

The Solway Town Board Meeting was called to order at 6:30 p.m. at the Solway Town Hall by Chairperson Scott Welsh, followed by the Pledge of Allegiance. Also present were Supervisor Ron Gajewski, Clerk Autumn Marquardt, Treasurer Cindy Moe and six concerned citizens. Supervisor Clare Stromlund was absent.

MOTION by Gajewski, seconded by Welsh and carried unanimously to approve the minutes from the Town Board Meeting of October 8, 2019 as presented.

MOTION by Gajewski, seconded by Welsh and carried unanimously to accept the Treasurer's report dated October 31, 2019.

**Checking:17654-17698**

Beginning Balance	\$275,390.78	
Receipts	\$36,376.25	
Disbursements	<u>\$-27,375.30</u>	
Ending Balance	\$284,391.72	<b>\$284,391.72</b>

**Money Market**

Beginning Balance	\$ 109,127.87	
Interest/Deposits	\$0.00	
Withdrawals	<u>\$0.00</u>	
Ending Balance	\$109,127.87	<b><u>\$109,127.87</u></b>

**Total Accounts** **\$393,519.59**

**INCOMING CORRESPONDENCE:**

- 10/8 James Lindquist** – Third quarter Aggregate tax reporting form and payment.
- 10/9 Minnesota Secretary of State** – Notice of the 2020 Presidential Nomination Primary that will be held on Tuesday, March 3, 2020.
- 10/10 Carlson Duluth Co.** – Reduced pressure valve test results, Clerk Marquardt was not notified of any issues.
- 10/14 Coon's Aggregate** – Third quarter Aggregate tax reporting form and payment.
- 10/14 Western Lake Superior Sanitary District** – 2020 District-wide allocation for each municipality in the District. Solway Townships allocation amount is \$1,471.00.
- 10/15 St. Louis County Planning and Community Development** – A second public hearing for ordinance 62 regarding short term rentals is planned to be held on December 12, 2019.
- 10/17 KTM Paving** – Third quarter Aggregate tax reporting form and payment.
- 10/21 Sathers Construction and Excavating** – Third quarter Aggregate tax reporting form and payment.
- 10/21 Northland Constructors of Duluth** – Third quarter Aggregate tax reporting form and payment.
- 10/24 Metro Sales, Inc.** – The scope of work and software support agreement for the new printer/copier that has been delivered was signed by Clerk Marquardt and sent back.
- 10/28 Gobel Aggregate** – Third quarter Aggregate tax reporting form and payment.

**10/28 Decaigny Excavating** – Email from Decaigny Excavating regarding penalties that were owed.

**10/31 St. Louis County Association of Townships** – Bus reservation form for the Minnesota Association of Townships Annual Conference on November 22, and 23 in Mankato.

**11/04 Decaigny Excavating** – Third quarter Aggregate tax reporting form and payment.

**11/04 St. Louis County Auditor** – Registration for the Presidential Nominating Primary Clerk Training on December 13, 2019. Clerk Marquardt will attend this training and will reach out to Deputy Clerk Regena Merritt to see if she would like to attend as well.

**11/06 St. Louis County Sheriff's Office** – Meeting invitation for the 2019 St. Louis County Multi-Hazard Mitigation Plan update on December 13, 2019. Supervisor Gajewski will attend this meeting.

**11/08 Western Lake Superior Sanitary District** – Request for support from Solway Township via online form for an engine generator project at Western Lake Superior Sanitary District. This generator will make it possible for the facility to use biogas to create electricity and heat. Supervisor Gajewski and Clerk Marquardt will get together to fill out the online form.

**OUTSTANDING BILLS:** a) Treasurer Moe has three additional bills, not listed on the outstanding bills list:

- Minnesota Unemployment for an amount of \$120.04. This is paid on a case by case basis.
- Como Oil and Propane for an amount of \$470.80 for propane at the Fire Hall.
- Solway Volunteer Fire Department for an amount of \$1,669.95 to help with the new Washing machine for their turn out gear.
- Emergency Apparatus Maintenance for an amount of \$4,661.00. There were no invoices attached to this statement. Clerk Marquardt will request the invoices before the check for this bill is sent out.

MOTION by Welsh, seconded by Gajewski and carried unanimously to pay all bills as listed on the Outstanding Bills list presented by the Town Treasurer and the additional bills presented for a total amount of \$22,740.17.

**CITIZEN REQUESTS/CONCERNS:** a) Nothing to report

**ROAD:** a) Mr. Jim Lindquist advised the Board that the roads have been graded. Supervisor Gajewski noted that the roads are in great shape.

b) The mower and tractor that Mr. Butch Lund and Mr. Greg Bottila were going to look at has been sold. Clerk Marquardt and Treasurer Moe will keep an eye out at the Minnesota Association of Townships annual Conference for options that might be out there. Mr. Lund will also continue to look for used equipment. Mr. Lund also received the Boards permission to continue to shop for parts for the current mower.

c) Keith Andersons bid for snowplowing remained the same as last year. The Board approved to hire Keith Anderson at the October meeting.

