

Solway Town Board Meeting Minutes February 13, 2024

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The Solway Town Board meeting was called to order at 6:30 p.m. by Chairperson Ron Gajewski, followed by the Pledge of Allegiance. Also present were Supervisors Scott Welsh and Jeff Keppers, Clerk Tami McGregor, Treasurer Cindy Moe, and five concerned citizens.

II. MINUTES – TOWN BOARD MEETING OF JANUARY 9, 2024

MOTION by Welsh, seconded by Keppers, and carried unanimously to approve the minutes from the town board meeting of January 9, 2024, as presented.

III. TREASURER’S REPORT – DECEMBER 31, 2023 (FINAL) & January 31, 2024

MOTION by Welsh, seconded by Gajewski, and carried unanimously to accept the monthly Treasurer’s Report dated December 31, 2023 (Final), as presented.

Checking:19734-19773

Beginning Balance	\$108,519.24	
Receipts	139,373.36	
Disbursements	<u>-25,520.94</u>	
Ending Balance	\$222,371.66	\$222,371.66

Money Market

Beginning Balance	\$110,445.99	
Interest/Deposits	183.81	
Withdrawals	<u>0.00</u>	
Ending Balance	\$110,629.80	<u>\$110,629.80</u>

Total Accounts \$333,001.46

MOTION by Welsh, seconded by Keppers, and carried unanimously to accept the monthly Treasurer’s Report dated January 31, 2024, as presented.

Checking:19774-1825

Beginning Balance	\$222,371.66	
Receipts	17,983.70	
Disbursements	<u>-113,706.83</u>	
Ending Balance	\$126,648.53	\$126,648.53

Solway Town Board Meeting Minutes February 13, 2024

Money Market	\$110,629.80	
Beginning Balance	0.00	
Interest/Deposits	0.00	
Withdrawals	\$110,629.80	<u>\$110,629.80</u>
Ending Balance		\$237,278.33

Total Accounts

IV. INCOMING CORRESPONDENCE (By date received)

- 01/10 MN Dept. of Revenue – MN 4th Qtr. Withholding Tax Returns Due 01-31
- 01/10 Brooke Wetmore, SLC – Notice of 01/17 Regional NOAA Grant Partner Meeting and request for letter of support or commitment by 01/26 (Discussed under “New Business”)
- 01/10 CTAS, Office of State Auditor – Earned Sick and Safe Time Update and Spreadsheet
- 01/11 Coons Aggregate - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 01/11 Jim Sathers - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 01/11 Jim Lindquist - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 01/11 U.S. Census Bureau – Request for participation in Voluntary Boundary and Annexation Survey; Training Webinar schedule also included
- 01/11 Kim Sarvi, Rice Lake – Duluth Area Townships (DAT) 01/18 Meeting Agenda
- 01/11 FEMA Grants Manager – Notice of FEMA Recovery Transition Meeting on 01/16 at 10:00 AM (Final Meeting)
- 01/11 Kim Sarvi, Rice Lake – Duluth Area Townships (DAT) Notice/Invoice for 2024 Membership Dues
- 01/11 Proctor Futbol Club – Request to post soccer registration flyer (Posted in hall). Horst Blumerich inquired regarding the consideration of charging a fee for the use of our fields to better care for them. The board stated that the Arrowhead Youth Soccer Association is not charged for any of the township fields as resident youths are generally participating on the teams. The fields will continue to be maintained with township park funds.
- 01/11 Jonathan Blevins, SLC Elections – Absentee Ballot Board and PNP Administrator training material
- 01/12 PERA – Notice of PERA Annual Exclusion Report due 02/28/24
- 01/12 SLC Elections – On-line Election Judge and PNP training now available (All Solway judges have been trained)
- 01/12 Lora Skarman, SLC Assessor – Notice of 2024 Local Board of Appeal & Equalization (LBAE) meeting on 05/09/24, 4-5:00 PM)
- 01/16 Catalis – Fully executed website subscription Order Form (6/1/24 – 5/31/27)
- 01/16 Office of MN Secretary of State – Info RE: Example Ballot requirements

