

Solway Town Board Meeting Minutes  
January 10, 2023

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

The Solway Town Board Meeting was called to order at 6:30 p.m. by Chairperson Scott Welsh, followed by the Pledge of Allegiance. Also present were Supervisor Ron Gajewski, Clerk Tami McGregor, Treasurer Cindy Moe, Deputy Clerk Regena Merritt and three concerned citizens. Supervisor Clare Stromlund was not present at the meeting.

**II. MINUTES:**

**MOTION by Gajewski, seconded by Welsh, and carried unanimously to approve the minutes from the Town Board Meeting of December 13, 2022, as presented.**

**III. TREASURER’S REPORT: DECEMBER 31, 2022 (TENTATIVE)**

**MOTION by Gajewski, seconded by Welsh, and carried unanimously to accept the tentative Treasurer’s report dated December 31, 2022. MOTION by Gajewski, seconded by Welsh, and carried unanimously that we zero out funds using aggregate monies.**

**Checking:19180-19219**

Beginning Balance	\$310,106.59		
Receipts	126,708.96		
Disbursements	-34,698.29		
Ending Balance	\$402,117.26		<b>\$402,117.26</b>

**Money Market**

Beginning Balance	\$109,370.85		
Interest/Deposits	71.14		
Withdrawals	0.00		
Ending Balance	\$109,441.99		<b><u>\$109,441.99</u></b>

**Total Accounts \$511,559.25**

**IV. INCOMING CORRESPONDENCE**

- 12/19 MN Association of Townships (MAT) – Notice of New Clerk & Treasurer Training available in person or on-line through Mat-U. Short courses are also available this Spring for new officers and it is likely those will be attended in person.
- 12/19 Duluth New Tribune - Affidavit of Publication (Notice of Filing for Township Election)

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- 12/20 Cloquet Pine Journal - Affidavit of Publication (Notice of Filing for Township Election)
- 12/20 RDO Equipment Company - Motor Grader Packer Attachment Info/Quote. Information received from MAT Annual Conference vendor in follow-up to a conversation with Supervisor Gajewski at the October conference. Information will be forwarded along to Bob Rodda who currently grades the township roads.
- 12/20 Telcom Construction – Request for Underground Utility Requirements - Discussed under “New Business.”
- 12/22 SLC Sheriff’s Office - Email Regarding Deputy at Town Board Meetings. Discussed under “New Business.”
- 12/26 Minnesota Power – HVDC Modernization Project Open House Notice. Discussed under “Old Business.”
- 12/26 MN Association of Townships (MAT) – Notice of Scholarship Program. No board action necessary or taken. Notice of this scholarship was included in the January newsletter and is also on the website.
- 12/26 Hermantown Star/Proctor Journal - Affidavit of Publication (Notice of Filing for Township Election)
- 12/26 Pine Knot News – Affidavits of Publication (Notice of Filing for Township Election, Notice of 11/08/22 General Election & Notice of Public Accuracy Test)
- 01/03 MN Department of Natural Resources - DNR Wildland Fire Gear Grant. Discussed under “Fire Department.”
- 01/04 Mark Kivi – 2022 Fourth Quarter Aggregate Material Tax Reporting Form received, with no payment due.
- 01/06 MN Association of Townships (MAT) – Registration Info for “Township Days at the Capitol” on February 1<sup>st</sup> and 2<sup>nd</sup> received. Discussed under “New Business.”
- 01/06 One North, LLC - 2022 Fourth Quarter Aggregate Material Tax Reporting Form and payment received.
- 01/09 Cloquet Interiors – Office and Kitchen Flooring Proposals. Discussed under “Hall.”
- 01/10 KTM Paving - 2022 Fourth Quarter Aggregate Material Tax Reporting Form and payment received.
- 01/10 Sathers Construction & Excavating - 2022 Fourth Quarter Aggregate Material Tax Reporting Form, without payment, received. Clerk McGregor sent out correspondence on 01/10 following up on payment.
- 01/10 Coon’s Aggregate– 2022 Fourth Quarter Aggregate Material Tax Reporting Form and payment received. Coons attached to their form a “Detailed Gross/Tare/Net Report.” There was discussion as to whether this same type of information should be requested from other pits. After discussion, it was decided that because not all reporting pits have scales, this type of report will not be required at this time.