**Fire:** a) Chief Nick Priolo gave a report that states a total of 119 calls year to date have been responded to. This includes 88 medical calls, 22 fire calls and 9 vehicle accidents. All the fire calls were mutual aid.

- b) Chief Priolo did some research and discovered that driveways should be 10ft wide and 12ft high for rescue vehicles to be able to get onto the property. Chief Priolo requested that this be placed into the Newsletter.
- c) The ISO rating for the Fire Department is scheduled for November 21, 2019 at 2:00pm. Chief Priolo notified the Board that this will need to be rescheduled.
- d) The "No Parking" signs in front of the Fire Hall have faded from the sun and are difficult to read. These signs can be purchased from Todd Signs for \$85.00 a piece. MOTION by Gajewski, seconded by Welsh and carried unanimously to purchase three new "no parking" signs from Todd Signs for \$85.00 a piece.
- e) Standard Operating Procedures have not been written up for Fire Fighters with traffic violations. Chief Priolo stated that he will work on this.
- f) The new washing machine for the Fire Fighter turn out gear has been ordered. Veronica Priolo was unsure of what the delivery date would be.
- g) The Man door on the Fire Hall has been fixed and is shutting correctly.
- h) Chief Priolo and a few members of the Fire Department presented to the Board the gear and helmet conditions that they are working with. Some of the helmets are dated from 2003. One jacket was brought in to show that the closure velcro does not stick any longer. The Board has not approved any purchase for new gear in a long time. The Fire Department currently has 5 people who are able to enter a fire at this time. The Board suggested at the October meeting that the Fire Department should bring up the request for new gear at the budget meeting. Chief Priolo brought in a quote of \$4,900.00 for new helmets for all 15 of the members on the Department. New entry gear, not including boots, would cost \$11,000.00. MOTION by Gajewski, seconded by Welsh and carried unanimously to spend up to \$16,000 for new gear consisting of 5 sets of entry gears and 14 helmets. Treasurer Moe will speak with Mr. Jim Fisher about any possible grants that may be available for entry gear.
- i) Bentleyville has requested that the Solway Volunteer Fire Department perform medical services at the Bentleyville tour of lights. Chief Priolo stated that they could bring Truck #7 and the trailer. The Department would like to do this, and will not deplete the Fire Fighters available in the Township for any services that need to be done. MOTION by Gajewski, seconded by Welsh and carried unanimously to allow the Fire Department at their discretion, to provide medical services at the Bentleyville tour of lights.
- j) The skating rink will need to be flooded soon. The timer on the lights that surround the area are not currently working. The multi-purpose building is ready to go and the rubber carpets from the recycling shed have been installed to protect the skaters' skates. Veronica Priolo will work as the skating rink attendant. Clerk Marquardt will get Mrs. Priolo a key once the flooding has been completed. Hot chocolate will be served again. The wages will be \$11.50/hr. The rate of pay for the individuals who flood the rink will be \$11.00/hr. The Fire Department may use the flooding of the rink as an opportunity for training if they choose to do so. Treasurer Moe will write one check for the amount of time that the Fire Fighters are there, and the the Department will disburse the funds to individuals as necessary. The skating rink will be open Saturday and Sunday from 1:00pm to 6:00pm.

**RECYCLING: a)** Horst and Loni Blumerich have applied for the position of recycling shed attendant. Mr. and Mrs. Blumerich came recommended from the current recycling shed attendant Mr. Paul Dunaiski. Mr. and Mrs. Blumerich are Township residents, and live nearby. The hiring committee was very impressed with Mr. Blumerich during the interview and recommend him for the position. MOTION by Welsh, seconded by Gajewski and carried unanimously to hire Horst and Loni Blumerich as the new recycling shed attendants to share one position. Clerk Marquardt will contact Mr. Blumerich to let him know.

**HALL:** a) Supervisor Gajewski advised that the 2020 census is looking for help with multiple tasks. The Township can help with the 2020 Census by providing them use of the Hall for training. There will be information available that can be placed into the newsletter as well. Clerk Marquardt will reach out for information on how the Township can help.

b) Every year the Township is required by Minnesota Statute 204B.16, subd. 1 (Municipal and County-Unorganized Territory Polling Place Designations) to designate a polling place.

**Resolution #125  
Solway Township  
Of St. Louis County, Minnesota**

**WHEREAS,** it is important that citizens exercise their right to vote at their local polling place;

**WHEREAS,** Minn. Stat. 204B.16 requires the town board to designate its local polling place for elections annually;

**NOW, THEREFORE, BE IT RESOLVED,** that the town board of Solway Township, St. Louis County, Minnesota does hereby designate Solway Town Hall at 4029 Munger Shaw Road, Cloquet, Minnesota in St. Louis County as its polling place in 2020.

**BE IT FINALLY RESOLVED,** that the township notify residents of this designation by following the requirements of Minn. Stat. 205.16.

