

**Solway Town Board Meeting Minutes
November 14, 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, and five concerned citizens.

II. MINUTES – TOWN BOARD MEETING OF OCTOBER 10, 2023

MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to approve the minutes from the town board meeting on October 10, 2023, as presented.

III. TREASURER’S REPORT – OCTOBER 31, 2023

MOTION by Supervisor Welsh, seconded by Supervisor Gajewski, and carried unanimously to accept the Treasurer’s report dated October 31, 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)

Prior to reviewing correspondence, there was discussion as to how this process may be streamlined. It was proposed that although all correspondence items will be documented, only correspondence requiring board action will be highlighted in the Correspondence Register for discussion. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to accept the proposed format for abbreviating review of the Correspondence Register by highlighting and discussing only items requiring action at board meetings.**

10/11 Kivi Aggregate – 2023 Third Quarter Aggregate Material Tax Reporting Form received; no payment due (Not in packet)

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- 10/11 Gerhard von Rabenau, SLC Elections – Executed agreement allowing SLC to retain township funds allocated to Solway to be used for the administration of absentee balloting per previous 8/21/23 corres.
- 10/12 Lisa Utley, MATIT – Notice of endorsement increasing coverage on 2005 Pierce Enforcer, inc. contents, to \$199,000. (Discussed under “Fire”)
- 10/12 Sarah Turek, MATIT – Notice of increased pavilion and contents coverage as requested
- 10/13 Adam Besse, LHB – Agreement for LHB Professional Services Agreement for Geotech Services RE: Jeffrey Road LRIP (Discussed under “Road”)
- 10/12 Adam Besse, LHB – Notice of option for LHB to prepare RFP and coordinate w/geotechnical firms RE Jeffrey Road LRIP
- 10/16 Vic Lund, SLC PW – Permitting info RE: light pole at Hwy #2 entrance (Discussed under “Road”)
- 10/16 SLC Elections – Legislative change; township no longer required to re-establish polling location prior to each election year
- 10/17 One North – 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 10/17 KTM Paving – 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 10/17 WLSSD – 10/09 notice; 2023 WLSSD budget approved. Solway’s 2024 allocation: \$1,343. (Installments due on 07/1/24 & 12/1/24) No board action required.
- 10/17 SLC Elections – Notice of mandatory clerk training sessions for the 2024 Presidential Nomination Primary on December 1, 2023, from 9:00 a.m. to 12:00 p.m., in Duluth. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to approve the attendance of Clerk McGregor and Deputy Clerk Merritt at the mandatory clerk training for the 2024 Presidential Nomination Primary on December 1, 2023, at township expense.**
- 10/18 Adam Besse, LHB – Geotechnical RFP sent to 4 geotechnical firms RE: Jeffrey Road LRIP
- 10/19 Coons Aggregate – 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 10/19 Deb Provence, MATIT – Confirm receipt of \$575 Arrowhead Printing Invoice RE: Fire Unit #5; Claim Date: 05/31
- 10/19 Drop Shipping @ Pickleball Central – Notice of 14-16 wk. delivery time on pickleball systems
- 10/19 St. Louis County – Planning & Community Development now two separate departments; Planning & Zoning and Economic & Community Development
- 10/20 GameTime – Notice of “Beyond the Minimums: Disability Park Awareness Webinar” on 10/25
- 10/20 Deb Provence, MATIT – Notice of previous payment of \$2,195.22 on 08/14 RE: Fire Unit #5; 05/31/23 claim. Payment for \$575 for decals will be issued within next 10 days.

