

**TOWN OF SILVER CREEK  
REGULAR MEETING  
DECEMBER 16, 2025**

The Regular Meeting of the Town Board of the Town of Silver Creek was held on Tuesday, December 16, 2025 in the Board Meeting Room at 1924 Town Road for the purpose of discussing all issues before the Board.

Present were Supervisors: Greg Hull, Chuck Voss, and Mike Hoops; Clerk Alison Oftedahl; Treasurer Shelly Peterson; and Deputy Clerk Katie Anderson.

Absent: Town Operations and Facilities Manager Paul Thompson.

Visitors Present: None.

Chairman Hull called the meeting to order at 6:30 p.m. and led the group in the Pledge of Allegiance.

**CONSTITUENTS CONCERNS**

None.

**ROAD & SAFETY**

Road Report – none.

Chains for Garage Doors in Power Outage – Hull offered an alternative to the chains stating that he felt the chains were expensive. After discussion of his idea, it was agreed to ask the Electrical Inspector whether Hull's idea to route a new line over to a generator would be safe, legal and within code.

Alger Grade Tree Removal – Hoops agreed to speak to Nate Eide in regard to the public land that runs along this strip of trees. It was also agreed that measurement may be needed to see if the trees are in the Town's 50 foot right of way or not.

Flood Bay Alteration – Still waiting on the Surveyor.

**SEWER OPERATIONS**

Hoops reported that Appelwick will be re-calculating the monthly flow for some months of this year based upon testing of calibration methods. The manner in which the Town has historically measured the flow has been found to be most accurate.

Operator's Report – Motion Voss, second Hull to accept the Wastewater Operator's Report as presented (full report on file in the Clerk's Office). Carried unanimously.

Lift Station 1 Grease Problem – There has been no grease problem since the tourist season ended.

Residential Accounts changing to Commercial – The group discussed some difficulties in calculating potential future metered water usage and the fact that not all businesses are charged as "commercial" but there is not a written document stating the exact qualification such as number of public restrooms, etc. The Access fee is based upon gallons of future water usage. Hoops requested that sewer ordinances be sent to him for a review of what it actually requires.

Fund Transfer – After viewing financial balances in the sewer funds, motion Hoops, second Voss to transfer \$10,000 from the Sewer Enterprise Replacement Fund (602) to the Sewer Enterprise Fund (601) to erase its negative balance effective this December. Motion carried unanimously.

**FACILITIES**

**Old Town Hall Restoration Project**

- Land Purchase – No change.
- Resolution to Establish Citizen Committee – An email from the MAT attorney with advice on forming a subcommittee was reviewed. After discussion, motion Hull second Hoops to adopt Resolution 2025-9 Establishing a Citizen's Working Committee for the Old Hall Project (full text below). Motion carried unanimously. Resolution was adopted upon roll-call vote as follows: Ayes: Chuck Voss, Mike Hoops, Greg Hull; Nays: None; Abstain: None; Absent: None

**RESOLUTION 2025-9**  
**TOWN OF SILVER CREEK**  
**LAKE COUNTY MINNESOTA**

**RESOLUTION AUTHORIZING**  
**ESTABLISHMENT OF**  
**CITIZEN WORKING COMMITTEE FOR**  
**OLD TOWN HALL REFURBISHMENT PROJECT**

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**WHEREAS**, the Board of Supervisors has approved a capital construction project for the restoration of the 1906 Town Hall building;

**WHEREAS**, the project goals include ensuring that the facility meets the needs of the Town but also inspires increased use by the entire community;

**WHEREAS**, ongoing community member involvement has been identified as the best way to ensure that it meets community needs and inspires increased use;

**WHEREAS**, the Board of Supervisors as an elected body should retain oversight and fiduciary responsibility for the overall project;

**NOW, THEREFORE, BE IT RESOLVED**, that a citizen working committee be established to provide community input, generate and share ideas, work with the architect on design selection, and plan for future use by the community.

**BE IT FURTHER RESOLVED** that the citizen committee be established and operate as a subcommittee of the Silver Creek Board of Supervisors, under their authority and comprising a part of the Town of Silver Creek government, subject to Open Meeting Law and all other laws required by the State of Minnesota. This subcommittee will operate on a presumption of deference to the Silver Creek Board. Plans, projects, contracts, or events requiring expenditures must be pre-approved by the Silver Creek Board of Supervisors. The Board of Supervisors reserves the right to remove a committee member for reasons including, but not limited to, violation of the law; violation of conflict of interest; repeated and extended absence from committee meetings.

