

**Solway Town Board Meeting Minutes
October 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 Ron Gajewski, followed by the Pledge of Allegiance. Also present were Supervisor Scott Welsh, Supervisor Jeff Keppers, Clerk Tami McGregor, Treasurer Cindy Moe, Deputy Clerk Regena Merritt, and five concerned citizens.

II. MINUTES – TOWN BOARD MEETING OF SEPTEMBER 12, 2023

MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to approve the minutes from the town board meeting on September 12, 2023, as presented.

III. TREASURER’S REPORT – SEPTEMBER 30, 2023

MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to accept the Treasurer’s report dated September 30, 2023.

Checking:19598-19643

Beginning Balance	\$250,343.07	
Receipts	860.00	
Disbursements	<u>-81,913.14</u>	
Ending Balance	\$169,289.93	\$169,289.93

Money Market

Beginning Balance	\$110,262.49	
Interest/Deposits	0.00	
Withdrawals	<u>0.00</u>	
Ending Balance	\$110,262.49	<u>\$110,262.49</u>

Total Accounts **\$279,552.42**

IV. INCOMING CORRESPONDENCE (By date received)

- 09/12 MN Association of Townships (MAT) – Notice of 2023 LRIP (Local Road Improvement Program) application window now open (Discussed under “Road”)
- 09/13 Sarah Turek, MN Association of Townships Insurance Trust (MATIT) – Premium quote for pavilion/equipment (Discussed under “Park”)
- 09/13 FEMA – Spring flooding – Notice of 11/12 damage submission deadline
- 09/13 John Menendez, FEMA – Hydrologist contact info and request for add’l info RE: culvert replacement
- 09/14 John Menendez, FEMA – Confirmation of receipt of Solway’s procurement policy

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- 09/14 Bri Speldrich (MN DNR) – Culvert replacement RE: spring flooding not within public water/wetland
- 09/15 Teresa Harvey (SLC Planning) – Notice of 2024 Aquatic Invasive Species (AIS) grant app period open
- 09/15 SLC Comm Development – Block grant 2024 pre-app process now open (Pre-app deadline on 10/13; final app deadline on 12/01) Solway will not be pursuing a grant
- 09/18 John Menendez, FEMA – Confirmation that no “work in water” permits required for replacement culverts
- 09/19 PERA – Notice of change in earnings threshold effective 07/01
- 09/19 Kim Boland, DNR – No public water work permit required from MN DNR for FEMA culvert replacement
- 09/19 Vic Lund, SLC PW – Confirm Solway’s request for county board resolution sponsoring Solway’s LRIP application (Discussed under “Roads”)
- 09/19 Jenna Ness, MN Dept. of Commerce – Confirmation of submission of HVDC Modernization Project comments submitted by board
- 09/21 SLFRF – U.S. Treasury – Notice of comment period RE: three new uses for SLFRF (ARPA) funds (Deadline: 11/20)
- 09/21 Baumgardner Law Firm – 09/19 response regarding Solway’s 08/17 letter to Ivy Black Wedding & Events RE: noise complaints
- 09/22 MN Dept. of Revenue – Notice of in-person employment tax seminars
- 09/22 SLC Elections – Poll Pad election device purchase info and interest survey (Discussed under “Old Business”)
- 09/25 John Menendez, FEMA – Request for backup emergency email system info
- 09/25 Brandon Porter – Emergency Apparatus Maintenance (EAM) Solway Fire Dept. vehicle repair estimates (Discussed under “Fire”)
- 09/25 MN Association of Townships (MAT) – Invitation to MAT’s 2023 Fall Legislative & Research Committee Mtg on 10/04
- 09/25 Holly Olson (for Josh Brinkman, SLC Emergency Mgmt) – Request for initial damage assessments from 09/24 & 25 flooding (Solway not affected)
- 09/27 Lori Johnson, PHS – Invite to PHS Strategic Plan Update & Discussion on 10/30
- 10/02 Christine Clark (for Victor Lund, SLC PW) – Reminder of 2023 LRIP Funding Opportunity and info (Discussed under “Road”)
- 10/02 Bradley Gustafson, SLC Comm Development – Comm Development Block Grant (CDBG) pre-app process now open (Deadline: 10/13)
- 10/02 MnDOT – Notice of public comment open through 11/08 on 20-Year MN State Highway Investment Plan
- 10/02 SLC Association of Townships (SLCAT) – Reminder RE: MAT Annual Conference and bus service arrangements (12/07, 08 & 09)
- 10/03 FM Global – Fire Hall air compressor inspection report dated 10/03
- 10/03 Twin Ports Area Intergroup – Open House on 10/22 from 12-4 PM