Solway Town Board Meeting Minutes February 13, 2024

- 01/17 Kevin McConnell, SLC Public Works – Updated Exhibit A for Snowplow Maintenance Agreement after deleting Strom Road. Total miles now 14.62. (Discussed under “Road”)
- 01/17 PERA – Notice of Introduction to PERA Eligibility Webinar on 01/25
- 01/17 Clare R. Stromlund – 01/16 retirement letter (Discussed Under “New Business”)
- 01/17 One North - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 01/18 Cathy Rouleau, St. Louis County Association of Townships (SLCAT) – 01/24 letter from Jim Hoffsommer RE: MAT Annual Meeting to be included on 1/24 CAT meeting agenda (Discussed under “Old Business”)
- 01/19 State of MN Pay Equity – Submission confirmation of Pay Equity Report
- 01/19 Jonathan Blevins, SLC Elections – Ballot proof for March Township Election
- 01/19 Jamie Carlson, WLSSD – Financial Report, Payroll Report and non-payroll checklist received. Report due on 02/28
- 01/19 Rodda Grading & Excavating – Notice of substantial price increase for 2024 hourly rates (Discussed under “Road”)
- 01/22 Brooke Wetmore, SLC – Notes and slideshow presentation from 01/17 NOAA Grant Partner meeting (Not in packet)
- 01/23 DeCaigny Excavating - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 01/23 Cathy Rouleau, CAT – Notice of 01/24 meeting in Cotton
- 01/25 Brooke Wetmore, SLC – Response RE: Solway’s inability to meet NOAA Grant Letter of Support/Commitment; hope to partner with Solway in the future
- 01/26 MN PERA – Recorded PERA Eligibility Webinar now available
- 01/29 Rodda Grading & Excavating – Notice of 2024 substantial hourly rate increase (Discussed under “Road”)
- 01/29 Brooke Wetmore, SLC – Draft narrative of SLC’s grant application for Advancing Regional Climate Resilience for MN’s Lake Superior Coastal Region (not in packet). Request to add Solway to collective Letter of Commitment. (Discussed under “New Business”)
- 01/30 Lake Country Power – Notice of district member meeting on 2/22 (5-7PM), Hope Lutheran Church, Moose Lake
- 01/30 Emmie Atwood, Column – Notice of Duluth News Tribune moving to Column on-line platform for publishing notices. Column training webinar on 02/01 (attended by Clerk McGregor and Deputy Clerk Merritt).
- 01/30 Boundary and Annexation Survey Annual Response Form – Submitted on 1/30
- 01/30 Northland Constructors of Duluth - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 01/31 SLFRF – Links in follow-up to 01/08 webinar for reporters
- 01/31 MN Association of Townships (MAT) – Invite/Registration link for MAT “Township Day at the Capital” on 04/08 and 04/09 in St. Paul. Solway officers will not attend; event conflicts with April board meeting

Solway Town Board Meeting Minutes February 13, 2024

- 02/01 MN Board of Water and Soil Resources – Accepting applications for fall 2024 Lawns to Legumes projects.
- 02/01 Jane Brown, TelCom Construction – ROW Permit Application for copper cable at 6005 Morris Thomas Road. **MOTION by Gajewski, seconded by Welsh, and carried unanimously to approve utility work by TelCom at 6005 Morris Thomas Road.**
- 02/02 Lorilee Blais, WLSSD – Rural Recycling Site Operations Grant due 03/09; annual report due 02/29.
- 02/05 Column US – Notice of Pine Journal utilizing self-service option for legal ads via Column on-line platform
- 02/05 Rachel Gregg, SLC Bridge Engineer – Confirmation of need for dry hydrant when Maple Grove Road Bridge #127 replaced in 2025 (Discussed under “Fire”)
- 02/05 Angela Storlie, League of MN Cities – Notice of 03/31 deadline for cash basis cities to submit 2023 financial reports to MN State Auditor.
- 02/05 Lora Skarman, SLC Assessor – Finalized 2024 Local Board of Appeal & Equalization meeting schedule (Solway: 05/09/24; 4-5PM)
- 02/06 United States Bankruptcy Court – Ballot for voting to accept or reject Chapter 11 plan of reorganization of Endo International RE: Local Government Opioid Claims (Not in packet). According to our 12/13/22 minutes, initial funding would be awarded to a limited number of organizations to allow for a targeted and impactful response; therefore Solway did not participate. Supervisor Welsh attended the Opioid Remediation Settlement Annual Municipality Meeting on 11/28/23 and at that time learned that MN’s settlement portion was 568 million dollars. After discussion it was determined that no board action will be taken RE: the Chapter 11 ballot.
- 02/06 MN Pollution Control Agency – WLSSD Environmental Review for Wastewater Treatment System Project information. After review and discussion, it was determined that no board action will be taken.
- 02/06 State and Local Fiscal Recovery Funds (SLFRF), U.S. Treasury – SLFRF FAQs addressing the three eligible use categories in 2023 interim final rule.
- 02/07 Brooke Westmore, SLC – SLC NOAA grant submission confirmation
- 02/07 Kim Sarvi, Rice Lake Township – Link to video RE: Rice Lake Corridor Project and thanks for letters of support
- 02/07 Marcie Keppers – Citizen of the Year Nomination letter for Heidi Hanson (Discussed under “Old Business”)
- 02/09 Shelton Excavating - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 02/09 Proctor Futbol Club – Willing to reimburse Solway for soccer net hooks and request for field blackout dates
- 02/10 Northland Fire & Safety – Annual Maintenance and re-certification for town hall, fire hall, recycling center and recreational building.
- 02/12 Pit 56, Inc. - 2023 fourth quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)

