

TOWN OF SILVER CREEK  
REGULAR MEETING  
AUGUST 15, 2017

The regular meeting of the Town Board of the Town of Silver Creek was held on Tuesday, August 15, 2017 at the Board Meeting Room in the Town Garage. Present were Supervisors – Greg Hull, Mike Hoops, Denny Moen; Deputy Clerk – Laura Kleive; Treasurer – Jamie Pellman; Larry Guentzel; Alison Oftedahl; Brett Ballavance, PE of WENCK

Chair Hull called the meeting to order at 6:00 p.m.

**CONSTITUENTS CONCERNS:**

NONE

**REVIEW MINUTES:**

Motion by Moen, second Hull to adopt the following minutes with corrections as noted: 07/18/2017 Regular Meeting; 08/01/2017 Special; 08/08/20107 COW Meeting; 08/08/2017 Special. Motion carried unanimously.

**ROAD & SAFETY:**

Guentzel reported grader is in at Ziegler for repairs. Crew has been ditching and replaced a culvert on the Loop Road and West Castle Danger Road. Gravel lifts were added to Valhalla Road and Big Point Road. Pavilion roof is installed.

**BRETT BALLAVANCE PE of WENCK:**

Brett presented his Proposal for Addendum to Wastewater Plant NPDES/SDS Permit Application for Alum Elimination that, if accepted by the MPCA, could allow for a reduction or complete elimination of the requirements to add alum to the wastewater treatment system. For the fee presented, WENCK would gather and analyze data to support the request, prepare the technical memo, and work with the MPCA to modify our permit application. Supervisors discussed the pros and cons of the proposal noting that there is the possibility that the MPCA could deny the modification to the permit.

Brett also presented an opportunity to coordinate with Northshore Mine in regards to their need to dispose of coal ash landfill leachate. It would be beneficial to both parties if they were to truck the leachate to our wastewater facility for us to settle it out and land apply the low level metals. Brett will put together a proposal to present at the CDSSD meeting.

**ROAD & SAFETY:**

Kevin Johnson at the DNR has approached the Town about a driveway permit to relocate the ATV trail where it crosses the Alger Grade Road by the parking lot. That portion of the trail is extremely wet and would benefit from being moved and a culvert installed. The property is owned by Lake County. The DNR would be performing the work. For Town purposes, Lake County should complete the Permit Application since they are the Owners of record and the Town would not require the culvert deposit if Lake County were to supply their own culvert.

Signs have been finished and delivered. Installation of signs was discussed. It would be ideal if the sign at the pavilion was installed before the Ukulele Carnival this weekend.

**TREASURER'S REPORT:**

TOSC checking: \$24,112.95 and TOSC savings: \$657,078.63 for a total of \$681,191.58. Outstanding Checks: \$715.11. CTAS balance: \$680,476.47. Moen presented a draft financial report he has been working on. It shows current, year to date, and budget status information. Treasurer requests to transfer \$70,000 from savings to checking. Motion made by Hoops, second by Moen, authorizing the Treasurer to transfer \$70,000 from Lake Bank savings to Lake Bank checking. Motion carried unanimously. Motion was made by Hoops, second by Hull, to accept the June Treasurer Report as presented. Motion carried unanimously.

**READING OF THE BILLS:**

Current month's bills were read: Claims 5357 – 5395 totaling \$34,295.53, and payrolls through 08/15/2017. Hoops abstained on #0728201709.

Motion made by Hoops, second by Moen, authorizing payment of the bills as presented. Motion carried unanimously.

**CORRESPONDENCE:**

- Affidavit of Postings
- Minnesota Association of Townships
- District 10 Meeting
- NSOP – out of gas procedure
- Hall Rental
- CDSSD Land Use Applications processed
- Minnesota Association of Townships – workers comp dividend check
- Lake Bank Pledge Inventory Report
- MN Dept. of Revenue – Town Aid Check
- MPCA – Permit application email
- Lake County Variance approved
- Lane County Land Use Applications
- Lake County Assessor – Pest House parcel valuation
- Operations and Facilities Manager Job Application received 08/08/2017
- Right of Interment
- IRS letter
- Auditors Corrective Action Plan email

Meeting was recessed at 7:49 p.m. to reconvene the Annual Meeting.