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- 10/03 Landon Cadigan, SLC Sheriff's, 911 Division – After hours township emergency contact info request (Reply by 11/01). After discussion it was determined that Clerk McGregor will submit the names of all three township supervisors, along with their cell phone numbers.
- 10/04 Lisa Utley, MN Association of Townships Insurance Trust (MATIT) – Request for add'l info from Solway RE: "Misc Equipment-Misc FF Tools & Apparatus" coverage quote (Discussed under "Fire")
- 10/05 Kurtz Catering – Menu selections for Recognition Dinner (Discussed under "Old Business")
- 10/06 Jonathan Blevins, SLC Elections – Notice of 2024 Presidential Nomination Primary & 2024 Presidential Nomination Primary Sample Ballots
- 10/06 John Menendez, FEMA – Request for signature of "Small Permanent Work Project Certifications & Acknowledgements" by Supervisor Gajewski.
- 10/09 Keith Anderson – 2023-24 snowplowing/snow removal quote dated 10/05. **MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to accept quote of Keith Anderson for 2023-24 snowplowing/snow removal services.**
- 10/09 L & M Fleet Supply – 10/01 request for authorized user list and ST3 form. **MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to authorize Supervisors Gajewski and Welsh, Leon Forstrom, Butch Lund and Horst Blumerich as authorized users.** Clerk McGregor will send an ST3 form, along with a list of authorized users via email.
- 10/10 John Menendez, FEMA – Notice of FEMA 406 Mitigation program meeting via Zoom on 10/11 at 1:30 PM. Clerk McGregor will participate in the meeting.
- 10/10 Jim Lindquist - 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 10/10 John Menendez, FEMA – Damage Description and Dimensions (DDD) & Scope of Work (SOW) documents received, along with Contract-Work Summary, Contract Questionnaire & Small Permanent Work Project Certifications & Acknowledgements forms for signature by Supervisor Gajewski. (Discussed under "Road")

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

- Therese Bjonskaas - \$210.00 (Security refund from 09/16)
- Como Oil – \$1,033.81 (Heating fuel)
- Quill - \$74.90 (Office supplies)

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

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additional bills presented by the town treasurer, for a total amount of \$26,198.05.

VI. CITIZEN REQUESTS AND CONCERNS

- A. Town Hall Event Security – Therese Bjonskaas attended the meeting stating she was dissatisfied with the security services that were provided for her September 16, 2023, event. According to Ms. Bjonskaas, the officer did not check in upon arrival and did not show a presence throughout the event. There was discussion regarding the duties and responsibilities of the security officers, who are not responsible to card attendees or monitor underage drinking. They are present to look out for the township's interests and call for law enforcement assistance when warranted. After discussion, it was determined that going forward, security staff will be asked to check in and out with the renter, maintain a presence throughout the event, and wear clothing that identifies them as security. **MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to refund \$210.00 to Ms. Bjonskaas, representing one-half of the security paid.**

VII. ROAD

- A. Jerry Road Project (West) – Authorization in the amount of \$3,500 was given at the May meeting to install a driveway entrance culvert at 6356 Jerry Road (West). Supervisor Gajewski reported at the October meeting that this project has been completed. During the culvert project, the ditch was partially cleaned up; however, Gopher State One Call would need to be contacted to ditch properly. There was discussion regarding continuation of the ditching project between 6356 and the next driveway (6364). **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to authorize an amount up to \$3,500 to continue with ditching between the driveways at 6356 and 6364 Jerry Road.**
- B. 2023 Spring Flood Damage-FEMA Reimbursement Grant - Two invoices from Rodda Grading and Excavating have been submitted for reimbursement consideration to date. One on May 16, 2023, in the amount of \$2,452.20, and a second and final invoice on June 15, 2023, in the amount of \$8,472.89.