Solway Town Board Meeting Minutes February 13, 2024

- 02/12 Lori Johnson, PHS – PHS board member will attend Solway’s annual meeting
- 02/12 Rose Chu, Pine Knot News – Classified ads RE: Township Election PAT testing will run on 03/01; Notice of Annual Meeting and Election will run on 02/23; Notice of PNP Election will run on 02/16 & Notice of PNP PAT testing will run on 02/16
- 02/12 Cathy Rouleau, St Louis County Association of Townships (SLCAT) – Reminder of 2024 Lobby Day sponsored by MN Association of Townships on 04/08 & 04/09
- 02/12 Kevin Cornick, District 10 MAT Director – Clarification - MN Association of Townships providing transportation only to Lobby Days at the Capitol
- 02/13 Randall’s Heating & Cooling – Contract for Oil-Fired Water Heater Replacement
- 02/13 Proctor All Night Grad Party Committee – Request for contribution to Class of 2024 Proctor High School Chem Free Grad Party. This will be discussed at the annual meeting.
- 02/13 Angela Lepak, SLC Planning – Findings of Fact, Conclusions and Decision approving Conditional Use Permit for Hermantown Hydraulics

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

- John Voltzke - \$125.00 (Hall deposit refund; DOE: 02/11/24)
- Randall's Heating & Cooling - \$2,700.00 (Down payment on hall water heater install)
- Emergency Apparatus Maintenance - \$12,660.89 (Tanker #3 repairs)

MOTION by Welsh, seconded by Keppers, and carried unanimously to pay all bills as listed on the Outstanding Bills List, and any additional bills presented by the town treasurer, for a total amount of \$48,105.93.

VI. CITIZEN REQUESTS AND CONCERNS - None

VII. ROAD

- A. 2023 Spring Flood Damage - FEMA Reimbursement Grant & Admin Costs – On November 29, 2023, HSEM confirmed Solway’s certification of project completion. The township received a total reimbursement of \$10,705.85 under this grant.

Supervisor Gajewski and Clerk McGregor attended the Final Recovery Transition Meeting via telephone with John Menendez of FEMA on January 16, 2024, to close out the project. During the meeting, the documentation of claimed damages, as well as costs submitted and reimbursed, were reviewed and final sign-off on the project was made electronically via FEMA’s Grants portal.

Solway Town Board Meeting Minutes February 13, 2024

- B. Local Road Improvement Program (LRIP) Funding–Jeffrey Road – Solway’s LRIP application for funding to improve/blacktop the Jeffrey Road between Highway #2 and the Maple Grove Road was submitted to MnDOT by LHB on December 8, 2023. The LRIP Advisory Committee will meet to review/recommend applications on March 14, 2024, and awards are anticipated to be announced on March 29, 2024. There was no update at the February meeting.
- C. Rodda Grading & Excavating – 2024 Pricing Increase – On January 29, 2024, Mr. Rodda submitted his 2024 hourly rates price list, reflecting significant increases. At the February meeting, 2023 and 2024 pricing was reviewed and discussed. At this time, the township is satisfied with Mr. Rodda’s services and are unaware of any other alternatives. **MOTION by Gajewski, seconded by Welsh, and carried unanimously to accept Rodda Grading & Excavating’s 2024 pricing.**
- D. Strom Road – Plowing & Payment for 9-1-1 Sign – On January 16, 2024, Andy Olson with St. Louis County Public Works was informed via email from Solway that the county will no longer be responsible for plowing the Strom Road. This notification was made at the resident’s request.