Regular meeting was reconvened at 8:23 p.m.

**OLD BUSINESS:**

Chapel Repairs - Williams notified the Town that chapel repairs will not be made until after Sept 1, 2017. The Ukulele Festival will no longer be using the chapel during their carnival so there is no longer a rush to get the repairs finished.

Linden meter – Meter readings and occupancy numbers will be reported monthly to the Clerk.

Pest House – Letter from Deputy Assessor in regards to the valuation of the parcel of land was read. The parcel is considered a Lot of Record and therefore considered to be a buildable parcel for zoning purposes. Current attributes of the parcel and legal considerations were discussed. The best course of action would be to offer the parcel to both adjoining property owners at sealed bid. Motion by Hoops, second by Moen to send a certified letter affording both adjoining property owners the opportunity to submit a sealed to purchase the parcel. Sealed bid must be received by October 1, 2017. Minimum acceptable bid is \$3000.00; Town reserves the right to reject any and all bids. Motion carried unanimously.

Minnesota Association of Townships District 10 meeting. Hoops had planned on attending and Moen is possibly interested. Motion by Hull, second Hoops for Hoops and possibly Moen to attend the meeting on August 24, 2017 at Twig with all usual and customary expenses paid. Motion carried unanimously. Moen will notify clerk of his intention to attend or not so posting requirements can be met.

**NEW BUSINESS:**

Shaffer culvert – driveway and culvert work has been completed. Shaffer has inquired return of culvert deposit and about a “No Lake Access” sign to be placed on Cliff Point Road. Deputy Clerk was directed to look into how much a sign would cost.

SRSSD – Hull has had discussions with Carl Shaffer, Rick Nolan, and will be meeting with Chris Swanson to try to come up with a cooperative plan to present to Lake County.

CDSSD – Hoops presented a quote for an Odor Control System, Drum type scrubber to be installed to eliminate the odor issue at Lift #1. Motion by Moen, second Hoops to purchase the scrubber and get it installed. Motion carried unanimously.

US BANK SIGNATURE CARDS: Moen, Hoops and Pellman must all go to US Bank and sign at the same time. Moen will coordinate timing. Once appointment is made it will be posted as a meeting because Town business will be taking place.

AUDITOR CAP - Letter from Auditor regarding Conflict of Interest on building addition work was discussed. Hull questioned when a response is needed and if an explanation of disagreement can be submitted. Deputy Clerk will email our auditors and find out when they want a response by. Hull will draft an explanation of disagreement to submit with the CAP.

**PERSONNEL PLANNING –**

Town Operations and Facilities Manager - Interviews were conducted with three candidates on August 8, 2017. Overviews of the candidates were presented to Hoops. Supervisors discussed salary package, probationary wage and period, retirement, vacation, sick leave, and insurance. Deputy Clerk directed to contact the first candidate and set up a time for a second interview.

Operations Assistant - Needs of the Town in regards to one full time or several part time positions, Class C licensing, finances, and more were discussed. Motion by Hull, second by Moen to run an ad for an Operations Assistant, using the position description we will finalize, in the North Shore Journal and the Duluth News Tribune, directing applicants to the web site for more information on the position. Run ads on 8/25, 9/1, 9/8. Applications must be received by September 11, 2017 at 5:00 p.m. Motion carried unanimously.

**PENDING ISSUES:**

- **Castle Danger Tax Forfeit property** – Conrow is working on language for a potential property transfer.

There being no further business, a motion was made by Hoops, second by Moen, to adjourn the meeting at 10:00 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday September 19, 2017 at 6:00 p.m. in the Board Meeting Room.

Respectfully submitted,  
Laura Kleive, Deputy Clerk