

**TOWN OF SILVER CREEK
REGULAR MEETING
NOVEMBER 18, 2025**

The Regular Meeting of the Town Board of the Town of Silver Creek was held on Tuesday, November 18, 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 and Chuck Voss; Clerk Alison Oftedahl; Treasurer Shelly Peterson; and Deputy Clerk Katie Anderson;

Absent: Supervisor Mike Hoops, and Town Operations and Facilities Manager Paul Thompson.

Visitors Present: Jim and Sandy Rasmussen.

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

CONSTITUENTS CONCERNS:

Rasmussen presented concerns with a neighbor who is encroaching on the road right-of-way with a burn pile. After listening, looking at pictures, and easement drawings, the Board informed Rasmussen that they do not have any authority on the issue because Rafn Road is private. They recommended he speak to the Sheriff and the County Attorney regarding encroachment on the road easement. The Rasmussens left the meeting at this point.

ROAD & SAFETY:

Road Report – There was no road report due to Thompson's absence.

Flood Bay Alteration – We are still on the surveyor's list.

Snowplow policy – Motion Hull, second Voss to approve the 2025-6 Snowplow Policy as presented, with the same order of plowing as last year. Carried unanimously.

SEWER OPERATIONS:

Wastewater Operator's Report – After viewing Appelwick's report, motion Voss, second Hull to accept it as presented. Motion carried unanimously. The complete report is on file in the Clerk's office.

Lift Station 1 & Grease Problem – Voss will be checking that the restaurant owners have gotten in touch with Bob Whitmeyer regarding installing a system to correct the grease issues.

Residential accounts changing to Commercial – Two residential accounts have expressed intentions to open commercially. It raises questions because these parcels paid the residential assessment in the past, but the Rate Resolution calls for an Access Fee based upon estimated gallons. How to calculate this and consideration of assessment already paid will be discussed at our December meeting when Thompson and Hoops are present.

FACILITIES

Old Hall Project

- Land Purchase – No change.
- Development of Working Committee – An interest card for the December 10 meeting was reviewed and the Clerk was asked to make some changes. Oftedahl then presented a draft resolution regarding the establishment the citizen committee. Passage was delayed to December to allow all three Supervisors to contribute and vote upon it.
- Use of Capital Project Fund – Hull proposed that use of the Capital Projects fund code in CTAS begin January 1. It was agreed to wait until December to authorize the amount of the interfund transfer.
- Bollig Pre-Design Task – Motion Hull, second Voss to approve Bollig Task 3 Predesign Proposal for the Refurbish and New Addition on the Old Hall at a cost of \$15,000. Full text of task order is included on the next page. Motion carried unanimously.



Task Order No. 3

In accordance with Agreement Between Owner and Engineer for Professional Services via Task Order dated April 15, 2025 ("Agreement"), Owner and Engineer agree as follows:

1. Project Description

A. Title: Silver Creek Township Hall Predesign Study

B. Description: Review and gather additional information regarding proposed building and site exploration; develop preliminary funding strategies and potential phasing.

2. Services of Engineer

- A. **Basic Service:** Predesign services will include spatial diagrams, site concepts, preliminary cost review, and a preliminary funding strategy.
- B. ***Services Not Included:*** Basic architectural services defined as schematic design, design development, construction documents, bidding and negotiation, and construction administration (to be determined after the scope of the project is established).

3. **Deliverables:** Report and Presentation to Board

4. Project Timing: Spring 2026

5. **Payments to Engineer:** \$15,000 Lump Sum (as percent complete)

Terms and Conditions: Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner. Fee shall be fixed and will not be exceeded without additional authorization.

The Effective Date of this Task Order is November 18, 2025.

OWNER: Town of Silver Creek

ENGINEER: Bollig Inc

Name: Greg Hull

Name: Brian F. Bollig

Title: Chairman

Title: President

STEWART RIVER SEWER:

Voss reported that he just received the Two Harbors User Agreement that was developed a ways back. He will be reviewing it. He also said that the Northshore Management Board will send a letter of support and endorsement for the Stewart River Project.

REVIEW MINUTES:

Motion Voss, second Hull to accept as presented the 10/14 Regular Meeting minutes. Motion Hull, second Voss to accept as presented the 11/4 Committee of the Whole Meeting minutes. All motions carried unanimously.

TREASURER'S REPORT:

The Treasurer's Report was presented by Peterson as follows: TOSC checking: \$43,214.74 and TOSC savings: \$693,064.97 for a total of \$736,279.71. Outstanding checks totaled \$571.10 for a CTAS balance: \$735,708.61. Motion Hull, second Voss to accept the October Treasurer's Report as presented. Motion Voss, second Hull to authorize the requested transfer of \$80,000 from savings to checking. Both motions carried unanimously.

READING OF THE BILLS:

The current month's bills were read: claims 10781-10816, totaling \$65,112.41, and payrolls through November 21. Motion Voss, second Hull, to authorize payment of the bills as presented. Carried unanimously.

CORRESPONDENCE:

The Board considered the following:

- Email from Jason DiPiazza regarding a pavement resurfacing project on Highway 2 scheduled for the 2026 construction season.
- Letter from ARDC requesting that a Township Representative fill an open position on the commission. Mike Hoops was nominated.
- Letter of permission for Eric Helellloid's Conditional Use Application written by the Clerk.
- Bollig Task Order 3 for the Silver Creek Township Hall Predesign Study was signed.
- Email invitation to a Happy Hour from Park State Bank.
- CLP notice of rate increase.
- Email from Bollig showing all the items added to the GIS mapping of the Castle Danger Sewer System.
- MAT Newsletter.
- 2 Affidavit of Posting were signed.
- 2 Cemetery Right of Interment documents were signed.
- Notice of Decision on a Conditional Use Application from Lake County.

OLD BUSINESS:

None

NEW BUSINESS:

MAT Annual Meeting – Motion Hull, second Voss to authorize reimbursement to Voss for all expenses necessarily and actually incurred with attendance at this meeting in St. Cloud. Carried unanimously.

Mowing Quotes – Oftedahl reported that we have had no inquiries or quotes.

Insurance Comparison – Anderson reported that we are still waiting on Hamilton Monroe.

North Shore Management Plan – Voss has been working on the plan and the joint powers agreement.

MN Paid Leave – The Resolution for "Top Off" time was tabled for now based upon unanswered questions about leave time increments.

PENDING BUSINESS:

Vacations – Hull will be gone from November 27 through December 6. Voss will be the only supervisor in town until Mike Hoops returns.

There being no further business, motion Voss, second Hull to adjourn the meeting at 8:29 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday December 16, 2025 at 6:30 p.m. in the Board Meeting Room.

Respectfully submitted,
Alison Oftedahl, Clerk