

TOWN OF SILVER CREEK
REGULAR MEETING
OCTOBER 22, 2019

The Regular Meeting of the Town Board of the Town of Silver Creek was held on Tuesday, October 22, 2019 in the Board Meeting Room. Present were Supervisors: Greg Hull, Denny Moen and Chuck Voss; Clerk Alison Oftedahl; Treasurer Jamie Pellman; and Town Operations and Facilities Manager Jody Reineccius.

Chairman Hull called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

CONSTITUENTS CONCERNS:

None.

SILVER BAY AIRPORT:

Chairman Hull reported that while schedules were preventing a face-to-face meeting with aviation consultant Mike Beard, he has been working with him via phone and email to develop a proposed operating plan. With regard to funding Mike Beard spoke to the FAA and they are willing to cover 100% of the costs of a new runway, and they are willing to put this offer in writing. Beard also spoke to a representative of the IRRRB and while they did not commit an exact dollar amount, they are willing to provide some level of support as they have in the past with other airports.

ROAD & SAFETY:

Road Report – Town Operations and Facilities Manager Reineccius reported that a number of trees had to be cut due to yesterday's storm including two that were completely blocking the Loop Road. He stated that the team has been working on preparations for winter including staking the cemetery; staking culverts so that they can be found under the snow; getting the salt/sand mixture put up in the shed; moving the dumpster into the Cold Storage building; and working on getting wings and plows serviced and installed on trucks. He also reported that North Shore Oil and Propane will be out to bury the propane line that runs into the building to correct a safety issue. With regard to the sewer, irrigation lines were blown out for winter, and buildings have been closed up. Water is being transferred between ponds to get them ready for winter. Reineccius also reported that he passed the test for his Class D Wastewater Operator license. This is the first step in the three-year process to earn the Class C license required to fully oversee the CDSSD Wastewater System.

Alder Road Turnaround – Hull reported that a resolution defining each township road from 1985 was located and is on record with the County. It proves that the Alder Road does deviate off the designated easement. So, Hull believes it may require a Road Alteration Hearing to modify the easement to match where the road actually runs. With regard to turnaround expansion, Hull questioned whether that should be easement also or a real-estate transaction with the owner. The group agreed to authorize Hull and Oftedahl to contact the attorney regarding the legal procedure needed to accomplish these two things.

Snowplow Policy – Motion Moen, second Voss to approve the 2019 Snowplow Policy. It passed unanimously. Hull stated for the record that he was pleased to see that Alger Grade is no longer the last road in the township to be plowed.

Furnace for Garage – Motion by Moen, second Voss to accept the quote of Como Oil and Propane for sale and installation of a 200,000 BTU Modine garage heater for the shop based upon its being the lowest of three written quotes at \$3,884, compared to \$4,295 and \$6,675. Passed unanimously. The garage in-floor heat has many broken wires and is both very expensive and does not keep up in times of extreme cold. The need for a better heating system was discussed in both the winters of 2018 and 2019. Reineccius was given the go ahead to move forward with this project.

SEWER OPERATIONS:

Operators Report –. Motion by Voss, second Moen to accept the October 8, 2019 Wastewater Operator's Report as presented below. Passed unanimously.

Wastewater Operator's Report – October 8, 2019

Influent

January	0.4744 million gallons
February	0.4947 million gallons
March	0.6833 million gallons
April	0.6961 million gallons

May	0.7797 million gallons
June	0.8209 million gallons
July	1.0762 million gallons
August	1.0828 million gallons
September	0.9373 million gallons

As stated before, flows are up and down across all months compared to last year. A lot of it has to do with the business happening at the commercial accounts.

In addition, the district received approximately 0.0700 million gallons of trucked in wastewater during this same period. I don't have actual gallons as of the time I'm writing this.

Effluent

- May – Discharged 3.000 million gallons of water
- June – Discharged 3.059 million gallons of water.
- July – Discharged 4.250 million gallons of water
- August – Discharged 3.052 million gallons of water
- September – Discharged 2.474 million gallons

The trend for drier weather ended on about September 10th. Since that time we've tallied 8+ inches of rainfall in Castle Danger. This is reflected in pond levels. Even with normal rain the balance of the fall and early spring, we will be stressed when we start irrigation.

Current Operations

We will be securing the irrigation system and blowing out lines next Tuesday or Wednesday. I will be leaving for Montana shortly after we wrap up that project.

We had an alarm from Lift #1, late night on September 25. We had another on the 27th. On the 25th the pump would not start. I had Wik Waibann Anini up to check it out and it started and operated fine until the night of the 27th. At that time it would not stop running. Diagnosis was the contactor had burned. New contactors are on order, one for this pump and a spare.

Rick Tofte did easement survey on Vanderbeek property and it is ready to go to attorney for filing.

Still holding off on ordering replacement pumps.

Annual inspections will begin shortly as well as insulation of pumps. Good time for supervisors who haven't done so to become more knowledgeable of the system and how it works.

All monthly reports and sampling were done and submitted to MPCA in a timely fashion.

Pending Maintenance Items

- Repair (electrician) of about 3 panels on grinder stations
- Continue straightening and repairing fencing at the ponds
- Check air relief valves throughout the system
- Cut out between pump chambers on duplex stations.
- Replace flow control valves

Respectfully submitted,
Mike Hoops, Wastewater Operator

Oliver and Vanderbeek Utility Easements – The Clerk reported that surveys and easement documents were sent to the Attorney for review and approval.