**V. OUTSTANDING BILLS:** Treasurer Moe reported additional bills for the Outstanding Bills List as follows:

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- Keith Anderson - \$4,357.00 (Snow Removal & Sanding)
- Como Oil & Propane - \$1367.92 (Town Hall)
- Como Oil & Propane - \$1218.04 (Fire Hall)
- Alex Air Apparatus, Inc.- \$846.14 (SVFD-Annual Compressor Air Quality Test)
- Adam Ross - \$55.00 (Rink Flooding 12/09/23 - 01/09/24)
- Kim Mullen - \$33.00 (Rink Flooding 12/09/23 - 01/09/24)
- Brenda Tario - \$22.00 (Rink Flooding 12/09/23 - 01/09/24)
- John Foster - \$33.00 (Rink Flooding 12/09/23 - 01/09/24)
- Kyle Kulaszeqicz - \$11.00 (Rink Flooding 12/09/23 - 01/09/24)
- Solway Volunteer Fire Department - \$54,000.00 (2023 Fire Protection & First Response Medical Care)
- Solway Volunteer Fire Department - \$17,551.09 (2023 DNR Grant – Wildland Firefighting Gear)
- Cloquet Interiors - \$2,993.00 (50% Deposit for Office & Upstairs Kitchen Flooring)

**MOTION by Gajewski, seconded by Welsh and carried unanimously to pay all bills as listed on the Outstanding Bills List, and additional bills presented by the Town Treasurer, for a total amount of \$95,723.54.**

**VI. CITIZEN REQUESTS AND CONCERNS:** There were no citizen requests and concerns.

**VII. ROAD:**

- A. Highway #2 Driveway Access – Following discussion at the December 2022 meeting, Victor Lund, St. Louis County Traffic Engineer, acknowledged there are significant challenges to two of the previously submitted concepts (#1 & #2) due to firefighter parking, electrical and septic system issues. At that time, Mr. Lund asked if the Township would be agreeable to a compromise of a right turn in/right turn out design to maintain some use of the Hwy #2 entrance, and the Board indicated they were open to this type of design.
- B. Mr. Lund will relay concerns and suggestions to the project team and email conclusions to Clerk McGregor. There have been no updates from Mr. Lund since the December meeting.

**VIII. FIRE DEPARTMENT:**

- A. Department Report – Chief Porter thanked Leon Forstrom for snow removal on the skating rink. There was discussion regarding how far into the season the rink will be maintained, and it was determined that we will try to do this at least through Winter Fun Day on March 5, 2023.

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Chief Porter reported there were 144 calls in 2022, including the call to North States Services. Solway was the incident commander for this fire and there were ten departments involved. Although the business was a total loss, there were no injuries.

Applications for grants relating to radio replacement have been initiated, along with applications for grants through St. Luke's and Essentia Health for assistance in purchasing additional medical equipment, and to Cenovus Energy for assistance with hoses/firefighting gear purchases.

Chief Porter also reported that 2022 was the first financially solvent year for the department in four years.

