

**Solway Town Board Meeting Minutes  
October 11, 2022**

**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 Supervisors Clare Stromlund, Ron Gajewski, Clerk Tami McGregor, Treasurer Cindy Moe, Regena Merritt and three concerned citizens.

**II. MINUTES:**

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

**III. TREASURERS REPORT: SEPTEMBER 30, 2022**

**MOTION by Stromlund, seconded by Welsh, and carried unanimously to accept the Treasurer's report dated September 30, 2022.**

**Checking:19044-19082**

Beginning Balance	\$388,842.29	
Receipts	242,685.79	
Disbursements	<u>-257,310.42</u>	
Ending Balance	\$374,217.66	<b>\$374,217.66</b>

**Money Market**

Beginning Balance	\$109,357.08	
Interest/Deposits	13.77	
Withdrawals	<u>0.00</u>	
Ending Balance	\$109,370.85	<b><u>\$109,370.85</u></b>

**Total Accounts** **\$483,588.51**

**IV. CORRESPONDENCE:**

- 9/12 MN Association of Townships - In November, there will be Board of Appeal and Equalization training held in Grand Rapids. Solway Township is up to date on training until July 2023; therefore, no one from Solway will be attending.
- 9/15 MN Association of Townships Insurance Trust - Revised firetruck endorsement changes were received and filed. No board action necessary or taken.
- 9/19 Vic Lund, St. Louis County Traffic Engineer - Presentation was given regarding Highway #2 Driveway Access. See "Road" for further information.
- 9/20 Keith Anderson - Mr. Anderson submitted a 2022-23 snow removal bid dated September 20, 2022. Hourly pricing is as follows: Plowing-\$65; Sanding-\$100; Loader Use-\$90; Dump Truck Use-\$80; End Dump Truck Use-\$100; and Skidsteer Use-\$85. Supervisor Gajewski indicated that the contract amounts are reasonable, and that Mr. Anderson has done a good job in the past. **MOTION by Gajewski,**

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**seconded by Stromlund, and carried unanimously to accept the 2022-23 pricing as submitted.**

- 9/28 MN Association of Townships - The 2022 Annual Meeting is scheduled for October 14 and 15, 2022 in St. Cloud, MN. Supervisor Gajewski, Cindy Moe, Tami McGregor, and Gena Merritt will be attending this meeting. No board action necessary or taken.
- 9/30 Matthew Johnson, St. Louis County Planning - A public hearing date for short term rental permitting standards is scheduled for November 10, 2022. The Board is not aware that there are any of these in Solway Township; however, there have apparently been problems in other area townships. No board action necessary or taken.
- 10/3 Donald Rigney, St. Louis County Planning - Per the St. Louis County Board of Adjustment's October 3, 2022 Decision, Heather Nylund's variance was approved.
- 10/4 Kivi Aggregate - Third quarter Aggregate Material Tax Reporting Form and payment were received on October 4, 2022.
- 10/5 Lisa Kerr, U.S. Department of Agriculture Rural Development - Low-income housing financial assistance is available to families or individuals to buy or repair homes. Information will be posted on the Town Hall bulletin board and will also be included in the next newsletter.
- 10/5 Molly Cooper, St. Louis County Administrative Assistant - Opioid Remediation Subcommittee - Municipalities within the County are consulted annually regarding settlement funds. Tami McGregor and Gena Merritt will attend the WebEx informational meeting scheduled for Tuesday, October 18, 2022, from 3:00 - 4:00 PM.
- 10/11 Benjamin Gaard, Ulland Brothers, Jeffrey Road Project Quote - See "Roads" for complete discussion.
- 10/11 Brad Gustafson, St Louis County Community Development - CDBG Grant - Deadlines for pre-applications are due by 4:00 PM on October 14, 2022. **MOTION by Gajewski, seconded by Welsh and carried unanimously to do more research and determine whether the Jeffrey Road Project qualifies for a CDBG Grant, and if so, to file a pre-application.**
- 10/19 South St. Louis Soil & Water Conservation District - Notice of open house on October 19, 2022, at 1:00 PM to celebrate new office and completion of the St. Louis River One Watershed, One Plan. No board action necessary or taken.

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

- Leonard Lund in the amount of \$29.38 for September expense reimbursement.
- Quill in the amount of \$156.40 for Town Hall supplies (garbage bags and key tags).
- Amber Porter for reimbursement in the amount of \$141.71 for AED cabinet reimbursement.
- Emergency Apparatus Maintenance in the amount of \$1,865.39 for repairs/maintenance to Fire Tankers #2 and #3.
- Brandon Porter for reimbursement in the amount of \$641.87 for refurbished Cardiac Science Powerheart G3 AED.