Wastewater Finances and PFA Payoff – The early payoff of the PFA loan planned for the end of this year was discussed. The Final payoff amount is \$104,793.87, which is a bit more than the fund balance of \$97,773.20. Hull explained that approximately \$2500 more is expected with the second half of the levy and then the remaining approximately \$5,000 will be transferred from one of the sewer enterprise funds in January to zero out the sewer debt fund. The early payoff saves on interest and releases the Township from the requirement of an external audit next year.

STEWART RIVER:

Voss reported he is still reading and researching through the files on the project in order to understand it fully.

REVIEW MINUTES:

Motion by Hull, second Moen to accept as written the September 10th Regular Meeting minutes. Motion by Hull, second Voss to accept as presented the October 8th Committee of the Whole Meeting minutes. Both motions carried unanimously.

TREASURER’S REPORT:

The Treasurer’s Report was presented by Pellman as follows: TOSC checking: \$45,343.24 and TOSC savings: \$514,410.48 for a total of \$559,753.72. Outstanding Checks totaled \$14,307.56 for a CTAS balance: \$545,446.16. The group discussed the possibility of doing some fund transfers at the end of the year, especially into the Fire fund which is showing a significant negative balance. Motion by Hull, second Moen to authorize the requested transfer of \$60,000 from savings to checking. Motion by Voss, second Moen to accept the September Treasurer’s Report as presented. Both motions carried unanimously.

READING OF THE BILLS:

The current month’s bills along with some that were processed in late September were read: claims 8435-8480 totaling \$24,812.26, and payrolls through 10/25/2019. Motion by Voss, second Moen, to authorize payment of the bills as presented. Motion passed unanimously.

Bank Signature Card and Resolution – Motion by Hull, second Moen to adopt Resolution 2019–8 included below. The resolution passed upon a roll-call vote: Voss: Yea, Moen: Yea, Hull: Yea.

RESOLUTION 2019-8

**TOWN OF SILVER CREEK
LAKE COUNTY MINNESOTA**

**RESOLUTION AUTHORIZING
SUPERVISORS, CLERKS, AND TREASURERS
TO SERVE AS AUTHORIZED SIGNERS
FOR TOWN BANK ACCOUNTS
ON DEPOSIT WITH THE LAKE BANK**

WHEREAS, checks drawn on the Town of Silver Creek’s checking account require three signatures normally the Clerk, the Treasurer; and the Chairman of the Board of Supervisors;

WHEREAS, claims must be paid in a timely fashion and checks processed even in the absence of Clerk, Treasurer or Deputy;

WHEREAS, to ensure transparency and provide oversight, the elected Board, Clerks and Treasurers need authorization to view bank account information, such as current balance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Silver Creek hereby requests that The Lake Bank update their records to authorize each of the named members of the Board of Supervisors, the Clerk, the Deputy Clerk, the Treasurer and the Deputy Treasurer indicated on the Bank Signature Form to access the Town’s accounts and/or sign checks.

Adopted on October 22, 2019

Greg Hull

Denny Moen

Chuck Voss

ATTEST: _____
Alison Oftedahl, Clerk

Required Lake Bank signature documents were reviewed. Documents are necessary because Mike Hoops resigned from the Board of Supervisors and Chuck Voss replaced him. Therefore, Mike Hoops must be removed from the list of authorized signers for both the savings and checking accounts. And, Chuck Voss must now be added as a designated signer for both accounts. The Lake Bank resolution that lists all authorized individuals was read aloud for accuracy, and then approved and signed. A second form requiring personal information to be used to prove identity of authorized individuals was also completed by each elected official and the Deputy Treasurer and Deputy Clerk as per Lake Bank requirements.

CORRESPONDENCE:

The Board reviewed the following:

- Letter from North Shore Management Board.
- Affidavits of Posting were signed.
- Opioid epidemic class action lawsuit notification.
- Lake County approved land use applications were reviewed.

OLD BUSINESS:

Drug and Alcohol Policy Update – After reviewing the new version that identifies the current random testing procedures, motion Hull, second Moen to adopt the updated 2019 Town of Silver Creek Drug and Alcohol Policy and Testing Procedures document. Passed unanimously. Full text is available in the Policy Manual.

NEW BUSINESS:

Update MOUs – Hull conducted one-on-one meetings with each employee to discuss their employment terms in their MOU and identify anything out of date. He has provided some edits to the Clerk who will type up new versions that will be presented for Board approval at the next meeting.

Old Town Hall Maintenance Contractor Estimates – Moen reported he has not received responses from the contractors he called. Tom Ringold was then suggested because he is a contractor previously located out of the cities, who said he would be willing to go through the old Town Hall to identify its needs. Moen will reach out to schedule the inspection.

PENDING BUSINESS:

Pavilion Seasonal Storage Recap – Reineccius reported that one person with a reservation did not show up, so there is still some space in the Pavilion, but overall the process went well. Reineccius and Oftedahl will contact individuals on the Wait List to try to fill the remaining space.

There being no further business, a motion was made by Hull, second Moen, to adjourn the meeting at 9:00 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday November 19, 2019 at 6:00 p.m. in the Board Meeting Room.

Respectfully submitted,
Alison Oftedahl, Clerk