On January 17, 2024, the township received an updated Exhibit A to our Snowplow Maintenance Agreement from the county following deletion of the Strom Road. Total mileage for Solway is now 14.62 miles.

The homeowner has also claimed that his 9-1-1 sign was run over twice by the county. **MOTION by Gajewski, seconded by Welsh, and carried unanimously to reimburse the resident on the Strom Road for a replacement sign upon submission of an invoice.**

- E. Parking Lot Lighting – Update to LED – Supervisor Gajewski reported that Rick Flesvig has not installed a new bulb in the recycling area yard light. There was discussion regarding conversion of all parking area lighting to LED. **MOTION by Gajewski, seconded by Welsh, and carried unanimously to convert all parking lot lighting to LED fixtures.**
- F. Bergquist Road Garbage in Maintenance Garage – Maintenance staff reported that we still have garbage that was cleaned up from the Bergquist Road in December. At the time the garbage was collected, there was a receipt with identifying information regarding an individual living within the township. This will be discussed with the St. Louis County Sheriff’s Office to see what their recommendations are.
- G. Stops Signs/Posts Missing – Residents reported on February 13, 2024, that the stops signs and posts are missing at the intersections of the West Jerry and Munger Shaw (west side of Munger Shaw) Roads, and the intersection of Bailey and Morris Thomas Roads. Supervisor Gajewski contacted the county to report this and was told that the county will be responsible for replacing the signs as they are in their right-of-way.

Solway Town Board Meeting Minutes February 13, 2024

- H. Roadside Mower Tractor – New Seat – Butch Lund reported that the roadside mower tractor needs a new seat. Mr. Lund was instructed to obtain pricing information for discussion at the March meeting.

VIII. FIRE DEPARTMENT

- A. Department Report – Chief Brandon Porter reported the department is currently at 15 members. There was a total of 191 calls for service in 2023, with Solway responding to 154 of them, and mutual aid partners covering the remainder. Ninety percent of the calls were medical. There were a low number of car crashes, and with the improvements on Highways #2 and #194, these numbers should continue to decline.
- B. Building Signage Backlighting – Chief Porter reported that he has been able to contact someone to attach the LED lights to the sign soon so they can be plugged into the outlets that were previously installed.
- C. Insurance (Engine #1-2005 Pierce Enforcer) Equipment Coverage –The MN Association of Townships Insurance Trust (MATIT) requested an equipment cost inventory to support a requested additional \$100,000 in coverage due to the equipment Engine #1 carries. At the February meeting, Chief Porter indicated that his staff is working on the inventory.
- D. Fire Vehicle Back-up Camera Systems (Unit #5 & Engine #1) – Back-up cameras will be installed in Rescue Unit #5 (2015 Ford F550) and Engine #1 (2005 Pierce Enforcer). At the February meeting, Chief Porter indicated that because this is not a good time to have the vehicles out of our area, the installations will be completed in May or June.
- E. Maple Grove Road Bridge #127 Replacement in 2025 Affecting Dry Hydrant/Bump out – On February 5, 2024, correspondence was received from Rachel Gregg, St. Louis County Bridge Engineer informing SVFD that a culvert replacement on Bridge #127 on the Maple Grove Road is scheduled for 2025, and asking whether there is still a need for the dry hydrant at that location. Chief Porter informed the county that having the hydrant improves our ISO rating and that it should be kept in place. The only cost to the township will be the cost of the PVC piping as the county will bear the cost of the bump out.
- F. Fire Training – Chief Porter reported that Solway will be hosting a Fire 1 and 2 training, with another skills weekend coming up the weekend of February 28, 2024. By the end of April, Solway will have five state licensed instructors.

IX. RECYCLING

- A. Recycling Center Street/Yard Light – See discussion under “Road” (Item VII., E: “Parking Lot Lighting - Update to LED”).

Solway Town Board Meeting Minutes February 13, 2024

X. HALL

- A. Video Conferencing & Hall Lower-Level Audio Visual System – Supervisor Gajewski reported at the February meeting that Tim Aldrich is planning to install the splitter tying the upper and lower-level audio systems together sometime next week.