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**MOTION by Gajewski, seconded by Stromlund 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 \$37,719.39.**

### VI. CITIZEN REQUESTS AND CONCERNS:

- a. There were no new citizen requests or concerns.

### VII. ROAD:

- a. Highway #2 Driveway Access - Vic Lund, St. Louis County Traffic Engineer, gave a presentation on the Highway #2 Left-Turn Lanes Project that is scheduled for 2024. This will be a cooperative project between St. Louis County and MnDOT. Funding for this project was awarded on March 22, 2022, through the Local Partnership Program (LPP), with the requirement that St. Louis County lead public engagement, design, and construction. MnDOT will fund 100% of the construction costs, and St. Louis County will be responsible for design costs.

Comparable projects were reviewed. Mr. Lund also reported that the current Conflict Warning System (flashing yellow lights on Highway #2) will be permanently removed at the intersection as there is no statistical safety advantage between intersections having these systems and those which do not.

Mr. Lund reported that MnDOT proposes to fully close the driveway connection to Highway #2. According to the MnDOT Access Management Manual, there should be no access points within the influence area of an intersection, including turn lanes. Although a final decision will be made by MnDOT and Solway Township, Mr. Lund will be responsible for facilitating those conversations. The MnDOT contacts for this project are Jim Miles and Christian Lawien.

Supervisor Gajewski raised concerns that although the project as proposed may take traffic problems off Highway #2, it may create a hazard on the Township site with only one driveway in an area where there is parking and emergency equipment. Supervisor Gajewski proposed extending the left turn lane heading west on Highway #2 so that it could be utilized for access to the Town Hall driveway and the Munger Shaw Road. Chairperson Welsh agreed with Supervisor Gajewski's proposal and would like to retain the Highway #2 driveway access to at least allow a "right turn in/right turn out." Supervisor Stromlund prefers to retain the driveway and agreed with the "right turn in/right turn out" proposal.

Fire Chief Brandon Porter strongly believes that although the "right turn in/right turn out" proposal would be a good option, there would be a greater hazard with increased traffic using the Munger Shaw Road entrance into the Town Hall and making a blind corner around the Fire Hall where pedestrians cross the lot. Chief Porter is not in favor of closing the Highway #2 driveway access and would like to see a study performed during a busy event at the Town Hall.

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In addition to the “right turn in/right turn out” option, there is also a “three-quarter turn” option that allows for a right turn in from Highway #2, but no left turn when exiting. Except for no left turn upon exiting, this option would maintain the current Highway #2 driveway access as is.

Mr. Lund stated that although MnDOT is not in favor of an extended left turn lane, he indicated that regardless of how the left turn lane is designed, there would be one arrow at the beginning of the turn lane and one at the end. It is his opinion that the “right turn in/right turn out” option would be safer than the “three-quarter turn” option.

Mr. Lund requested that the Township investigate options relative to pedestrian traffic near the Munger Shaw Road entrance. He indicated that St. Louis County would be willing to fund any type of project that would alter the Munger Shaw Road entrance.

Details regarding a temporary traffic control plan have yet to be determined. The current project schedule is for the design phase to occur from 2022-2023, bidding in January 2024, and construction during the Summer 2024.

- b. Grading - It is Bob Rodda’s intent to finish grading all roads by the end of October.
- c. Culvert Replacement - The Birchway Road culvert has been replaced using a 20’ culvert with one 10’ extension, as 30’ culverts are currently not available. The culvert on the Birchway Road was not completed due to issues with CenturyLink cables.
- d. Jeffrey Road Options - Supervisor Gajewski previously discussed this project with Ben Gaard from Ulland Brothers. Although Mr. Gaard initially estimated a cost of \$80,000 for an asphalt overlay, it was determined upon further review that the type of project being considered would only result in a short-term fix as the new overlay would fracture on existing crack lines after a winter frost season.

There had also been discussion with Bob Rodda to break up the existing surface with a roller, mix it with gravel, and roll it back out. Mr. Rodda later indicated that due to the thickness of the surface, he did not have the necessary equipment for this type of project.

St. Louis County estimated a project cost for completely replacing the asphalt surface, including engineering, of \$200,000. This project would be included in work being done on Maple Grove Road in 2024.

Mr. Gaard’s current recommendation is to grind up the existing surface, mix it with gravel, regrade, and then compact the surface using a Shepherd’s roller, followed by compaction with a smooth roller. Ulland’s all-inclusive proposal is \$22,600, with work being completed by the end of October. If the surface holds up, it can be left as is. If not, overlay can be considered in the future. Chairperson Welsh and Supervisor Stromlund supported getting this phase of the project completed before winter, and then letting residents discuss it at the annual meeting in March.

