

TOWN OF SILVER CREEK  
REGULAR MEETING  
NOVEMBER 21, 2017

The regular meeting of the Town Board of the Town of Silver Creek was held on Tuesday, November 21, 2017 in the Board Meeting Room. Present were Supervisors – Greg Hull, Denny Moen; Clerk – Alison Oftedahl; Treasurer – Jamie Pellman; and Town Operations and Facilities Manager – Conrad Swanson.

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

**CONSTITUENTS CONCERNS:**

NONE

**KENDRA KLENZ – MN GREENCORPS PROGRAM:**

Klenz explained that she is spending a year with Lake County through the Minnesota *GreenCorps* program working on waste prevention and recycling. The state has identified an overall goal to increase recycling in greater Minnesota to 35% of all waste – up from a current rate of 20%. Klenz is here to help achieve that goal. She is open to any ideas or questions. Her first step is to conduct a public survey asking about recycling and waste behavior, and from the survey results she will develop and implement specific projects. She expressed the desire to have copies of the survey retained at the Silver Creek office and made available to the public. The Board agreed to this request.

**ROAD & SAFETY:**

Swanson reported roads have been pretty icy and that sanding has been necessary. The wings have been installed on the grader in preparation for the snow season. The Loader's warranty is expiring. Swanson reported that he does not plan to extend the warranty, but has requested the Technical Analysis from Ziegler to identify any potential issues. This work is scheduled for tomorrow morning. With regard to sewer, Swanson has been conducting annual fall inspections of grinder stations and has completed all but a couple.

In response to Swanson's request to continue working 4 ten-hour shifts, an Addendum to his Employee Memorandum of Understanding was reviewed. The Addendum will allow Swanson to manage his own time and set his own "regular" daily and hourly schedule so long as it amounts to 40 hours per week and is communicated to the Clerk. A motion was made by Moen, second Hull, to approve the Addendum as presented. Motion carried unanimously.

**REVIEW MINUTES:**

- Motion by Moen, second Hull to accept as presented the minutes of both the 10/19/2017 Regular Meeting and the 10/24/2017 Special Meeting.
- Motion by Hull, second Moen to accept as amended the minutes of the 10/14/2017 Committee of the Whole meeting with corrections as noted.

**TREASURER'S REPORT:**

TOSC checking: \$68,061.87 and TOSC savings: \$502,069.44 for a total of \$570,131.31. Outstanding Checks: \$12,978.03. CTAS balance: \$557,153.28.

- Motion by Moen, second Hull to authorize transfer of \$55,000 from savings to checking.
- Motion by Hull, second Moen, to accept the October Treasurer Report as presented.

**MOEN REPORT:**

Reconciled monthly report data must be sent to Moen by the 7<sup>th</sup> of the month to provide him enough time to prepare his report. This month the data was received late. Moen indicated that his report is still under design, but his goal is to create an easy-to-read report showing performance against budget.

**READING OF THE BILLS:**

The current month's bills were read: Claims 5466 – 5513 totaling \$56,521.60 and payrolls through 11/21/2017. A motion was made by Moen, second Hull, authorizing payment of the bills presented. Motion carried unanimously. It was noted that the invoice for Chapel Repair was omitted from the claims presented at the meeting due to miscommunication. In order to provide prompt payment to Williams Home Services LLC, a motion was made by Hull, second Moen to authorize the Clerk and Treasurer to process this claim after the meeting. Motion carried unanimously.

**CORRESPONDENCE:**

- Ziegler - End of Warranty on Loader
- Lake Connections - Privacy Notice – Letter received in regard to the internet service provider’s usage of customer proprietary network information. The Township can choose to allow use of their “CPNI” or to opt out. Upon reading the letter, it was determined that more clarification is needed. The Clerk was asked to contact Lake Connections in regard to this policy.
- Land Use Permit – processed via Lake County
- Affidavits of Posting
- Beacons of Hope - Housing Summit – An invitation was received to a meeting on affordable housing in Two Harbors. Hull expressed his interest in attending this meeting as a representative of Silver Creek.

**WAGE EQUITY FOR TEMPORARY EMPLOYEES:**

In order to create wage equity between Langanki and Anderson, motion by Hull, second Moen to raise Langanki’s wage to \$25 per hour and make it retroactive to September 1, 2017. Motion carried unanimously. Hull recognized the important contributions made by Langanki during the transition in the last few months.

**CURVE PROPERTY:**

Silver Creek’s purchase of the Highway 3 “S-curve” property is almost complete. Checks for the purchase price, taxes and recording fee need to be delivered to the Lake County Courthouse. A motion by Moen to entrust Hull with this responsibility was seconded by Hull; motion carried unanimously.