On September 13, 2023, John Menendez, FEMA Program Manager, asked that we contact our area hydrologist (Brianna Speldrich) regarding potential wetland issues with the Jerry Road (West) culvert replacement. He also requested additional information regarding the price difference between the pre-existing round culverts, and the arched replacement culverts.

On September 13, 2023, Solway's procurement policy information was requested and submitted same day.

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On September 14, 2023, an inquiry was sent to Brianna Speldrich, Hydrologist, MN DNR, to ascertain whether the Jerry Road culvert replacement falls within a "Waters of U.S." area. Ms. Speldrich responded same day, indicating it did not appear that the culvert replacement was within a public water wetland.

Per Mr. Menendez on September 18, 2023, FEMA's environmental division is satisfied with Ms. Speldrich's response; therefore, no further action is required regarding wetland issues.

On September 19, 2023, Jerry Road pre-existing versus replacement culvert costs were submitted to FEMA.

On September 25, 2023, emergency backup contact information was submitted to FEMA in response to their same day request.

On October 10, 2023, the Damage Description and Dimensions (DDD) and Scope of Work (SOW) for damages reported was received from FEMA. Also received were the Contract-Work Summary, Contract Questionnaire, and Small Permanent Work Project Certifications and Acknowledgements forms for review and signature.

- C. Roadside Mowing & Tractor – At the October meeting, Butch Lund reported that the second round of roadside mowing is nearly complete. Intersections will be the priority for mowing at this time as we approach the end of the mowing season.

Mr. Lund reported at the September meeting that the rear tires on the mowing tractor are worn down and could be replaced. The cost for two new tires, including mounting, would be about \$1,000. There was further discussion on this topic at the October meeting. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to table this discussion until the November meeting.**

- D. Munger Shaw Road Hall Entrance Culvert – Supervisor Gajewski reported at the September meeting that the county has cleaned the driveway culvert and will be running a robot camera through it to see if there are any breaks or deficiencies. Depending on the condition of the culvert, a rubberized liner may be an alternate solution to replacement. There were no updates at the October meeting.
- E. Highway #2 Hall Driveway Access Lighting System & Highway #2/Munger Shaw Road Intersection Project – Based upon the recommendation of Vic Lund, SLC Traffic Engineer, approval was given at the September meeting to install a wood pole with a luminaire at the Highway #2 hall entrance. Mr.

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Lund estimates the cost for a wooden pole at approximately \$2,000 to \$5,000.

Construction on the Hwy. #2/Munger Shaw Road intersection project is estimated to begin between May and August of 2024, taking one month to complete. As part of the intersection project, a longer culvert will be installed at the Hwy. #2 hall entrance, along with reflective markers.

There were no updates at the October meeting.

- F. Heine Road Rocks – At the October meeting, Butch Lund reported that he was able to push the large rocks on the edge of the road back and away from the roadside.
- G. Local Road Improvement Program (LRIP) Funding, Webinar and SLC Meeting – MnDOT applications for LRIP funding must be filed by December 8, 2023. Projects should be ready to be constructed between 2024 and 2026.

At the September meeting, there was approval to pursue the necessary steps to apply for LRIP funding to improve/blacktop the Jeffrey Road between the entrance to Sathers Pit and Highway #2. There was also approval to contact LHB Engineering to conduct the required engineer's project cost estimate in an amount up to \$6,000.

On September 19, 2023, Vic Lund, SLC Traffic Engineer, confirmed Solway's request for sponsorship of the Jeffrey Road project. Mr. Lund will prepare and obtain a county board resolution sponsoring Solway's application.