There is also the issue of a steep driveway entrance on the north end of the Jeffrey Road, and it was agreed that blacktop be left on at least that portion of the Jeffrey Road to avoid erosion issues. Supervisor Gajewski reported that he spoke with St.

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Louis County, and they will be working on the Jeffrey Road shoulder turning east onto the Maple Grove Road.

**MOTION by Stromlund, seconded by Welsh and carried unanimously to authorize the Ulland proposal for \$22,600 to reclaim and reshape the Jeffrey Road starting at the south side of the driveway entrance nearest the Maple Grove Road, and continuing south to Highway #2.** There was additional discussion regarding funding for this project, and it was decided that for now, funds will be taken from "Roads." At the end of the year, it will be determined whether aggregate tax revenue or ARPA funds will be utilized.

- e. Canosia Road Railroad Crossing - Per Vic Lund, St. Louis County Traffic Engineer, as part of a 2024-25 project, the Canosia Road will be resurfaced. At that time, the approaches will be extended out a couple of hundred feet versus the existing approximately 50-foot approaches.
- f. Roundabout at Highway #2 and Highway #194 - Per Vic Lund, St. Louis County Traffic Engineer, this project is scheduled for 2023, although it may be delayed until 2024.
- g. Westgate Road - Supervisor Gajewski reported that Andy Olson from St. Louis County informed him there are some trees hanging over the road that need to be cut back. Leon Forstrom will take care of trimming these trees.

### VIII. FIRE:

- a. Department Report - Chief Brandon Porter reported that staffing is up to 17 members, which is a 70 percent increase since May. There is a mix of Solway residents and some from outside the Township. By December 31<sup>st</sup> all firefighters will be State certified. Firefighter 1 certification is scheduled for the first week in November, and Firefighter 2 certification and Hazmat training scheduled for December. Chief Porter is becoming more active in the Arrowhead Chiefs Association.

Fundraising efforts continue to be strong, bringing in about \$1,000 to \$3,000 per month. The Spaghetti Dinner and Bingo fundraising events will be coming up soon. Chief Porter is waiting for information on two grants, with fourteen grants outstanding.

All truck hoses have been tested, and used hoses sold on "Do-Bid." Turnout gear has been updated to replace the oldest gear with this revenue.

The AED Cabinet has arrived, so the unit can now be installed in the Town Hall. Chief Porter demonstrated how the unit is used. Chief Porter requested that staff periodically monitor the "Rescue Ready" light on the unit. When it turns from green to red, the unit will require batteries, and Chief Porter can be contacted to provide them.

- b. RPZ Valve Inspection - The Fire Hall and Town Hall are both due for RPZ valve inspections. This will be discussed under "Hall."
- c. Unit #6 - Damage Report Update - The damage repair on Unit #6 has been completed.
- d. Fire Hall Signage - Chief Porter is still waiting for an update from Todd Signs. Supervisor Gajewski reported that they are still estimating the cost for signs on three sides of the building to be approximately \$6,500. Chief Porter proposed an alternative of large lettering on the front of the building utilizing the overhead doors. Chairperson

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Welsh asked about getting a computer image of the proposal and that will be obtained by Chief Porter.

- e. Spaghetti Dinner - The Spaghetti Dinner will be held on October 15<sup>th</sup> and US Foods will be donating all food.
- f. Road Right-of-Way Soil Contamination Update - Supervisor Gajewski reported that per Andy Olson with St. Louis County Public Works, the contamination is relatively shallow, not more than 8 inches deep, and extending about 30 feet from the corner of Highway #2. Public Works is still waiting for lab results to determine the type of contaminant. It is believed that the source may have been from the parking lot where something leaked into the ditch. Supervisor Gajewski also reported that he reviewed soil boring reports prepared at the time the Fire Hall was constructed. There were no signs of soil contamination at that time. Once lab results are received, Public Works is expecting that they will be able to cut under and remove the contaminated soil.

### IX. RECYCLING:

- a. Bubble Wrap - Horst Blumerich reported that recycling information in the newsletter is outdated. Bubble wrap is now acceptable; therefore, this information will be revised in the next newsletter and on the website.
- b. Fencing - Mr. Blumerich also reported that the fencing behind the recycling containers needs to be repaired. Leon Forstrom recommended that the fire hose between the posts be cut out, leaving just the posts, and he will take care of this repair.