**BE IT FURTHER RESOLVED** that the citizen working committee shall consist of one sitting member of the Silver Creek Board of Supervisors (who shall serve as Chairman); up to six other residents or property owners appointed by the elected Silver Creek Board. In addition, up to two alternates may also be appointed. All committee members must either own property or reside in Silver Creek Township.

**BE IT FINALLY RESOLVED** that committee members shall be paid a per diem, and mileage reimbursement at a rate set annually by the Silver Creek Board of Supervisors.

Adopted on Dec 16, 2025

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Charles Voss

Mike Hoops

Gregory Hull

ATTEST: \_\_\_\_\_

Alison Oftedahl, Clerk

- Selection of Citizen Committee Members – The Interest Cards collected at the special meeting were reviewed by all three Board members. There were more people interested in the committee than there were places on the committee. After discussion, the list was narrowed to 8 based upon diversity of geographic location, gender and age and upon useful skills. Motion Hull, second Hoops to authorize Hull to call the group of 8 and to take the first six who agree to participate. Motion carried unanimously.
- Fund Setup – Motion Hoops, second Voss to enable the General Capital Projects Fund (401) and to transfer \$105,000 from Building (226) into Capital Projects (401) dated January 1, 2026. Motion carried unanimously.

**STEWART RIVER PROJECT**

Voss met with Duane Hill, who has agreed to write us another letter of support.

## **REVIEW MINUTES**

Motion Voss, second Hoops to accept as presented the 11/18 Regular Meeting minutes. Motion Hull, second Hoops to accept as presented the 12/9 Committee of the Whole Meeting minutes and after Voss identified one error, motion Voss, second Hoops to accept as corrected the 12/10 Special Meeting minutes. These three motions carried unanimously.

## **TREASURER'S REPORT**

The Treasurer's Report was presented by Peterson as follows: TOSC checking: \$50,261.98 and TOSC savings: \$637,792.23 for a total of \$688,054.21. Outstanding checks totaled \$9,379.08 for a CTAS balance: \$678,675.13. Motion Hull, second Hoops to accept the November Treasurer's Report as presented. Motion Hoops, second Voss to authorize the requested transfer of \$43,000 from savings to checking. Both motions carried unanimously.

## **READING OF THE BILLS:**

The current month's bills were read: claims 10817-10848, and payrolls through December 19, totaling \$41,504.82. Motion Hull, second Voss, to authorize payment of the bills as presented. Carried unanimously with Hoops abstaining from Claim number 10826.

## **CORRESPONDENCE:**

The Board considered the following:

- Letter from ARDC requesting representation by the Township. Voss reported that he spoke to ARDC and that Hoops can represent the Town as he is currently serving as the "at large" representative.
- Email from Attorney Madeline Cash regarding formation of a subcommittee.
- 2 Affidavits of Posting/Publishing.
- 1 Notice of Public Hearing For Land Use Issues.
- Email containing Mark Wycoff's second quote for mowing.

## **OLD BUSINESS:**

MN Paid Leave – Motion Hull second Voss to adopt Resolution 2025-10 Authorizing Employee Use of Benefit Time to Top Off Minnesota Paid Leave (full text below). Carried unanimously. Resolution was adopted upon roll-call vote as follows: Ayes: Chuck Voss, Mike Hoops, Greg Hull; Nays: None; Abstain: None; Absent: None.

**RESOLUTION 2025-10**  
**TOWN OF SILVER CREEK**  
**LAKE COUNTY MINNESOTA**  
  
**RESOLUTION AUTHORIZING**  
**EMPLOYEE USE OF BENEFIT TIME**  
**TO "TOP OFF" MINNESOTA PAID LEAVE**  
**FOR FULL WAGE REPLACEMENT**  
**DURING MEDICAL OR FAMILY LEAVE**

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**WHEREAS**, the Minnesota Paid Leave Law for medical or family leave pays the employee only a portion of their average regular wage;

**WHEREAS**, the employee and their family may experience hardship if they do not receive their full normal wage;

**WHEREAS**, "topping off" the payments made by the Minnesota Paid Leave Law with accrued leave time can alleviate this hardship;

**NOW, THEREFORE, BE IT RESOLVED**, that employees, Clerk, and Deputy Clerk or any other Board members currently earning benefit time, may use their accrued benefit time to make up ("top off") the portion of their normal wages not paid by the Minnesota Paid Leave Law while out on approved leave.