A Proposal for Professional Services to provide geotechnical procurement and LRIP grant application assistance, for a proposed fee of \$8,700, was received from Adam Besse, Senior Project Manager with LHB, on October 10, 2023.

MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously that the motion made on September 12, 2023, regarding the scope of the approved project be revised to encompass the Jeffrey Road only between Hwy. #2 and the Maple Grove Road.

MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously that the motion made on September 12, 2023, authorizing LHB Engineering to conduct an engineer's project cost estimate in an amount approved up to \$6,000, be revised to an increased amount of \$15,000.

- H. St. Louis County Railroad Crossing Safety Plan (Potential Crossing Closings) – The SLC RR Crossing Safety Plan identifies and prioritizes railroad crossing safety projects. Crossings in Solway identified for potential

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closing are the crossing on Hermantown Road between Munger Shaw and Jeffrey Roads, or alternatively the crossing on the Jeffrey Road between Hwy. #2 and Hermantown Road, and the Seville Road crossing at the north Bergquist intersection. Closure of the Seville Road crossing could possibly result in the county widening and paving the Bergquist Road and making turn lane improvements at its intersection with Hwy. #194.

A township workshop meeting hosted by SLC is scheduled for October 24, 2023, at 6:00 p.m. at the Cotton Town Hall to allow input from townships.

- I. Hanson Road (South) – Tree Trimming – It was reported at the October meeting that limb trimming has been completed.
- J. Gaus Road Activity – At the September meeting citizen concerns had been raised regarding new owner activity on the Gaus Road and whether proper permitting procedures were being followed. At the October meeting, Supervisor Keppers reported that he spoke to two of the neighboring residents and the property owner. The property owner is in the business of home demolition and voluntarily shared receipts documenting disposal of material at the landfill.
- K. Stonelake Road – Butch Lund reported that the Stonelake Road is holding up very well since gravel has been added, despite heavy traffic during a construction project on the road.
- L. Grading – Supervisor Gajewski reported that in general, roads seem to be in good condition, with just a few more spots where gravel may be needed. He also reported that Bob Rodda will try to complete a final round of grading before winter, with priority on the Sandberg, Woodgate and Van Gassler Roads.

VIII. FIRE DEPARTMENT

- A. Department Report – Chief Brandon Porter reported they are currently at 17 members. The annual spaghetti dinner fundraiser will be held on October 14, 2023, from 4:00–7:00 p.m. All trucks are currently in service and operational, and everything is clean and organized.
- B. Building Signage Backlighting – Chief Porter reported at the October meeting that he spoke to Jim from Benson Electric today, and he is planning to install the outlets for the signage backlighting on October 18, 2023.
- C. DNR Grant – Wildland Fire Gear – The final project invoice was submitted by Chief Porter on May 24, 2023. Grant funds will be automatically processed and distributed. At the October meeting, Chief Porter indicated they have received the \$5,000 DNR 50:50 grant program check and that a check in that amount will be issued to the township.
- D. Insurance (Engine #1, Misc. Ff Tools & Apparatus Coverage/Liability/Work Comp) – As a result of Chief Porter's previous recommendation and discussion to increase coverage on Engine #1 (2005 Pierce Enforcer) by \$100,000, due to the amount of equipment it houses, a request for increased coverage to "Misc Ff Tools & Apparatus" to \$100,000 was submitted to MATIT on September 26, 2023. On October 4th, Lisa Utley of

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MATIT requested additional detailed information on equipment being insured. At that time, Solway's increased coverage request was placed in a pending status until additional information is provided.

After additional discussion at the October meeting, it was determined that the simplest solution would be to increase coverage only on Engine #1, including contents, to \$199,000. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to increase coverage on the 2005 Pierce Enforcer (Engine #1), including contents, to \$199,000.** Clerk McGregor will submit this request to MATIT.

In follow-up to discussion at the September meeting regarding coverage being carried by SVFD, Chief Porter confirmed with their carrier and reported at the October meeting that their policy insures equipment, as well as general liability and work comp.

