

TOWN OF SILVER CREEK
REGULAR MEETING
JANUARY 21, 2025

The Regular Meeting of the Town Board of the Town of Silver Creek was held on Tuesday, January 21, 2025, in the Board Meeting Room at 1924 Town Road for the purpose of discussing all issues before the Board.

Present were Supervisors: Chuck Voss, Greg Hull, and Scott Krech; Clerk Alison Oftedahl; Treasurer Shelly Peterson; Town Operations and Facilities Manager Paul Thompson, and (by phone) Deputy Clerk Katie Anderson.

Absent: None

Visitors Present: Colleen Wallin

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

CONSTITUENTS CONCERNS:

Barricades for Skating Rink. — Oftedahl reported a phone call from Nick Swanson who lives on Town Road requesting that something be put in place to stop people from driving on the skating rink. He had seen people parked there, who he believed were owl watchers. He said that any road salt that is tracked onto the rink will ruin the surface and make it unusable. Thompson said he might be able to put some caution tape around it. Signs were also discussed.

Maji Ya Chai – Hull reported that the lawsuit against Lake County by upset neighbors has been dropped.

Recycling Agreement with Lake County – Wallin brought a drawing showing the building for the trailer fitting along the end of the Salt Sand shed and stated that the County would help the Town with a land use application for the project. The Board viewed the MOU agreement that had been discussed at last week's COW meeting. No changes were introduced. Motion Voss, second Hull, and support by Krech to sign the proposed agreement with Lake County as presented. The agreement was then signed by all three supervisors and provided to Wallin to take back for signatures by the County.

ROAD & SAFETY:

Road Report – Thompson reported that since last week's meeting there has not been much road work, however he has been busy repairing the steamer. The heating coil malfunctioned, and flames were shooting out of it. A new heating coil had to be ordered to replace the old one which was 26 years old.

SEWER OPERATIONS:

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

Lift Station One – Voss reported that Appelwick priced Variable Frequency Drives (VFDs) and they only cost about \$860. The group noted that a conditioner must also be used with those. Thompson reported that new heaters on the panels were barely keeping up with the cold.

Grease Problem – Voss reported that a good meeting was held with Sandy Hoff of the Rustic and a list of suggestions for grease control were discussed. He said the meeting was positive and that it sounded like emptying grease tanks more often and using enzymes were two things that will be done immediately.

Facilities – No issues with facilities were reported.

STEWART RIVER SEWER:

Voss introduced Resolution 2025-2 supporting state bonding for infrastructure, a resolution needed in order for Bollig to apply for funding on our behalf. Motion Voss, second Hull to adopt Resolution 2025-2 (included below). The resolution was adopted upon roll-call vote as follows: Ayes: Voss, Krech, Hull; Nays: None; Abstain: None; Absent: None.

**RESOLUTION 2025-2
TOWN OF SILVER CREEK
LAKE COUNTY MINNESOTA**

**RESOLUTION SUPPORTING THE REQUEST FOR
STATE BONDING FOR INFRASTRUCTURE IMPROVEMENTS**

WHEREAS, the Town of Silver Creek understands that wastewater infrastructure systems are important to the health and safety of residents;

WHEREAS, the Town of Silver Creek recognizes that the existing wastewater system is inadequate to meet the existing and future needs of the community;

WHEREAS, the Town of Silver Creek approves and supports the efforts to predesign, design, and construct wastewater infrastructure improvements that will accommodate current and future needs.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Silver Creek hereby requests State Bonding to make these utility infrastructure improvements.

Motion by _____ Chuck Voss _____

Adopted on January 21, 2025

Chairman, Chuck Voss

Supervisor, Greg Hull

Supervisor, Scott Krech

ATTEST: _____
Alison Oftedahl, Clerk

REVIEW MINUTES:

Motion Hull, second Voss to accept as presented the 12/17 Regular Meeting minutes. Motion Voss, second Krech to accept as presented the 1/14 Committee of the Whole Meeting minutes. Both motions carried unanimously.

TREASURER’S REPORT:

The Treasurer’s Report was presented by Peterson as follows: TOSC checking: \$43,974.90 and TOSC savings: \$725,765.54 for a total of \$769,740.44. Outstanding checks totaled \$347.92 for a CTAS balance: \$769,392.52. Motion Voss, second Krech to accept the December Treasurer’s Report as presented. Motion Hull, second Krech to authorize the requested transfer of \$40,000 from savings to checking. Both motions carried unanimously.

