

**Solway Town Board Meeting Minutes
June 11, 2024**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

II. MINUTES – TOWN BOARD MEETING OF MAY 14, 2024

MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to accept the minutes from the town board meeting of May 14, 2024, as presented.

III. TREASURER’S REPORT – MAY 31, 2024

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

Checking: 19955-20001

Beginning Balance	\$53,699.59	
Receipts	1,285.00	
Disbursements	<u>-17,345.24</u>	
Ending Balance	\$37,639.35	\$37,639.35

Money Market

Beginning Balance	\$110,994.31	
Interest/Deposits	0.00	
Withdrawals	<u>0.00</u>	
Ending Balance	\$110,994.31	<u>\$110,994.31</u>

Total Accounts **\$148,633.66**

IV. INCOMING CORRESPONDENCE (By date received)

- 05/14 Pit 56 - 2024 first quarter Aggregate Material Tax Reporting Form received; no payment due (Not in packet)
- 05/15 Shannon Jorgenson – Request for Mark Munger, MN House 3B candidate, to attend board meeting
- 05/16 Holmes Laboratory – Soccer field soil sample analysis reports (Discussed under “Park”)
- 05/16 Jonathan Blevins, SLC Elections – Secretary of State election judge party list from Secretary of State (List not in packet)

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- 05/16 MN Association of Townships (MAT) - Reminder of Town Law Review on 05/31
- 05/19 MN Secretary of State – Request for additional info RE: 2024 PNP Reimb Request
- 05/20 Sarah Turek, MN Association of Townships Insurance Trust (MATIT) – Notice of processing refund premium credit RE: SVFD 2013 Recovery Trailer
- 05/20 U.S. Census Bureau – Job opportunity notice to communities
- 05/21 Pine Knot News – Affidavit of Publication-Important Information RE: Assessment and Classification of Property (RE: 5/9 LBAE Mtg.)
- 05/21 MN Dept. of Revenue – Notice of upcoming state employment tax seminars
- 05/21 MN Secretary of State – Confirmation of submission of revised 2024 PNP Reimbursement Request in the amount of \$1,607.12
- 06/04 MN State Demographic Center – 2023 Population and Household Estimates effective 04/01/23 (Population: 1,956, Households: 766)
- 06/04 SLC Public Works – Website info for updates RE: Maple Grove Road and St. Louis River Road culvert replacement
- 06/04 MN Association of Townships (MAT) – MAT Membership cards (Expire 06/01/25)
- 06/04 MN Board of Water & Soil Resources – Applications being accepted by BWSR for spring 2025 Lawns to Legumes pollinator habitat grants
- 06/05 MN Association of Townships (MAT) – Notice of 2024-25 CLC insurance documents to be mailed soon (coverage begins 7/1/24)
- 06/05 SLC Elections – Notice that Omniballot and printer ready for pick-up; machines will be picked up by Clerk McGregor on 06/14/24
- 06/11 SLC Elections – Forward of updated voter registration applications from MN Secretary of State

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

- Northern Door & Hardware - \$2,400.00 (Front entrance door hardware replacement)
- Audio Systems - \$1,113.00 (Final payment; hall security cameras)

MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to pay all bills as listed on the Outstanding Bills List.

Chief Brandon Porter arrived later in the meeting and presented two additional bills for the Outstanding Bills List as follows:

- Great Plains Fire - \$2,298.49 (Engine #1, 2005 Pierce Enforcer, engine exhaust manifold gasket and bolt repair)
- Oak Lake RV - \$5,396.03 (Unit #5-2015 Ford F550 & Engine #1-2005 Pierce Enforcer Back-up Cameras)

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MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to add to the Outstanding Bills List and pay to Great Plains Fire the amount of \$2,298.49, and to Oak Lake RV the amount of \$5,396.03, and any additional bills presented by the town treasurer, for a total of \$54,477.59.

VI. CITIZEN REQUESTS AND CONCERNS – None

VII. ROAD

A. Parking Lot Lighting – Update to LED – At the April meeting, the proposal from Red-D-Electric in the amount of \$2,361.48 was approved to replace the six existing metal halide parking lot light fixtures with LED fixtures.