Adopted this 12, day of November, 2019

**By the Solway Town Board**

c) Clerk Marquardt has been looking into the Joint Powers Agreement that was signed back in 2018 in regards to e-charging services that would allow the Township to collect a portion of the fees that are collected from traffic violations in the Township. Clerk Marquardt reached out to Karen Roatch at the Bureau of Criminal Apprehension for help in the final steps in completing this process.

d) Keith Olson reached out to Supervisor Gajewski requesting permission to replace the hooks that are in the Town Hall that are used by the music show for the cables that connect to their equipment. MOTION by Welsh, seconded by Gajewski and carried unanimously to allow Keith Olson to provide and switch the decorating hooks that are in the Town Hall. It was noted that if Mr. Olson only switches the hooks that the music show uses, the Township will replace the rest so they are uniform.

e) Jim Madigan questioned if he would be able to replace the light fixtures that are along the ramp so they are uniform. Chairperson Welsh questioned if they should be replaced with LED fixtures. Clerk Marquardt will reach out to Mr. Madigan to see if he can bring some information on new fixtures to the next meeting.

**PARK:** a) Supervisor Gajewski completed the monthly Township Properties Safety Inspection Report and advised that the park is in good shape.

b) Clerk Marquardt noted that there was a sewer smell in the office in the basement. Supervisor Gajewski advised Clerk Marquardt that the plumbing in the building is old and possible leaks can cause the smell sometimes. Supervisor Gajewski suggested speaking to

Mr. Jim Madigan about placing something around the vent stack alongside the hall so it is not covered in snow.

c) Winter field and playground preparations have been completed; all of the equipment has been put away.

**CEMETERY:** a) Two Burials: Donald Kolenda, October 30, 2019; June Haedt, October 30, 2019

b) Paul Dunaiski and Jim Madigan have cleared all of the decorations at the cemetery. Clerk Marquardt has a box of decorations that she will hold onto just in case some residents inquire as to their whereabouts.

**COMMITTEES:** a) Nothing to report

**OLD BUSINESS:** a) Supervisor Gajewski made note that the Halloween carnival went well. There was an excess of some of the food items that can be transferred to the Winter Fun Day event.

b) There was a good turnout for the appreciation dinner. Chairperson Welsh asked the caterer if there were any difference in pricing if there would be kids at the event. The caterer stated that they could work something out. Supervisor Gajewski felt that there was enough food left over that we would not need to worry about adding the kids to the list.

c) Clerk Marquardt received the new insurance survey for the Multi-purpose building. There were several discrepancies in the report. Supervisor Gajewski and Clerk Marquardt will sit down together to fix the discrepancies before sending in the resolutions for insurance coverage. MOTION by Gajewski, seconded by Welsh and carried unanimously to accept Exhibit A: Property Valuation Acceptance Form that states the current insured limit on the multi-purpose building is \$50,000 with an annual premium of \$145.

**Resolution #124  
Solway Township  
St. Louis County, Minnesota**

**A Resolution Approving Replacement Cost Coverage**

**WHEREAS**, the town board has received information concerning the value of property owned by the town; and

**WHEREAS**, the town board has determined that it desires to full insure that property.

**NOW, THEREFORE, BE IT RESOLVED**, that the town board of Solway Township, St. Louis County, Minnesota approves obtaining replacement cost coverage from the Minnesota Association of Townships Insurance Trust as set out in Exhibit A attached hereto and authorizes and directs the clerk to take any steps necessary to do so.

Adopted this 12<sup>th</sup> day of November, 2019

**BY THE BOARD**

**Resolution #123  
Solway Township**

**St. Louis County, Minnesota**

**A Resolution Approving an Increased Property & Casualty Deductible**

**WHEREAS**, the town board has received information concerning the value of property owned by the town; and

**WHEREAS**, in order to reduce the amount it costs to insure that property, the town board has determined that it desires to increase the amount of the deductible on the insurance covering it.

**NOW, THEREFORE, BE IT RESOLVED**, that, subject to the provisions of the town's property and casualty insurance with the Minnesota Association of Townships Insurance Trust the town board approves changing the deductible on such property and casualty insurance to the following amount: \$2,500.00.

The town clerk is hereby authorized to take any steps necessary to implement this change.

Adopted this 12<sup>th</sup> day of November, 2019

**BY THE BOARD**

**d)** Clerk Marquardt received endorsement paperwork from the Minnesota Association of Townships Insurance Trust for the changes that were requested to the consolidated liability coverage. The personal property for the Fire Hall was questioned, There was also no personal property under the multi-purpose building or the maintenance garage. Clerk Marquardt will look into if this is covered by another policy.

**e)** Shelton Excavating, Inc. and Pit 56, Inc. still have not returned their 3<sup>rd</sup> quarter aggregate tax reporting form or payment. Clerk Marquardt will contact them again and let them know that we at least need the form now, if payment cannot be made, arrangements will be made.

**NEW BUSINESS: a)** A tentative date for the Special Events meeting regarding the Winter Fun Day has been set for January 6, 2020. The Winter Fun Day usually takes place on the last Saturday of January which would be January 25, 2020. Information about the Winter Fun Day will be placed in the newsletter along with being posted on the sign. Additionally flyers will be handed out to the school buses and posted at the recycling shed about a week in advance.

**MOTION** by Welsh, seconded by Gajewski and carried unanimously to adjourn tonight's meeting upon the Board completing the signing of checks. The meeting adjourned at 8:30 pm.