### X. HALL:

- a. RPZ Valve Inspection - An email was received from Carlson Brothers informing us that the check valves in the Fire Hall and Town Hall are due for inspection. **MOTION by Gajewski, seconded by Stromlund and carried unanimously to schedule RPZ inspections for the Fire Hall and Town Hall with Carlson Brothers.**
- b. Portable Dance Floor – Research material was provided from the Internet with various options at an approximate cost of \$4,500 to cover an 18 x 24-foot area, along with a transportation cart. There was discussion as to where the flooring would be stored, who would be responsible for set-up and dismantling of the floor following an event, and how often it would be used. **MOTION by Stromlund, seconded by Gajewski and carried unanimously that we do not purchase a portable dance floor at this time.**
- c. Town Hall Kitchen Sink - The upstairs sink was repaired and began leaking again; however, it has again been repaired.
- d. Town Hall Basement Entrance Light Repair - Leonard Lund reported that although this light had been repaired, it stopped working again. Mr. Lund will take care of installing a deeper electrical box that will work with the existing light.
- e. Handicap Entrance Ramp Repair - The side entrance handicap ramp was backed into about four months ago, resulting in damage to one post and a small portion of decking. The damage has been repaired by maintenance staff.
- f. Air Exchanger Operation - Due to concerns with the air exchanger excessively cooling down the building, Supervisor Gajewski contacted Mike Randall to obtain a manual for the unit. After reviewing the manual, Leon Forstrom recommended that some type of control be installed on the unit allowing us to control the fan speed and run time.

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**MOTION by Gajewski, seconded by Welsh and carried unanimously to purchase programmable controls with the original installer at a cost of up to \$2,000.**

- g. Security Camera Repair - Red-D Electric - Equipment issue has not been resolved but is still being worked on.
- h. Hall Rental for Private Party Benefits/Silent Auctions - Solway's existing policy precludes rentals for money making purposes. There was discussion as to whether charity benefits should be allowed. **MOTION by Gajewski, seconded by Stromlund and carried unanimously that this matter be discussed at the annual meeting in March.**
- i. Office Chair, Phone and Flooring - The office phone and one office chair need replacement. There was also discussion regarding replacement of the office carpet. **MOTION by Welsh, seconded by Gajewski and carried unanimously to purchase an office chair at a cost of up to \$200, a phone at a cost of up to \$150, and to pursue an estimate on flooring.**
- j. AED Unit - Following discussion, it was decided that the AED cabinet will be mounted in the Hall on the south wall between the entrance door and window nearest the office door.

### XI. PARK:

- a. Electronic Yard Sign Insert - A revised proposal in the amount of \$33,100 for an upgraded model, including installation, was received. The ThinkSign Xtreme Pro-16 is two-sided, remotely programmable, and has a 5-year warranty and 10-year parts guarantee. **MOTION by Stromlund, seconded by Welsh and carried unanimously to purchase the ThinkSign Xtreme Pro-16, in an amount not to exceed \$40,000.**
- b. Pavilion - Repairs on a damaged roof truss have been completed.
- c. Safety Inspection Report - The October 4, 2022, Inspection Report contained no major issues.
- d. Playground - The "Digger" equipment has been repaired.
- e. Portable Johns - The Clerk will contact Portable John to have the Maple Grove Road soccer field unit and the nonhandicap accessible unit at the Town Hall removed for the winter.

### XII. CEMETERY:

- a. Internment - The internment of Diane Johnson occurred on September 30, 2022.
- b. Fencing - Fencing has been repaired on the northern end along the Van Gassler Road.

### XIII. COMMITTEES:

- a. No discussion

### XIV. OLD BUSINESS:

- a. Recognition Dinner - Menu Selections - After discussion, the Board made menu selections for the November 3, 2022 dinner.
- b. Aggregate Tax Collection - Second and third quarter Aggregate Material Tax Reporting Forms and payment from One North (Maple Grove/Caribou Lake Road pit)

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have been received. Following Solway's request on September 14, 2022, a copy of Attorney Bray's August 31, 2022 correspondence to One North has been received.

- c. Maple Grove Road Re-Zoning Update - No citizens attended the meeting to discuss this topic further.

### XV. NEW BUSINESS:

- a. Election Judges - Election judges need to be appointed for the November 8, 2022 election. A list of trained judges was presented by the Clerk. **MOTION by Gajewski, seconded by Welsh and carried unanimously to appoint Theresa Johnston, Bonnie Siiro, Cindy Moe, Leon Forstrom, Tami McGregor, and Amy Johnson, as judges, and Leonard Lund as an alternate.**

### XVI. SIGN CHECKS/ADJOURNMENT:

**MOTION by Welsh, seconded by Stromlund and carried unanimously to adjourn tonight's meeting with the signing of checks. The meeting adjourned at 9:41 PM.**