- E. Damage to Unit #5 (2015 Ford F550) on 05/31/23 – Carstar's invoice dated June 27, 2023, in the amount of \$2,445.22, reimbursed to Chief Porter on July 11, 2023, by the township, was submitted to MATIT on July 13, 2023.

On October 10, 2023, Chief Porter submitted an invoice from Arrowhead Printing for the decal work in the amount of \$575.00. Upon receipt and payment of the decal invoice, it will be submitted to MATIT for reimbursement of this claim in its entirety.

- F. Fire Vehicle Camera Systems – Back-up cameras will be installed in Rescue Unit #5 (2015 Ford F550) and Engine #1 (2005 Pierce Enforcer). Chief Porter reported at the October meeting that he will be making arrangements for the installations at Oak Lake RV in Moose Lake.
- G. Emergency Apparatus Maintenance (EAM) Repair Estimate (Engine #1, and Tankers #2 & #3) – On September 25, 2023, Chief Porter submitted repair estimates for noted deficiencies on Engine #1 (2005 Pierce Enforcer) and Tankers #2 (2011 International) and #3 (2012 Freightliner) for review and consideration by the board.

Chief Porter recommends repairs to Tanker #3 (2012 Freightliner) at this time that will avoid potential significant costs for total replacement of the pump transmission, and because the tanker will be used more as the weather gets colder. He recommends repair of the master discharge valve and gauges, and indicated this work cannot be done locally. The siren has been repaired locally for about one-half the cost. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to authorize repair of the pump transmission input/output shaft seal leaks and master discharge valve and gauges on Tanker #3 in an amount up to \$6,000.**

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Engine #1 (2005 Pierce Enforcer) has an exhaust manifold leak, which is a nuisance, but not critical, and issues with Tanker #2 (2011 International) are also not critical. Chief Porter indicated that repairs on these units can be made at the fire hall. Further repairs to Engine #1 will be discussed and considered in the spring of 2024.

- H. Furnace (Boiler) – Leon Forstrom reported that the furnace continues to display a “Maintenance Required” message, even after being cleaned and serviced by COMO on October 9, 2023. COMO was not concerned with the message display; however, Mr. Forstrom requested that Chief Porter check his files for any manuals so that he may look into resetting the display. If the issue cannot be resolved, consideration will be given to having Randall Brothers check it out.

IX. RECYCLING

- A. Recycling Parking Area Dumpsters – Prior to the October meeting, Horst Blumerich requested that WLSSD be contacted to return the two dumpsters that were temporarily moved during the repaving project to their original location. A request was made to WLSSD by Clerk McGregor on October 4, 2023.

X. HALL

- A. Video Conferencing System & Security Camera Repair – Tim Aldrich of Audio Systems is in the process of installing an audio/visual system, including video conferencing capabilities.

Work upstairs will be completed first, followed by the basement, and lastly, the conferencing portion of the project.

On September 20, 2023, Mr. Aldrich and Rick Flesvig replaced the security camera that was not functioning properly.

- B. Replacement Windows & Roof Vent Over Stage – Morins began the window replacement project the first week in October. Installation of the upstairs windows is nearing completion.

Supervisor Gajewski reported that there are leaks on the front of the building and on the south side of the building near the entrance. In addition to looking at the roof vent above the stage area, Morins will check all roof flashing, as it may be the cause of the various leaks.

- C. Kitchen Exhaust/Ceiling Fans – At the September meeting, approval was given for the installation of an exhaust fan in the upstairs kitchen by Red-D-Electric, in the amount of \$1,440. Rick Flesvig was notified of the approval on September 13, 2023. There was no additional update at the October meeting.