READING OF THE BILLS:

The current month’s bills were read: claims 10443-10470 totaling \$22,804.57, and payrolls through January 24. Motion Voss, second Krech, to authorize payment of the bills as presented. Carried unanimously.

CORRESPONDENCE:

The Board considered the following:

- Email from Bollig requesting passage of a Resolution supporting State Bonding for projects.
- Email from Bollig stating that they would complete the forms to place Stewart River on the state Project Priority List (PPL).
- Bank Pledge report.
- Newsletter from Grant Hauschild.
- Notice from Lake County of direct deposit of \$25,355.73 in levy funds.

OLD BUSINESS:

Historic Hall – No change on this project.

Recycling Trailer – (discussed above).

NEW BUSINESS:

2025 Mileage Rate – Motion Hull, second Voss to increase the mileage reimbursement rate for 2025 to \$0.70 per mile. Motion carried unanimously.

Employee COLA Increase – After viewing the Consumer Price Index report from the US Bureau of Labor Statistics, motion Hull second Voss to raise employee hourly wage by 3% effective January 1, rounded up from the annual CPI of 2.9%. Motion carried unanimously.

Authorize Sewer Truck Transfer – Motion Voss, second Hull to approve the transfer of \$2,600 from the Sewer Fund to the Road and Bridge Fund based upon mileage. Carried Unanimously.

Cemetery Rates – Voss introduced Resolution 2025-1 setting annual cemetery rates at the same level as last year. Motion Voss, second Hull to adopt Resolution 2025-1 (included below). Carried unanimously. The resolution was adopted upon roll-call vote as follows: Ayes: Voss, Krech, Hull; Nays: None; Abstain: None; Absent: None

**RESOLUTION 2025 – 1
2025 Silver Creek Cemetery Rates**

Purchase of Cemetery Lots
\$250.00 per lot

Interment Rates

Weekday Interment (Monday – Thursday):

- Grave Opening and closing for Casket: \$750.00
- Grave Opening and closing for Cremains: \$350.00

Weekend or Holiday Interment (Friday – Sunday):

- Grave Opening for Casket: \$800.00
- Grave Opening for Cremains: \$500.00

These rates are effective for the year 2025.

Motion by Supervisor Chuck Voss.

Adopted on 1/21/2025

Chairman Charles Voss

Supervisor Gregory Hull

Supervisor Scott Krech

ATTEST: _____
Alison Oftedahl, Clerk

Driveway Access Policy – Voss introduced Resolution 2025-3 setting policy for new driveway access requests. Krech brought up concerns with the requirement for a licensed contractor. He supported residents having the right to install their own driveways. Hull brought up a concern about exceptions to the limit of one driveway per 330 feet. The Resolution states that a resident may appeal to the Board for more than one driveway. After discussion, Motion Hull, second Voss, to adopt the resolution as presented. Krech did not support. A roll call vote was carried out and Resolution 2025-3 (included below) was adopted upon a vote of 2-1 as follows: Ayes: Voss, Hull; Nays: Krech; Abstain: None; Absent: None.

**RESOLUTION 2025-3
TOWN OF SILVER CREEK
LAKE COUNTY MINNESOTA**

**RESOLUTION SETTING POLICY FOR
NEW DRIVEWAY ACCESS TO TOWNSHIP ROADS**

WHEREAS the Town of Silver Creek is the road authority responsible for maintaining township roads and road right-of-way in a manner that ensures the safety of the traveling public; and

WHEREAS Minnesota statute 160.18 requires Silver Creek to grant by permit suitable approach to its roads; and

WHEREAS driveway entrances that connect to Township Roads must be constructed properly to avoid safety hazards or maintenance problems on town roads such as flooding, ice, or trenching from washouts,

THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Town of Silver Creek hereby adopts the following policy:

Permit Required; No driveway may be built off a township road without a “New Driveway Access Permit”. “Access” is defined as that portion of the new driveway that lies in the right-of-way of the Township Road.

Limit to Number of Driveways: Each driveway increases the maintenance and expense for the Township and creates another potential area for vehicle traffic incidents. For that reason, one driveway is allowed per every 330 feet of road frontage. Applicants may appeal to the Board for an exception to this rule in cases of special need.