- Full time employees may request the "top off" payment from their accrued Sick Time, Vacation Time, or Comp Bank hours.
- Part time employees and Clerk/Deputy Clerk may request the "top off" payment from their accrued PTO time.

Employees are not required to use their benefit time. They may choose to save their benefit hours and not be paid any "top off" while collecting on a Minnesota Paid Leave Law absence.

The "top off" payment combined with the MN Paid Leave payment may not exceed the employee's average regular wage. Employees accrued Sick, Vacation, Comp, or PTO may be used in increments of hours or as small as quarter hours (0.25 hr).

All payments of benefit time during a Minnesota Paid Leave will be made in accordance and compliance with all applicable provisions of Minnesota's Paid Leave law and any changes or new rules will be adopted as required by law.

Adopted on Dec 16, 2025

Charles Voss

Mike Hoops

Gregory Hull

ATTEST: Alison Oftedahl, Clerk

Insurance Comparison – Deputy Clerk Anderson reported that the Clerk's office has not yet received a quote from Hamilton Monroe.

#### **NEW BUSINESS**

Northshore Management Board Joint Powers Agreement – Voss reported that there are some changes being made to the document based upon other members' review by attorneys. He will bring the new version when it is ready.

Mowing Quotes – After viewing a quote for \$11,000 for the cemetery and another \$11,000 for the sewer treatment ponds, motion Hoops, second Voss to reject all bids to date. Carried unanimously. Anderson was asked to run the advertisements again and be sure that they are not listed in the legal section.

Board Meeting Schedule – Motion Hull second Voss to adopt the 2026 Board Meeting Schedule (below). Motion carried unanimously.

January 13, 2026	Committee of the Whole (COW) 6:30 p.m.
January 20, 2026	Regular 6:30 p.m.
February 3, 2026	Budget and Levy Working Meeting 4:00 p.m.
February 10, 2026	COW 6:30 p.m.
February 17, 2026	Regular & Board of Audit 6:30 p.m.
March 3, 2026	COW 6:30 p.m.
March 10, 2026	<u>Township Election</u> – 12:00 p.m. – 8:00 p.m.
March 10, 2026	Annual Meeting – 8:15 p.m.
March 17, 2026	Regular 6:30 p.m.
April 14, 2026	COW 6:30 p.m. and CDSSD Rate Hearing 6:35 p.m.
April 21, 2026	Regular 6:30 p.m.
May 05, 2026	Road Tour 7:00 a.m.
May 05, 2026	Board of Equalization (LBAE) 1:00 p.m. Tentative
May 12, 2026	COW 6:30 p.m.
May 19, 2026	Regular 6:30 p.m.
June 09, 2026	COW 6:30 p.m.

June 16, 2026	Regular 6:30 p.m.
July 14, 2026	COW 6:30 p.m.
July 21, 2026	Regular 6:30 p.m.
August 04, 2026	COW 6:30 p.m.
August 11, 2026	<u>Primary Election – 7:00 a.m. – 8:00 p.m.</u>
August 18, 2026	Regular 6:30 p.m. and Reconvene of Annual Meeting
September 08, 2026	COW 6:30 p.m.
September 15, 2026	Regular 6:30 p.m.
October 06, 2026	COW 6:30 p.m.
October 13, 2026	Regular 6:30 p.m.
October 20, 2026	<i>Lake County COW 6:00 p.m. Tentative</i>
November 03, 2026	<u>General Election – 7:00 a.m. – 8:00 p.m.</u>
November 10, 2026	COW 6:30 p.m.
November 17, 2026	Regular 6:30 p.m.
December 08, 2026	COW 6:30 p.m.
December 15, 2026	Regular 6:30 p.m.

2026 Township Election – Motion Hull, second Hoops to designate 1924 Town Rd, Two Harbors, MN as the polling location for the Township and all other 2026 Elections; to set polling hours for the Township Election to 12:00 pm to 8:00 pm, and to designate the Clerk's Office at the same address as the Absentee Voting location. Motion carried unanimously.

There being no further business, motion Hoops, second Voss to adjourn the meeting at 8:34 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday January 13, 2026 at 6:30 p.m. in the Board Meeting Room.

Respectfully submitted,  
Alison Oftedahl, Clerk