northshore Journal as the Township's Legal Newspaper for publication. Motion carried.
- **Designated Sites for Public Notices** - Motion by Guentzel, second by Hoops, to adopt two sites for posting – Silver Creek Town Hall and Silver Creek Website– www.ttosc.org. Motion carried.
- **Town Depository** - Motion by Guentzel, second by Hoops, to adopt The Lake Bank as Depository for all Town funds. Motion carried.
- **Compensation of Town Supervisors** – Motion by Hoops, second Moen to set the Chair's wage at \$300 per month. Motion carried unanimously. Motion by Hoops, second Guentzel to set the Supervisors wage at \$250 per month. Carried unanimously.
- **Compensation of the Clerk** - Motion by Hoops, second by Guentzel to set the Clerk's wage at \$25 per hour for all monthly work, special meeting, and land use responsibilities. Motion carried.
- **Compensation of the Deputy Clerk** – Motion by Hoops, seconded by Guentzel to set the Deputy Clerk's wage at \$25.00 per hour for all monthly work, special meetings, and land use responsibilities. Motion carried.
- **Treasurer** – Motion by Hoops, seconded by Guentzel to set the Treasurer's wage at \$300 per month. Motion carried unanimously.
- **Deputy Treasurer** – Motion by Hoops, seconded by Guentzel to set the Deputy Treasurer's wage at \$12.50 per hour. Motion carried.
- **Town Board life insurance coverage** – motion by Guentzel, second Hoops, to increase life insurance for the Town Board to \$10,000. Motion carried unanimously.
- **Per Diems** - Motion by Hoops, second by Moen to adopt the following Per Diem Rates Policy for Special Meetings, Hearings and Sewer District meetings effective April 18, 2017:
 - \$25 - Special meetings held 5:00 p.m. or later in conjunction with a regular scheduled Board Meeting – no paid mileage.
 - \$50 - Special meetings held 5:00 p.m. or later not in conjunction with a regular scheduled Board Meeting – mileage paid.
 - \$75 - Special Meetings held during working hours – mileage paid.
 - \$150 - All day training sessions or meetings – mileage paid.
- Motion carried.
- **Election Judge** – Motion by Guentzel, second by Moen to set the Election Judge wage at \$12.00 per hour. Motion carried.
- **Wastewater Treatment Facility Operator** – Motion by Moen, seconded by Guentzel to set the hourly rate for Wastewater Treatment Facility Operator at \$24.50 per hour. Hoops abstained. Motion Carried.

**Resolution authorizing contract with Interested Officer
Conflict of Interest Resolution – Michael Hoops**

**RESOLUTION 2017 - 3
RESOLUTION AUTHORIZING CONTRACT
WITH INTERESTED OFFICER UNDER**

M.S. § 471.88, Subd. 5

WHEREAS, Town of Silver Creek, Lake County, Minnesota is seeking the performance of the following service:

Wastewater Treatment Facility Operator – 'C' License

WHEREAS, Michael Hoops was hired as an employee in the position of Wastewater Treatment Facility Operator prior to being elected to the position of supervisor;

WHEREAS, Michael Hoops is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service as an employee of the Township.

WHEREAS, the Town Board advertised in the Lake County Chronicle to fill the position of Wastewater Treatment Facility Operator, and Michael Hoops was the only applicant qualified for the position;

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$24.50 per hour is as low as or lower than the price at which the services could be obtained elsewhere at this time;

BE IT FURTHER RESOLVED, that the Town Board, pursuant to M.S. §§ 365.37; 471.88, Subd. 5; and 471.89, does hereby authorize a contract with Michael Hoops for a price of \$24.50 per hour. Payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted the 18th day of April 2017.

Supervisor Moen moved the adoption of the foregoing Resolution, seconded by Supervisor Guentzel, and upon vote being taken, the same was declared duly adopted upon unanimous yea vote of Supervisors Moen and Guentzel. Mike Hoops abstained due to conflict of interest of being an employee and determining the wage for his position.

_____	_____
Denny Moen	Larry Guentzel
ATTEST:	
_____	<u>ABSTAINED</u>
Wendy Langanki, Clerk	Michael Hoops

- **Wastewater Treatment Facility Operator – Annual mileage stipend** – Motion by Guentzel, second Moen to set the annual mileage stipend for the Wastewater Treatment Facility Operator at \$500 per year. Hoops abstained. Motion Carried.
- **Full Time Heavy Equipment Operator** – Motion by Hoops, second by Moen to set the hourly rate of pay for the Full Time Heavy Equipment Operator at \$21.45 per hour. Guentzel abstained. Motion Carried.

**Resolution authorizing contract with Interested Officer
Conflict of Interest Resolution – Larry Guentzel**

**RESOLUTION 2017 - 4
RESOLUTION AUTHORIZING CONTRACT
WITH INTERESTED OFFICER UNDER**

M.S. § 471.88, Subd. 5

WHEREAS, Town of Silver Creek, Lake County, Minnesota is seeking the performance of the following service:

Equipment Operator

WHEREAS, Larry Guentzel is a supervisor of said Township and will be financially interested in the contract for the following described reason:

He is directly providing the service as an employee of the Township.

NOW, THEREFORE, BE IT RESOLVED that the Town Board, upon a unanimous vote of the supervisors, with the interested officer abstaining, finds that the contract price of \$21.45 per hour is as low as or lower than the price at which the services could be obtained elsewhere at this time;

BE IT FURTHER RESOLVED, that the Town Board, pursuant to M.S. §§ 365.37; 471.88, Subd. 5; and 471.89, does hereby authorize a contract with Larry Guentzel for a price of \$21.45 per hour. Payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted the 18th day of April 2017.

Supervisor Hoops moved adoption of the foregoing Resolution, seconded by Supervisor Moen, and upon vote being taken, the same was declared duly adopted upon unanimous yea vote of Supervisors Mike Hoops and Denny Moen. Larry Guentzel abstained due to conflict of interest of being an employee and determining the wage for his position.

Michael Hoops

Denny Moen

ATTEST:

Wendy Langanki, Clerk

ABSTAINED

Larry Guentzel

- **Part-time Equipment Operator** – Motion by Hoops, second Moen to set the hourly rate of pay for the Part-time Equipment Operator at 19.75. Motion carried unanimously.
- **Appoint Board Representatives** – Motion by Hoops, second by Guentzel to appoint the following people to designated boards.
 - North Shore Management Board - Mike Hoops
 - Forestry – Greg Hull
 - North Shore Technical Committee – Wendy Langanki.Motion carried.
- **Mileage Reimbursement Rate** - Motion by Hoops, seconded by Guentzel to adopt mileage reimbursement per IRS Rules. Current rate is \$.535 per mile. Motion carried.
- **Town Attorney** - Motion by Hoops, second by Moen to appoint Russ Conrow as the Town Attorney. Motion carried.
- **AWAIR; Policy Manual; Resolution Book; Ordinance Book** - Motion by Guentzel, second Hoops to accept the foregoing as presented. Motion carried.

Road Tour is set for May 9, 2017 to begin at 7a.m.

Association of Lake and Cook County Township Officers meeting is set for May 3, 2017 at 6 p.m. in Crystal Bay Township.

There being no further business, a motion was made by Guentzel, second by Hoops, to adjourn the meeting at 11:45 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday May 16, 2017 at 6:00 p.m. at the new meeting room in the Town Garage.

Respectfully submitted,
Wendy Langanki, Clerk