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XI. PARK

- A. Safety Inspection Report – Supervisor Gajewski reported that there were no safety hazards included in the October 2, 2023, report. Several small maintenance issues were noted, and these have been passed along to staff.
- B. Sale of Old Message Center Sign – An ad was placed in the October issue of Solway Section Lines. If the sign does not sell, this topic will be revisited in May.
- C. Basketball/Tennis/Pickleball Courts – Supervisor Gajewski reported that the striping of the recreational courts has been completed by Sinnott Contracting.
- D. Pickleball Systems/Nets – Payment in the amount of \$4,598 was mailed on September 26, 2023, to Pickleball Central for two portable pickleball net systems, including nets. Shipping is estimated at 14-16 weeks.
- E. Pavilion Insurance – On August 17, 2023, MATIT returned a valuation report for the pavilion of \$51,018, plus \$9,680 for the contents (picnic tables/benches), for a total valuation of \$60,698.

Per Sarah Turek of MATIT on September 13, 2023, for the valuations previously stated, the annual pavilion premium would be \$147, and the equipment premium, \$28.

MOTION by Supervisor Keppers, seconded by Supervisor Welsh, and carried unanimously to accept the annual premiums of \$147 for increased pavilion coverage to \$51,018, and \$28 for increased equipment coverage to \$9,680. Clerk McGregor will send a request to MATIT for the increased coverage.

- F. Memorial Bench for Duane & JoAn Rands by Family – Supervisor Gajewski reported at the October meeting that the Rands memorial bench has been installed on the west side of the upper playground. Vendor and size information will be kept on file for future reference.
- G. Soccer Fields – Fertilize/Sod Repair Near Goals & Benches – Leon Forstrom reported that he was able to install some sod in front of the west goal on the Maple Grove Road field. Supervisor Gajewski suggested that the town hall field be fertilized. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to spend up to \$500 to fertilize the Maple Grove Road and hall fields.** Mr. Forstrom and Horst Blumerich will determine the best type of fertilizer to be used.
- H. Park Benches – Refinishing – Supervisor Gajewski noted that the park benches need to be power washed and refinished. After discussion, it was determined this matter will be tabled until May.

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XII. CEMETERY

- A. Chokecherry Tree Replacement – This is the second chokecherry tree that has died. After discussion, it was decided that replacement of this tree, with perhaps a hardier variety, will be discussed in April.
- B. Hedge/Shrubs – Fertilize – Fertilization of the hedge and shrubs was taken care of today by Leon Forstrom.

XIII. COMMITTEES

- A. Halloween Carnival – The Halloween Carnival will be held on Friday, October 27, 2023. Notices regarding the initial September 25th Special Events Committee planning meeting were sent on September 12th. The second meeting is scheduled for October 23rd at 6:30 p.m. Horst Blumerich offered to let the township use the recycling center decorations for the carnival. The Proctor Journal will publish an article two weeks before the carnival. Flyers have been posted and will be handed out at the recycling shed and via the school buses. Darlene Miller mailed solicitations to area businesses on September 26, 2023.

XIV. OLD BUSINESS

- A. BCA (Bureau of Criminal Apprehension) Joint Powers Agreement (JPA) – Fully executed copies of the JPA agreements were returned to Solway by the BCA on June 20, 2023. The current agreements are valid for five years.

Clerk McGregor will continue to follow up regarding Solway's ORI (Originating Agency Identifier) number not being utilized by law enforcement/court administration to generate revenue when an offense occurs within the township.

On September 27, 2023, Clerk McGregor spoke with representatives from the MN Court Administrator's Office. Julie Rucker from the Finance Division confirmed that the configuration for Solway was completed on January 31, 2020, and that our ORI code is in the system used to generate fine revenue.

Ms. Rucker indicated there are two ORI fields on an e-citation, one for "law enforcement" and the second for "Prosecuting Agency." When e-citations are issued, law enforcement is responsible to complete both fields, and if a case is referred to the SLC Attorney's Office, they are then responsible to fill in the "Prosecuting Agency" field.

Ms. Rucker volunteered to run a report for Solway, by law enforcement agency, itemizing citations issued to give us a rough idea of funds lost, although the report will not be entirely accurate as some citations are 100% refundable to a special fund, with no apportionment to municipalities.