Per Supervisor Gajewski at the June meeting, Rick Flesvig is hoping to install the lighting at the end of next week. It was also reported at the June meeting that the lift that was going to be used for this project is not able to reach the fixtures and Mr. Flesvig has been made aware.

B. Roadside Mower Tractor Seat – Butch Lund reported that the installation of the new roadside mower tractor seat has been completed.

C. Entrance Culvert Replacement at 6364 Jerry Road (West) – Supervisor Gajewski reported at the June meeting that he and Bob Rodda have met with the property owner and it was agreed that a 50-foot culvert will be installed due to the narrow width of the road and the type of vehicles utilizing the entrance.

D. Entrance Culvert Replacement on Lindrose Road – Supervisor Gajewski and Leon Forstrom inspected the entrance culvert on the Lindrose Road and were able to make repairs to the ends of the culvert that had been crushed. The property owner was informed that although the culvert will not be replaced at this time, its condition will continue to be monitored.

E. Calcium Chloride – Calcium chloride was applied to township roads on May 29 and 30, 2024 by Legacy Custom Coatings. Per Supervisor Gajewski at the June meeting, our 2024 budget for calcium chloride application was \$11,000.00, and Legacy Custom Coatings reduced their charge to \$1.45 per gallon. Although under 8,000 gallons of calcium chloride were used, due to the unanticipated price increase, \$11,547.80 was expended.

F. County Road 161 (Old Hwy. #2) – St. Louis County Vacating Hwy. #2 Intersection Between Munger Shaw Road and Railroad Overpass - The township was contacted by Andy Butler, St. Louis County Public Works Right-of-Way Agent on May 23, 2024. According to Mr. Butler, the county intends to vacate the stretch of Old Hwy. #2 between Hwy. #2 and the Munger Shaw Road (Co. Road #161) and eliminate the Hwy. #2/Old Hwy. #2 intersection west of the railroad overpass. As part of this process, the county will first revoke County Road #161 to the township.

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By resolution, the township may waive their right to County Road #161, including maintenance and snow removal responsibilities, and vacate it, thereby waiving their right to the road. According to Mr. Butler, no property will be landlocked if the vacation request is granted. If the township chooses to vacate the road, the county will schedule a public hearing for the revocation at the Solway Town Hall. Following the public hearing, the county would pass a resolution to revoke, leaving ownership of the property to the current landowner, TC Storage, LLC.

If the road is ultimately revoked by the county, they will remove the entire road surface on the east end of the "L," ditch and contour the land along Hwy. #2, and leave a mound of dirt at the end of the remaining road surface preventing access to Hwy. #2.

SOLWAY TOWNSHIP RESOLUTION #2024-5 St. Louis County, Minnesota

Resolution Vacating Old Highway 2 (County Road 161) Right-of-Way

WHEREAS, the following described right-of-way is a county road located within Solway Township:

Munger Shaw Road: All of the public road right-of-way starting at the intersection of Munger Shaw Road and Old Highway 2, in the Town of Solway, specifically, vacating the portion east of Munger Shaw Road to near Station 468+50 and as shown on the attached Exhibit A.

WHEREAS, TC STORAGE, LLC, and Wisconsin Central, Ltd., own the tracts of land over which the relevant road right-of-way passes, and the only tracts benefited by these roads. No property will be landlocked if the vacation request is granted.

WHEREAS, the St. Louis County Board proposes that it revoke the county highway status, and revert the right-of-way to Solway Township under Minnesota Statutes § 163.11, Subd. 5 through 5(b).

WHEREAS, Solway Township does not wish to own, control, maintain or use this road right-of-way. The Board finds that it is in the best interest of the Township to immediately vacate the road under Minnesota Statutes § 164.01. The Township is willing to waive all of its rights, damages and claims under Minnesota Statutes § 163.11 in order to immediately vacate this road.

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

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Solway Township waives all rights, damages and claims under Minnesota Statutes § 163.11, including their right to a joint hearing between the Town Board and County Board to be held in the Township, for the County to repair and upgrade the road to County standards and to maintain the roadway for two years after revocation.

Upon revocation by the County, Solway Township hereby immediately vacates this right-of-way under Minnesota Statutes § 164.07. The Township does not wish to own, control, maintain or use this road. It is in the best interest of the Township that upon revocation by the County and reversion to the Township that the right of way be immediately vacated.