- B. Building Signage Update – Graphic Image Update – Chief Porter reported that the department is exploring an alternative option for signage with Nate Blue, a custom metal designer in Rice Lake. Chief Porter will bring design options and cost estimates to the next meeting for Board review and anticipates installation around April 15<sup>th</sup>.
  - C. Road Right-of-Way Soil Contamination Update – This topic will be tabled until the April agenda due to an inability for any potential excavation during the winter months.
  - D. Rental/Service Contracts – The Fire Department paid \$1.00 for the 2023 fire vehicle lease and previously paid \$1.00 for the 2023 fire hall lease. Clerk McGregor will see that both contracts are fully executed by Fire Department and Township representatives.
  - E. DNR Grant – Wildland Fire Gear – Chief Porter reported that there are currently 16 members and a chaplain in the department. Fire gear obtained via this matching grant, not to exceed \$5,000, will be used to replace out of date gear at a total cost of \$17,551.09. Currently the department wears full turnout gear for car crashes; however, the Wildland gear is certified for this type of use and is also much lighter, saving on physical wear and tear of the firefighters. The total grant amount is \$10,000 and Chief Porter is requesting assistance from the Township for the additional \$7,551.09. Following full payment up front, the DNR will then reimburse \$5,000. Chief Porter is requesting \$17,551.09 from the Township payable to SVFD, and upon completion of the grant, the \$5,000 DNR reimbursement will be returned to the Township. **MOTION by Gajewski, seconded by Welsh and carried unanimously to use American Rescue Plan Act funds in the amount of \$17,551.09 to purchase the Wildland firefighting gear.**
  - F. Vehicle Feasibility Surveys – Chief Porter indicated that the department will be studying the necessity of retaining their rehab trailer since the recently purchased Tanker 3 has the same type of equipment.
- IX. RECYCLING:** Clerk McGregor and Deputy Clerk Merritt attended the mandatory December 14, 2022, virtual meeting regarding 2023 grant applications and reporting. It is WLSSD's intention to schedule a meeting for Recycling Attendants

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in February. Horst Blumerich asked about snow removal on the overhang of the recycling shed roof to avoid the potential for snow falling on customers and Leon Forstrom indicated he will take care of this issue. Mr. Blumerich would also like to push the snow away from the front of the dumpsters with a snowplow blade at the time they are emptied, and Clerk McGregor will get back to him with an approximate pick-up time.

### X. HALL:

- A. Office and Upstairs Kitchen Flooring – **MOTION by Gajewski, seconded by Welsh and carried unanimously to accept the January 6, 2023, proposals from Cloquet Interiors and issue a 50% down payment in the amount of \$2,933.00.**
- B. Video Conferencing Equipment Update – It was discussed and agreed that the Township will attempt to contact two or three vendors to submit proposals regarding video conferencing equipment in the Hall prior to the February meeting. DADS Electronics in Duluth and ESC Systems in Proctor are two possibilities that were suggested.
- C. Security Camera Repair Update – Red-D-Electric – Repairs by Red-D-Electric are pending and there was no update at the January meeting.
- D. AED Unit – Exterior Door Signs – AED Unit stickers were installed by Leon Forstrom in the windows of the entrances on the south and east sides of the Hall.
- E. Exterior Siding – Loose Piece on NW Corner of Hall – Leon Forstrom reported that the repairs to the corner molding on the northwest corner of the Town Hall can wait until Spring.
- F. Town Hall – Public Shelter During Storms – Due to a recent power outage involving a portion of the Township for several days, there was discussion regarding the feasibility of using the Hall or Fire Hall as public shelters. The Fire Hall is equipped with a generator and has a kitchen and upstairs gathering area. Due to concerns as to who would open the Hall and monitor it during a power outage, it was determined that calls for help will be handled on an individual basis and the Township will make resources available, as much as is possible. With more and more people having access to home generators, the need for this type of service is not as great as in the past. Water is available to residents from the hydrant on the west side of the Fire Hall.

### XI. PARK:

- A. Todd Signs Electronic Insert Update – Supervisor Gajewski reported that our electronic insert has arrived, and brackets are being designed for the installation.
- B. Safety Inspection Report Update – Supervisor Gajewski reported that there were no new issues in the January 3, 2023, report.

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- C. Tennis/Volleyball Net Update – After obtaining measurements from Leon Forstrom, Clerk McGregor contacted Summit Supply in Colorado at the end of December regarding a quote for replacement tennis and volleyball nets. After confirming pricing with their manufacturer, they will send a quote via email that will include shipping costs.
- D. Sand Digger Equipment – Needs Repair – Leon Forstrom will look into making repairs on this equipment in the Spring.
- E. Warming Shed Attendant – The Township is looking for a warming shed attendant to work from 1:00 to 6:00 p.m. on Saturdays and Sundays when weather allows for the skating rink to be open. **MOTION by Welsh, seconded by Gajewski and carried unanimously to increase wages for the Warming Shed Attendant from \$11.50 per hour to \$15.00 per hour effective January 10, 2023.**

**MOTION by Gajewski, seconded by Welsh to offer this position to Veronica Priolo who has worked as Warming Shed Attendant in the past.** Supervisor Gajewski will contact Ms. Priolo, but should she decline, he also asked Fire Chief Porter to see if anyone from his department may be interested in the position.