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Although there is the potential to recover lost funds retroactively, this would require the SLC Court Administrator's Office to go into the system and manually correct the "Prosecuting Agency" codes, recover the money previously paid, and re-issue it to Solway.

After speaking with Jennifer O'Leary in their legal department, Ms. Rucker informed Clerk McGregor that they will need to conduct an additional investigation to determine whether Solway's ORI number configuration should have initially been approved as it does not appear there was ever an agreement with the SLC Attorney's Office to prosecute cases on our behalf. After investigating, they will update Clerk McGregor and provide further direction.

Ms. Rucker indicated that regardless of there being an agreement, SLC does not receive any portion of revenue from fines, so there should be no reason for the Attorney's Office not to sign an agreement.

- B. Aggregate Tax Audits – Amanda Nelson has been retained as an independent contractor to conduct aggregate tax audits on behalf of the township at an hourly rate of \$40, with review of that rate at the end of 2023. Ms. Nelson has recommended audits going back six years, as allowed by Minnesota Statutes, on all pits be conducted prior to the end of 2023, and going forward, quarterly, based upon random selection.

Notices to pit owners/operators were sent on September 21, 2023, informing them of the township's intent to examine their records and introducing Ms. Nelson.

Prior to the October meeting, Ms. Nelson reported to Clerk McGregor that she has just begun reaching out to contacts and preparing documents to be used during the audits. No formal appointments have been scheduled.

- C. Mediacom – Mediacom is blocking out a proposed design with anticipated completion within the next couple of years to provide Internet service for much of the township. Project design will occur in 2023, with work beginning in spring 2024.

Supervisor Gajewski reported at the October meeting that he spoke to a representative from Mediacom regarding a community presentation. Although Mediacom does not have anything to present at this time, they will in the future. This topic will be discussed again in April.

- D. Website – (Catalis & Town Web Design) Effective June 1, 2024, Catalis will require customers to move to their new platform. Webinars from Catalis and Town Web Design have been attended.

Clerk McGregor reported at the October meeting that after reviewing information submitted by our current provider (Catalis) and Town Web

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Design, it appears that there will not be much of a price difference between the two vendors after moving to the new Catalis platform.

After discussion, it was determined that for now, no changes will be made; however, should pricing become an issue going forward, this topic may be revisited.

- E. MN Power HVDC Modernization Project (State of MN Scoping Meeting) – On September 19, 2023, comments prepared by Supervisor Welsh were submitted to the MN Department of Commerce regarding resident concerns and requesting that the footprint for the project be minimal and that every effort be made to keep the lighting and noise levels as low as possible. The MN Department of Commerce confirmed receipt of Solway's comments the same day.
- F. Command Central Electronic Poll Pad Demonstration – Poll Pads provide a highly secure, mostly paperless solution to roster management and election day voter registration and verification.

On September 22, 2023, additional information was received from SLC Elections indicating the base cost of the Electronic Poll Pad devices to be approximately \$1,700. SLC has determined that Poll Pad usage will not be required, but that they will support use of the device for any polling place opting to utilize it. Townships would be responsible for the initial purchase and maintenance fees.

After discussion, it was determined that the township will not pursue purchase of the units at this time and will hold off pending potential future funding through the county.

- G. Recognition Dinner (November 2nd) – The annual recognition dinner is scheduled for November 2, 2023, with social hour at 5:30 p.m., and dinner at 6:00 p.m. Kurtz Catering menu selections were received on October 5, 2023, and after review and discussion, selections were made. **MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to spend up to \$1,500 on the recognition dinner.** Clerk McGregor will relay the menu selections to Kurtz Catering.
- H. Couri & Ruppe Township Legal Seminar on October 7 – Four officers from the township attended the legal seminar on October 7, 2023, and found it to be very beneficial.

XV. NEW BUSINESS

- A. Brush Property Lines – Providing the weather cooperates, maintenance staff will brush the northern and western property lines before winter.

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XVI. SIGN CHECKS/ADJOURNMENT

MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to adjourn tonight's meeting with the signing of checks. The meeting was adjourned at 9:30 p.m.