To the best of the knowledge of the Town Board members, this right-of-way does not terminate at any public water. It is not essential for drainage of adjacent lands or roads, and no public utility easements are affected by this road.

Supervisor Scott Welsh moved the adoption of the Resolution, seconded by Supervisor Jeffrey Keppers, and it was declared adopted on the 11th day of June 2024, upon the following votes:

Yeas: Supervisors Gajewski, Welsh & Keppers - 3

Nays: None - 0

Absent: None - 0

- G. Embedded Rock Removal – Jeffrey (South), Sandberg (North) and Mattson Roads – There is a need for the removal of rocks on Jeffrey Road (south) between the tracks and Highway #2; at 3930 Sandberg Road near the Maple Grove Road and on the hill above Highway #2; and on the Mattson Road. Supervisor Gajewski will work with Bob Rodda to schedule this project.
- H. Roadside Mowing – Supervisor Gajewski indicated that roadside mowing may begin once the tractor is ready. Leonard Lund reported that he will schedule installation of the previously purchased new tires.
- I. Hanson Road Ditching/Cedarway Cul De Sac – Some ditching is needed on the Hanson Road. It is anticipated that fill removed from this project will be used for the Cedarway cul de sac. Supervisor Gajewski will work with Bob Rodda to schedule this project.
- J. Sandberg Road (North) Branches – Leonard Lund reported that there are a couple of branches on the north Sandberg Road that are hanging down onto the road. Supervisor Gajewski will look at this with maintenance staff to assess this matter regarding removal.

VIII. FIRE DEPARTMENT

- A. Department Report – Chief Brandon Porter reported that they are down by two members, with current membership at 13. The department has been busy with many calls, including a steady number of medical calls.

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- B. Insurance (Engine #1-2005 Pierce Enforcer) Equipment Coverage – The MN Association of Townships Insurance Trust (MATIT) requested an equipment cost inventory in October 2023 to support a requested additional \$100,000 in coverage due to the equipment Engine #1 carries. Completion of a cost inventory is currently on hold pending a determination regarding other potential insurance options.
 - C. DNR Wildland Matching Grant – In conjunction with their 2025 budget, the department has applied for a 2025 DNR Wildland matching grant. If approved, funds will be used to outfit surplus government equipment.
 - D. DNR Government Surplus Trucks – At the June meeting, Chief Porter reported that should a DNR truck (comparable to a Ford F350 with crew cab) become available, it is hoped that the cost would be covered by the sale of Unit #7 (2004 Chevy Silverado), and any DNR Wildland Matching Grant funding that may be approved. This topic will be discussed further once the DNR starts pulling trucks out of service.
 - E. Smokey Bear Sign – At the June meeting, Chief Porter inquired regarding the elimination of the Smokey Bear fire danger sign, with broadcasting of fire danger/permit requirements being displayed on the electronic yard sign. After discussion, it was determined that the existing sign will be removed and a slide for the electronic yard sign will be created to broadcast fire danger/burning restrictions. Clerk McGregor will be responsible for electronic updates.
 - F. Roundabout Speed Limit Signs (Hwy. #2 & #194) – Chief Porter inquired as to whether reduced speed limit signs can be placed at the Highway #2/Highway #194 roundabout as there have recently been several accidents at this location. Although the roundabout is located at the intersection of two state highways, Supervisor Gajewski will contact Vic Lund with St. Louis County Public Works for follow-up on this matter with MnDOT.
- IX. RECYCLING** – Horst Blumerich reported at the June meeting that he is still waiting for Lori Blais at WLSSD to drop off two additional locks for the dumpsters, so they are keyed alike and we have one spare on hand.
- X. HALL**
- A. Video Conferencing & Audio Visual System – Supervisor Gajewski reported at the June meeting that we are still exploring the best options for the camera to be used during virtual meetings. Television antennas still need to be installed on the upper and lower levels.
 - B. Boiler Replacement – On May 24, 2024, Randall Brothers installed the replacement boiler and circulation zone pumps. Repairs were also made to any leaks in the baseboards and in the furnace room, and anti-freeze added to the system for winter power outage protection.
 - C. Exterior-Caulk/Foam Along Bottom Row of Siding – Leonard Lund reported at the June meeting that gaps along the bottom row of siding have been

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repaired on the entire north side of the building and a portion of the west side. Upon further inspection, it was discovered that the remaining areas are sealed behind the siding; therefore, no additional sealing is necessary, and this project is complete.