Temporary Driveways Not Allowed: Driveways will not be recognized or permitted as “temporary”. And permits must be obtained prior to construction of new driveways. Failure to obtain permits may result in a requirement to remove the driveway or pay for the Town to correct the access including cost of culvert, fill, vehicle and payroll.

Inspection Required Prior to Permit: Town personnel will visit the proposed approach to evaluate the location from a safety standpoint and to indicate what size and type of culvert is required.

Licensed Contractor Requirement: The installation of the driveway approach and the culvert (if applicable) must be done by a licensed contractor and is the responsibility of the owner. The Town of Silver Creek is limited by a small staff size and therefore will not install culverts, nor build driveway approaches. The owner is responsible for having the approach properly built to meet road specifications, with the culvert type required by the Town per the pre-permit inspection.

Requirement to Meet Minimum Standards: A refundable deposit shall be submitted as insurance that the new driveway access will be constructed to conform with minimum standards outlined in “Approaches and Entrances Minimum Standards” page 2 and to provide appropriate drainage. If the Town is required to repair substandard construction or re-install culverts, the deposit will not be refunded, but will instead be applied to repair costs.

Any new driveway connected to a town road without a permit shall result in the owner being charged both an after-the-fact fee and the cost incurred by the Town to bring the driveway entrance into compliance with minimum standards.

Process and Timetable

1. **Application:** Owners must submit a fully complete application before Silver Creek will inspect the site or issue the permit. Application must include site sketch, plan for drainage, copy of deed and payment of both application fee and deposit.
2. **Pre-Permit Inspection:** The Silver Creek Town Operations Manager will conduct an inspection with the owner to ensure that the owner’s plan will provide proper drainage and protection of town roads in conformance with minimum standards, including whether and what size of culvert is needed. If the plan is lacking detail or not adequate for protection of township roads, the owner may be required to submit an amended plan and wait for a second site visit.
3. **Permit Issued:** Upon successful completion of steps one and two, a written permit will be sent to the owner and work may begin. Owners have ninety days to construct the driveway access and meet the minimum standards. During construction, proper traffic control measures per the Minnesota Manual on Uniform Traffic Control Devices must be used if work is obstructing the town road. No gravel, fill, or other material may be deposited on the township road during construction.
4. **Final Inspection:** Owners must request inspection once the new driveway access is done and the site is cleaned up and seeded. The Town will inspect the new access to ensure it meets minimum standards and appropriate drainage. The owner’s deposit will not be returned unless the construction meets standards; nor will it be refunded if the process is extended beyond 90 days from the issuance of the permit.

Approaches and Entrances Minimum Standards

All new driveway entrances (access) must meet the standards listed here. Use this list when preparing the plan.

- The location of the new driveway entrance must avoid wetlands. For questions about wetlands, or to have a specialist examine the area, owners can contact Lake County Environmental Services. If the entrance crosses a stream or river, contact the DNR Division of Water office for approval.
- Residential entrances should be a minimum width of 20 foot.
- Driveway surfaces shall be so constructed as to either slope down a minimum of six inches and away from the shoulder line of the town road; or be crowned and ditched to prevent water from running onto the township road surface.
- In most cases a culvert is needed.

during the period of October 15- May 15 annually based upon heating issues in the Historic Hall. Motion carried unanimously.

Election Judge and Absentee Ballot Board Approval – Motion Voss, second Hull to approve the following for Absentee Ballot Board and Election Judge service for the March 11, 2025 Township Election: Phil Sogge, Deb Cooter, Michelle Backes-Fogelberg, Sara Swanson. Carried unanimously.

Meeting Reschedule – The Board approved schedule changes including changing the Regular June meeting to a Monday to accommodate Hull vacation, and to meet on the first two Tuesdays of October so that the Lake County COW can be held in Silver Creek on the 21st.

PENDING BUSINESS:

Newsletter – A draft copy will be brought to the February COW.

There being no further business, motion Voss, second Krech to adjourn the meeting at 8:10 p.m. Motion carried unanimously. The next regular meeting of the Board will be held on Tuesday February 18, 2024 at 6:30 p.m. in the Board Meeting Room.

Respectfully submitted,
Alison Oftedahl, Clerk