**PURCHASE OF TAX FORFEIT GOOSEBERRY VILLAGE PROPERTY:**

Hull reported that there is not yet any update since last week’s Committee of the Whole meeting in which Conrow agreed to contact Ron Hammes about his interest in the property.

**OLD BUSINESS:**

- Chapel Repairs – Moen reported that he inspected the Chapel repairs and found them to be satisfactory.
- Auditor Contract – A counter proposal with lower fees than the original proposal was received from Auditors Walker, Giroux and Hahne. Next year’s fee would be the same as this year, and then increased by \$250 for each of the two years thereafter. Motion by Hull, second Moen to approve and sign the contract.
- Resolution Designating Annual Polling Place – Motion by Hull, second Moen to adopt Resolution 2017-12 as recorded below.

**RESOLUTION 2017-12**

**RESOLUTION DESIGNATING ANNUAL POLLING PLACE**

**M.S. § 204B.16**

**WHEREAS**, it is important that citizens exercise their right to vote at their local polling place;

**WHEREAS**, Minn Stat: § 204B.16 subd.3 requires the town board to designate its local polling place for elections effective until changed;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the Town of Silver Creek in Lake County, Minnesota does hereby designate the Board Meeting Room located at the Town Garage at 1924 Town Road, Two Harbors, as its polling place for 2018 and thereafter.

**BE IT FINALLY RESOLVED**, that the township notify residents of this designation by following the requirements of Minn. Stat: § 205.16

Adopted this 21<sup>st</sup> day of November, 2017 by vote of the Board.

|           |            |                        |
|-----------|------------|------------------------|
| _____     | _____      | _____                  |
| Greg Hull | Denny Moen | (absent)<br>Mike Hoops |

ATTEST: \_\_\_\_\_  
Alison Oftedahl, Clerk

The foregoing Resolution was adopted by majority vote of Supervisors Hull and Moen.

Ayes: 2

Nays: 0

Absent: 1

Abstain: 0

- Town Hall Fence Project – Before the proposed fence can be planned, the property line needs to be surveyed and marked. Motion by Moen, second Hull to accept Sam Parker's survey proposal and request the work be done as soon as possible.
- Leachate Hauling from Northshore Mining – The Board reviewed a second draft of the proposed Wastewater Disposal Agreement between North Shore Mining and the Castle Danger Subordinate Sewer District. The agreement provides for North Shore's leachate to be processed by the CDSSD wastewater treatment system, at the rate of \$4.50 per one thousand gallons. It was noted that the contract allows Silver Creek to control or even stop the amount of leachate wastewater being processed through the sanitary sewer system, should any issues arise. Motion by Hull, second Moen to adopt the 11/14/2017 version of the Wastewater Disposal Agreement upon the recommendation of Sanitary Sewer Operator Mike Hoops. Motion passed unanimously.
- CDSSD Quarterly Meetings – Because CDSSD matters are routinely discussed each month as they arise, the Board discussed whether separate Quarterly CDSSD meetings are necessary. It was agreed that these meetings could be discontinued next year, with the exception of the Annual Rate Hearing.

#### **NEW BUSINESS:**

- Fund Transfer – Because the proposed Stewart River Sanitary Sewer project is not yet an enterprise, the Auditors have directed Silver Creek to close out the Stewart River Enterprise fund (603). After verifying the fund balance shown on the Treasurer's Report, motion by Moen, second Hull to transfer the full balance of \$51,620.29 from the Stewart River Fund (603) to the General Fund (100).
- 2018 Board Meeting Schedule – Discussion of next year's schedule included support for holding a Committee of the Whole meeting each and every month, removing the CDSSD Quarterly meetings, and changing summer start times to 7:00 pm. The Chairman declared approval of the schedule with changes as noted.
- Apportionment of Lake Connections Internet and Phone Bill – After analysis showed 20% of clerk total hours were spent on administration of CDSSD business, it was proposed that 20% of the internet and phone bill be paid by the Sewer Enterprise fund with the remainder paid by the Road and Bridge fund. Motion by Hull, second Moen to accept this proposal.

#### **PENDING ISSUES:**

- Dorothy Veness Purchase of Pest House Property – No new information available.
- Sewer Finances and PFA Loan Repayment – Discussion on this topic was postponed to the December 5<sup>th</sup> CDSSD Quarterly meeting. The exact amount of the projected shortfall will be verified with Lake County assessment records and brought to the meeting for the discussion.
- Stewart River SSD – No new information available.
- Cemetery Kiosk – No new information available.
- Refile Employee Wage Garnishment – Waiting on Conrow.

There being no further business, a motion was made by Moen, second Hull, to adjourn the meeting at 8:10 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday December 19, 2017 at 6:00 p.m. in the Board Meeting Room.

Respectfully submitted,  
Alison Oftedahl, Clerk