Mr. Aldrich will notify Rick Flesvig that the lower level television is turning on and off with the light switch, so he can correct that electrical issue.

- B. Boiler/Water Heater Replacement – At the January meeting, there was approval for an oil replacement boiler, circulation zone pumps, and an oil-fired hot water heater in the amount of \$18,700.00.

On February 6, 2024, payment in the amount of \$6,650.00 was mailed to Randall's to place the order for equipment relating to the boiler install.

On February 13, 2024, a contract was received for the oil-fired water heater replacement in the amount of \$5,400.00. A 50 percent down payment in the amount of \$2,700.00 was requested to begin the ordering process.

MOTION by Gajewski, seconded by Welsh, and carried unanimously to approve the hot water heater contract in the amount of \$5,400.00, and the 50 percent down payment in the amount of \$2,700.00.

- C. Hall Exterior-Caulk/Foam Along Bottom Row of Siding – Supervisor Gajewski reported that some gaps along the bottom row of the hall siding were recently discovered. Maintenance staff will install foam or caulk as necessary to correct this issue.

XI. PARK

- A. Safety Inspection Report – Supervisor Gajewski reported that there were no safety hazards included in the February 6, 2024, report.

XII. CEMETERY

- A. Maintenance - No cemetery issues were reported; however, maintenance on sinking graves will be made in the spring.

XIII. COMMITTEES

- A. Special Events – Winter Fun Day – The Winter Fun Day is scheduled for Sunday, March 3, 2024, from 1:00 to 5:00 p.m. The planning meeting is scheduled for February 20, 2024, at 6:30 p.m., and notices of the meeting were sent to committee members on February 2, 2024.

Solway Town Board Meeting Minutes February 13, 2024

The matter of a one-day event insurance policy was discussed for the hayrides at the Winter Fun Day. Clerk McGregor reported that per her discussion with Bill Owens of Young and Associates, there are no insurance concerns for this event; however, this may need to be monitored for future special events.

XIV. OLD BUSINESS

- A. MN Association of Townships (MAT) – 2024 Dues Statement – MAT issues were discussed at the St. Louis County Association of Townships (SLCAT) meeting on January 24, 2024, and a draft letter submitted to SLCAT leadership by Jim Hofsommer was reviewed. At that meeting, a motion was made and carried to submit the correspondence drafted by Mr. Hofsommer to the MAT Board of Directors expressing concerns of the SLCAT membership.

At the February meeting, it was determined that Solway will continue to hold off on payment of MAT membership dues that are payable by May 1, 2024, until a final determination is made regarding continued membership in the organization.

Due to the township's insurance being linked to its MAT membership, there was also discussion regarding other insurance options. There have been discussions with Young and Associates in the past as they provide insurance for the fire department.

MOTION by Welsh, seconded by Gajewski, and carried unanimously to contact Young and Associates for an insurance quote for the township's commercial liability, vehicle, one-day event, and work comp insurance. Clerk McGregor will contact Bill Owens of Young and Associates to obtain a quote for review by the board.

- B. Aggregate Tax Audits - Amanda Nelson has contacted all pit owners/operators and is in the process of conducting audits for the past six years.

At the February meeting, Ms. Nelson reported that for the most part, the pits have been cooperative, but that the process is taking longer than expected due to many meeting cancellations in January. Ms. Nelson has six meetings scheduled in February.

There was discussion regarding the submission of reports that should include any discrepancies in the pit records and what is being done to correct them. Information being reported to the township should jive with information reported to the state regarding payment of sales tax. Ms. Nelson indicated that she will prepare a status report for the March 19th meeting.

Solway Town Board Meeting Minutes February 13, 2024

- C. Citizen of the Year Award Nominations – Correspondence from Marcie Keppers was received on February 7, 2024, nominating Heidi Hanson as 2024 Solway Citizen of the Year. **MOTION by Welsh, seconded by Gajewski, and carried unanimously to name Heidi Hanson as 2024 Solway Citizen of the Year.**

Clerk McGregor will contact Advantage Emblem to purchase the personal plaque for Ms. Hanson and the name plate for the perpetual plaque. Ms. Hanson will be honored at the March 12, 2024, annual meeting.

MOTION by Welsh, seconded by Gajewski, and carried unanimously to correct the typographical error on the 2019 perpetual plaque name plate for Jeff Keppers.