**MOTION by Welsh, seconded by Gajewski and carried unanimously to also increase wages for rink flooding from \$11.00 to \$15.00 per hour effective January 10, 2023.**

**XII. CEMETERY:** Nothing to report

**XIII. COMMITTEES:**

- A. Special Events - Winter Fun Day (03/05/23 from 1:00 – 5:00 p.m.) - Planning meeting scheduled for Tuesday, February 21, 2023, at 6:30 p.m. Clerk McGregor will send out notification memos around February 1<sup>st</sup>.

**XIV. OLD BUSINESS:**

- A. Minnesota Power HVDC Terminal Modernization Informational Meeting - Minnesota Power will host an Open House on January 11, 2023, from 6:00-7:30 p.m. at the Town Hall.

**XV. NEW BUSINESS:**

- A. Donation Resolution - Country Music Show – **MOTION by Welsh, seconded by Gajewski and carried unanimously to adopt Resolution #2023-1-Resolution Accepting Donation as follows:**

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**Solway Township Resolution 2023-1  
St. Louis County Minnesota**

**Resolution Accepting Donations**

**WHEREAS**, the Town of Solway is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and,

**WHEREAS**, The Country Music Show has offered to contribute the donation of \$100.00; and,

**WHEREAS**, there are no terms or conditions for the donation; and,

**WHEREAS**, all such donations have been contributed to the Township for the benefit of its citizens, as allowed by law; and,

**WHEREAS**, the Township Board finds that it is appropriate to accept the donation offered.

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of Solway Township, St. Louis County, Minnesota as follows:

The donation described above is accepted and shall be used as allowed by law.

Chairperson Welsh moved the adoption of the Resolution, seconded by Supervisor Gajewski, and it was declared adopted on January 10, 2023, upon the following votes:

Yeas: Supervisors Welsh and Gajewski - 2

Nays: None - 0

Absent: Supervisor Stromlund – 0

- B. St. Louis County Sheriff's Office – Deputy Attendance at Town Board Meetings – An email was received on December 22, 2022, from the St. Louis County Sheriff's Office regarding the Township's interest in having a deputy attend all or some township meetings. After discussion, and based upon past practice, it was determined that Clerk McGregor will extend an invitation for a deputy to attend and report at the March Annual Meeting. The Sheriff's Office will also be thanked for their interest in our community and informed that attendance at additional meetings will be scheduled depending on issues or concerns of the Township or should the Sheriff's Office become aware of any issues or information that would be beneficial to the Township.

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- C. Township Day at the Capitol (MAT) – 02/01/23 & 02/02/23 – Registration Information for Township Day at the Capitol was received on January 6, 2023. After discussion, it was determined that Solway will not attend as it is still very early in the session, and typically, Township representatives attend at the same time as St. Louis County and the City of Duluth.
- D. Budget Meeting – Set Date – The Budget Meeting is scheduled for Monday, February 27, 2023, at 5:00 p.m.
- E. Telcom Construction – Determine Underground Utility Requirements – A request was received from Telcom Construction on December 20, 2022 regarding underground utility requirements in Solway Township. After discussion, it was determined that underground utility requirements for telecommunication fiber and copper service wire for private residences in Solway Township are as follows:
- Depth: 24” in the ROW, under roads or driveway. Trenching on roads may be done; however, the surface must be restored to its original state.
  - Parallel in Road ROW - Lines must be within the far side of the ditch or near the roadside, but not in the bottom of the ditch.
  - Driveways: Lines must be on the shoulder of the road within the Township ROW, and not running across private driveways.

**XVI. SIGN CHECKS/ADJOURNMENT**

**MOTION by Welsh, seconded by Gajewski and carried unanimously to adjourn tonight’s meeting with the signing of checks. The meeting was adjourned at 8:37 p.m.**