- D. Front Entry Doors - Locking Mechanism – On June 3, 2024, Northern Door installed a new heavy duty panic bar and key cylinder on the front entrance door.
- E. Security Cameras – At the June meeting, Supervisor Gajewski reported that Tim Aldrich from Audio Systems completed the installation of four security cameras, two with panoramic views, on June 10, 2024. Along with the ability to monitor the cameras from the office, a mobile app on cell phones may also be utilized, and Clerk McGregor will assist interested staff with that installation process.

Mr. Aldrich recommended a 24” monitor for the system, which may also double as a second monitor for the clerk’s laptop. **MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to approve up to \$200.00 for the purchase of a 24” computer monitor.**

- F. Hall Interior Lighting Conversion to LED – At the May meeting, there was discussion regarding the conversion of existing interior hall lighting to LED. This project may be able to be done in-house this winter; therefore, discussion on the matter will be tabled until the October meeting.
- G. Hall Rentals – Liquor Liability – At the June meeting there was discussion regarding the currently required one-day event policies naming the township as an additional insured with a 1.5-million-dollar liability limit when alcohol is being served during use of the hall.

It was recently brought to the township’s attention that in addition to “general liability” coverage, “liquor liability” coverage in the same amount should be required because general liability coverage typically excludes liquor-related incidents. The township was also informed that policies are typically now being written in one or two-million-dollar increments, and that the approximate additional cost to add liquor liability to a general liability one-day event policy is \$50.00.

MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to revise the hall agreement form to reflect the requirement of a One-Day-Event Policy naming the township as an additional insured, to include general and liquor liability coverage, each in the amount of 2-million-dollars. The hall rental agreement will be revised and reviewed for approval at the July meeting.

- H. Storage Closet for Public Cleaning Supplies – Supervisor Gajewski raised the topic of options for storage of cleaning supplies used by the public following hall rentals that are currently being kept on the front stairway landing. There was discussion of various options and Leon Forstrom also

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suggested use of the ladder room at the bottom of the stairs. Storage options will be further explored and discussed at the July meeting.

XI. PARK

- A. Safety Inspection Report – Supervisor Gajewski reported that there were no safety hazards included in the June 3, 2024, report.
- B. Field Maintenance Report – At the June meeting, Horst Blumerich reported that soil sample results have been returned and reviewed. Mr. Blumerich will obtain fertilizer and lime pellet estimates and will provide those, as well as an explanation of the soil test results, at the July meeting to determine a field maintenance plan for this fall and next spring.
- C. Benches - Refinishing – At the June meeting, Leon Forstrom reported that we are tentatively looking at bench refinishing to be completed in July.
- D. Sign – Sale of Old Message Center – At the June meeting, Leon Forstrom was authorized to reduce the sale price of the old message center to \$500.00. The sign had previously been listed for \$1,000.00, with no interest shown.
- E. Seasonal Additional Help – Leon Forstrom reported that the extra help from Horst Blumerich and Leonard Lund has been very helpful and that they are willing to continue to assist as needed.
- F. Maple Grove Road Hedge – Horst Blumerich indicated that he is willing to take on hedge trimming duties this year.

XII. CEMETERY

- A. Memorial Day Observance – Supervisor Gajewski reported that there was a great turnout for the Memorial Day Observance at the Solway Cemetery on May 27, 2024. Thanks were given to the maintenance staff for all of their hard work in preparing the grounds for the service.
- B. Chokecherry Tree Replacement – On May 22, 2024, Grussendorf's Nursery planted an Autumn Blaze maple tree to replace the dead chokecherry tree.
- C. Burial/Administrative Fee – There was discussion regarding cemetery charges. Currently there is a \$50.00 charge for cremation interments by maintenance staff, and a \$300.00 deposit pending verification of a marker/monument purchase.

MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to implement, effective the date of this meeting, a \$100.00 administrative fee for all burials, which fee shall include the interment of cremains by township staff. There will be no change to the \$300 deposit requirement relating to markers/monuments, and payment for casket burials will be at the discretion of the vendor performing that service.

- D. Monument Marker Maintenance – Leon Forstrom reported that he received a resident request for permission to remove a monument for updating, and that a township representative be present during pick-up and return of the

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monument. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously that a resident be allowed to remove a cemetery monument for updating and that township staff be present during pick-up and return of the monument.**

XIII. COMMITTEES

- A. National Night Out – Solway’s National Night Out will be held on Tuesday, August 6, 2024, from 5:00 to 8:00 p.m., with food being served until 7:00 p.m. **MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to schedule the initial National Night Out Special Events Committee planning meeting on July 10, 2024, at 6:30 p.m.** Clerk McGregor will send out notices to the committee ten days prior to the meeting.
- B. Halloween Carnival - The Halloween Carnival will be held on Friday, October 25, 2024. **MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to schedule the Halloween Carnival on Friday, October 25, 2024, with the initial Halloween Carnival Special Events Committee meeting on September 30, 2024, at 6:30 p.m.** The second planning meeting is tentatively scheduled for October 21, 2024, at 6:30 p.m.

XIV. OLD BUSINESS

- A. Insurance Review – The township’s insurance is currently being provided by the Minnesota Association of Townships Insurance Trust (MATIT). The township is currently exploring alternative insurance options.

On June 11, 2024, Bill Owens of Young and Associates reported via telephone that because insurance required for the township is obtained from a different type of market (access and surplus lines market), it is taking some additional time to negotiate and obtain estimates. Mr. Owens also requested an updated breakdown of the township’s current coverages and premium so that a like analysis can be made. After discussion, the board agreed that the requested information may be provided to Mr. Owens once it is received from MATIT.
- B. Aggregate Tax Audits - Amanda Nelson has been in the process of conducting aggregate audits covering the past six years as allowed by Minnesota Statutes. There was no update on audits at the June meeting.
- C. Hipcamps – In follow-up to a telephone inquiry and discussion at the May meeting regarding Hipcamp regulations within the township, a complaint form was submitted to St. Louis County Planning and Zoning on May 29, 2024, in order that they may investigate the one known Hipcamp in the township. No update had been received from the county prior to the June meeting.

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- D. Minnesota Power Rebates – According to Teghan Grulkowski on May 7, 2024, a MN Power rebate will be available for the parking lot lighting once the work is complete. Ms. Grulkowski estimates the parking lot lighting rebate will be about \$350, and any eligible rebates for the mini-splits and air exchange system will be processed simultaneously. There was no update at the June meeting as the lighting conversion has not been completed.
- E. MN Legislative Update – On June 11, 2024, Representative Natalie Zeleznikar presented a legislative update and Q & A at the town hall for residents now that the session has ended, and approximately 20 people attended.

XV. NEW BUSINESS

- A. Newsletter Topics – The newsletter will be going out on July 1st. A synopsis of topics typically covered in the July issue of the newsletter were reported. Information regarding the upcoming primary election on August 13, 2024, will also be included.
- B. Primary Election Judge Appointments – Four election judges and two alternates are needed for the Primary Election on August 13, 2024.

MOTION by Supervisor Welsh, seconded by Supervisor Gajewski, and carried unanimously to appoint Leon Forstrom, Amy Johnson, Richard Johnston and Regena Merritt, to serve as election judges, and Cindy Moe and Tami McGregor to serve as alternates, for the August 13, 2024, Primary Election, and that the clerk may appoint election judges to fill vacancies should they occur.

- C. Recognition Dinner Caterer Selection – **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to tentatively schedule the Solway Recognition Dinner on Thursday November 7, 2024, with social time at 5:30 p.m., and dinner at 6:00 p.m.** There was also discussion regarding a caterer, and it was determined that Sarah Mae's Catering will be contacted regarding availability and menu selections. Curt's Catering will be contacted should Sarah Mae's Catering be unavailable.

XVI. SIGN CHECKS/ADJOURNMENT

MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and

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**carried unanimously to adjourn tonight's meeting with the signing of checks.
The meeting was adjourned at 8:56 p.m.**