- D. Budget Meeting – Due to a scheduling conflict with a board member, there was discussion regarding rescheduling of the Budget Meeting initially set for February 26, 2024. **MOTION by Gajewski, seconded by Welsh, and carried unanimously to reschedule the Budget Meeting for Thursday, February 22, 2024, at 5:00 p.m.**
- E. MN Power HVDC Modernization Project – On behalf of the state, MN Power has scheduled a public hearing at the town hall on March 13, 2024, regarding MN Power’s HVDC Modernization Project proposed for construction within the township.

Clerk McGregor spoke with Dan McCourtney of MN Power on February 8, 2024, and was informed they are still waiting to receive additional information and a time from the judge regarding the public hearing. Additional information will be posted to the website and electronic message center once it is received.

XV. NEW BUSINESS

- A. Todd and Susan Koski Donation – On January 23, 2024, a donation was received from Todd and Susan Koski. A draft resolution for acceptance of the donation was presented as follows:

Solway Township Resolution #2024-2 St. Louis County Minnesota

Resolution Accepting Donation

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, Todd and Susan Koski have offered to contribute a donation of \$25.00; and,

Solway Town Board Meeting Minutes February 13, 2024

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

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

WHEREAS, the Town Board of Solway Township finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of Solway Township, St. Louis County, Minnesota that:

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

Supervisor Welsh moved the adoption of the Resolution, seconded by Supervisor Keppers, and it was declared adopted on the 13th day of February 2024, upon the following votes:

Yeas: Supervisors Gajewski, Welsh and Keppers - 3

Nays: None - 0

Absent: None – 0

- B. Presidential Nomination Primary (PNP) & March Township Election Judge Appointments – Four election judges and one alternate are needed for the Presidential Nomination Primary Election on March 5, 2024, and the March Township Election on March 12, 2024.

MOTION by Gajewski, seconded by Keppers, and carried unanimously to appoint Leon Forstrom, Amy Johnson, Bonnie Siiro and Tami McGregor, to serve as election judges, and Scott Welsh, to serve as an alternate, for the March 5, 2024, Presidential Nomination Primary Election, and that the clerk may appoint election judges to fill vacancies should they occur.

MOTION by Gajewski, seconded by Keppers, and carried unanimously to appoint Leon Forstrom, Amy Johnson, Bonnie Siiro and Tami McGregor, to serve as election judges, and Scott Welsh, to serve as an alternate, for the March 12, 2024, March Township Election, and that the clerk may appoint election judges to fill vacancies should they occur.

- C. Absentee Ballot Board Appointment Resolution – A draft resolution appointing an absentee ballot board for the March Township Election was presented as follows:

**Solway Town Board Meeting Minutes
February 13, 2024**

**SOLWAY TOWNSHIP RESOLUTION #2024-3
Appointing Absentee Ballot Board for March Township Election**

WHEREAS, Minnesota Statutes Section 203B.121, Subd.1 requires the Town Board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election scheduled to be held on Tuesday, March 12, 2024; and

WHEREAS, the ballot board must consist of election judges trained in the handling of absentee ballots, or staff trained as election judges; and

WHEREAS, even though only two members are required to meet whenever an absentee ballot needs to be processed, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election, which pursuant to Minnesota Statutes Section 204B.22 has been determined to be four for the March 12, 2024, election for the Town of Solway; and

WHEREAS, the Town Board for the Town of Solway has appointed its election judges for the March 12, 2024, election as required by Minnesota Statutes Section 204B.21;

NOW THEREFORE BE IT RESOLVED: That the Town Board for the Town of Solway hereby appoints the following election judges to serve as the ballot board required to perform all duties required in the processing of absentee ballots required under Minnesota Statutes Section 203B.121 and all other applicable statutes and rules:

Leon Forstrom
Tami McGregor
Bonnie Siiro
Scott Welsh

Supervisor Gajewski moved the adoption of the Resolution, seconded by Supervisor Keppers, and it was declared adopted on the 12th day of March 2024, upon the following votes:

Yeas: Supervisors Gajewski, Welsh & Keppers - 3
Nays: None – 0
Absent: None - 0

- D. Annual Meeting Public Packet Fund Reports – Copies of the Fund Reports from the 2023 Annual Meeting Packet were distributed to the board for their review and consideration of updated goals prior to the 2024 packets being prepared for the upcoming Annual Meeting.

Solway Town Board Meeting Minutes February 13, 2024

- E. Annual Meeting Agenda Items – The following items were recommended as agenda items for the 2024 Annual Meeting: Legal notice publications in newspapers not classified as legal newspapers for St. Louis County; suggestions for the expenditure of any remaining ARPA funds; Jeffrey Road grant request update; and allowance of cemetery plot reservations if a permanent marker or monument is purchased.
- F. Hall Rentals – Business/Professional Use – There was discussion regarding a recent resident inquiry to utilize the hall for business purposes. Past practice has not allowed for use of the hall by individuals for personal gain; however, our current hall agreement does not specify this. After discussion, it was determined that proposed language for the hall rental agreement form disallowing use of the hall for business purposes will be reviewed at the March meeting.

Clerk McGregor will follow-up with the resident who recently contacted the hall regarding the board's discussion on this matter.

- G. Clare Stromlund – Retirement Letter/Recognition Reception – **MOTION by Gajewski, seconded by Welsh, and carried unanimously to accept Clare Stromlund's letter of retirement dated 01/16/24.**

There was discussion regarding a reception in recognition of Mr. Stromlund's many years of service to the township. In order for the reception to be included in the upcoming newsletter, it should be scheduled sometime after April 1st. Treasurer Moe will contact Mr. Stromlund to determine a date prior to the annual meeting so that it may be announced at that time.

- H. Election Judge Wages – Leon Forstrom reported that Grand Lake Township is paying election judges \$17.00 per hour. Treasurer Moe reported that 2024 wages were budgeted for based upon a rate of \$15.00 per hour.

MOTION by Welsh, seconded by Keppers, and carried unanimously to increase election judge wages to \$17.00 per hour. There was a request for clarification on the effective date of the increase as some judges have already completed training for the Presidential Nomination Primary Election. **MOTION by Welsh, seconded by Keppers, and carried unanimously that the effective date for the election judge hourly rate increase to \$17.00 per hour is retroactive to January 1, 2024.**

- I. NOAA Advancing Regional Climate Resilience for Minnesota's Lake Superior Coastal Regional Grant Proposal – On January 10, 2024, St. Louis County requested letters of support or letters of commitment for NOAA's Advancing Regional Climate Resilience for Minnesota's Lake Superior Coastal Regional Grant Proposal for submission prior to January 26, 2024. A letter of support would indicate support for the project and enthusiasm about its success and what it will bring to the community or region. A letter of commitment would be a commitment to contribute to the project implementation and outcomes. Templates for each letter were attached to the January 10, 2024, email.

Solway Town Board Meeting Minutes February 13, 2024

On January 10, 2024, Clerk McGregor informed the county that the township would be unable to review their request for a letter of support or commitment prior to the January 26th deadline.

A Grant Partner meeting was held by the county on January 17, 2024, and on January 22, 2024, copies of the notes from that meeting and the slide show presentation were sent to the township via email and are on file.

On January 25, 2024, St. Louis County responded to Clerk McGregor's January 10, 2024, email expressing their hope to partner with Solway in the future.

On January 29, 2024, the township received a draft narrative of St. Louis County's grant application for Advancing Regional Climate Resilience for MN's Lake Superior Coastal Region. They also indicated that for municipalities who did not send individual letters of commitment, they could respond via email to have their name added to a collective Letter of Commitment. **MOTION by Gajewski, seconded by Welsh, and carried unanimously that the township take no action at this time.**

- J. St. Louis County Lobby Day – Treasurer Moe reported that St. Louis County Lobby Day will be held on March 20, 2024. At the February 28, 2024, St. Louis County Association of Townships (SLCAT) meeting, there will be discussion regarding whether arrangements for a bus will be made. **MOTION by Gajewski, seconded by Welsh, and carried unanimously that those interested may attend St Louis County Lobby Day on March 20, 2024, at township expense.**

- XVI. BOARD OF AUDIT** – Supervisors Gajewski, Welsh and Keppers, Treasurer Moe, and Clerk McGregor participated in an audit of Solway's financial records, including receipts and disbursements. **MOTION by Gajewski, seconded by Welsh, and carried unanimously that the clerk and treasurer records were reviewed, and found to be in order.**

XVII. SIGN CHECKS/ADJOURNMENT

MOTION by Gajewski, seconded by Keppers, and carried unanimously to adjourn tonight's meeting with the signing of checks. The meeting was adjourned at 9:36 p.m.