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- 10/23 John Menendez, FEMA – Applicants Project pending Peer Review. Request for signature of Applicants Damage Inventory via Grants Portal (Discussed under “Road”)
- 10/23 MAT – Notice of informational session on 11/9 at 10:00 AM via zoom RE: proposed MAT by-law changes
- 10/23 MAT – 2023 Educational Conference and Annual Meeting invite; pre-registration ends 11/27 (Conference: 12/7 to 12/9 in St. Cloud)
- 10/24 Sathers Construction & Excavating – 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 10/24 Northland Constructors – 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 10/24 Toni Blomdahl, Rice Lake – Request for resolution of support RE: Rice Lake Corridor Project (Discussed under “New Business”)
- 10/24 Lucas Mol, Haugo GeoTechnical Services – Proposal (\$7,800) for soil borings RE: Jeffrey Road LRIP Project; unable to meet 11/24 deadline for full geotech report
- 10/24 MN Mgmt & Budget – Notice of changes to State’s Supplier portal.
- 10/24 Adam Besse, LHB – Request to Haugo GeoTech for ability to provide preliminary recommendation by 11/24 deadline RE: Jeffrey Road LRIP Project
- 10/24 Russell Habermann, U of M – Sponsorship request for Proctor Schools (REA3D) “Imagination Library”
- 10/25 SLCAT – 2023-24 meeting schedule links and codes; reminder RE: bus to MAT Annual Conference in December
- 10/25 Ehlers – Notice of annual MN Public Finance Seminar on 02/01 & 02/02 in Edina
- 10/25 MN DNR – State Forestry Nursery accepting seedling orders
- 10/25 Kyle Warmuth, Braun Intertec – Geotech proposal for Jeffrey Road LRIP project (\$9,580)
- 10/26 Adam Besse, LHB – Revised Geotech proposal from ITT for Jeffrey Road LRIP project (\$5,885)
- 10/26 Deb Provence, MATIT – Copy of cashed check RE: reimbursement of Carstar invoice; Fire Unit #5; 05/31 claim (Check copy not in packet)
- 10/26 Deb Provence, MATIT – Request to check mailing address on Carstar reimbursement check RE: Fire Unit #5; 05/31 claim
- 10/26 Deb Provence, MATIT – Confirmation of check made payable to Solway Township RE: Fire Unit #5; 05/31 claim
- 10/26 Deb Provence, MATIT – Notice of second check for \$575 payable to Solway Township being mailed to incorrect address RE: Fire Unit #5; 05/31 claim
- 10/26 Brandon Porter, SVFD – Email to MATIT requesting payments RE: Unit #5 be re-issued and sent to correct address, with first check sent via certified mail
- 10/26 Deb Provence, MATIT – Confirmation of checks being re-issued and sent per Chief Porter’s instructions

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- 10/26 Michael Jost, LHB – Request for preliminary information RE: Jeffrey Road LRIP application
- 10/26 Lucas Mol, Haugo GeoTechnical Services – Confirm ability to meet 12/8 deadline RE: borings for Jeffrey Road LRIP application
- 10/27 SLC Elections – March township elections timeline and preparations
- 10/31 Independent Testing Technologies (ITT) – Copy of executed Authorization for Services form RE: Jeffrey Road LRIP application
- 11/01 MN Dept. of Revenue – Notice of Board of Appeal and Equalization Training
- 11/02 Deb Provence, MATIT – Notice of re-issued checks going out RE: Fire Unit #5; 05/31 claim
- 11/02 John Menendez, FEMA – Applicants project returned with cost corrections; progression approved by Mr. Menendez; pending final FEMA review
- 11/02 Ian Vincent, True North Goodwill – Request for original AJ's Landscaping building plans
- 11/02 FEMA – Request for signature of Damage Description and Dimensions DDD/Scope/Cost RE: 2023 spring flooding grant
- 11/03 John Menendez, FEMA - Request for signature of Damage Description and Dimensions DDD/Scope/Cost RE: 2023 spring flooding grant
- 11/03 Amanda Nelson, Certificate of Insurance (On Track Taxes) for aggregate auditing (Discussed under “Old Business”)
- 11/06 DeCaigny Excavating – 2023 Third Quarter Aggregate Material Tax Reporting Form; no payment due (Not in packet)
- 11/06 Mn Association of Townships (MAT) – Invite for 2023 MAT Education Conference and Annual Meeting on 12/07 – 12/09
- 11/07 McKinsey Opiate Consultant Litigation – Notice of settlement in class-action lawsuit to political subdivisions
- 11/07 Kim Kuehl Cleaning – Rate increase from \$35 to \$45 per hour effective Jan. 1st. **MOTION by Supervisor Welsh, seconded by Supervisor Keppers, and carried unanimously to approve Kim Kuehl's rate to \$45.00 per hour, effective January 1, 2024.**
- 11/07 John Menendez, FEMA – Confirm signed DDD and update RE: future steps
- 11/07 Michael Jost, LHB – List of preparation questions for 11/8 Jeffrey Road LRIP meeting
- 11/08 MnDOT – Comment period deadline extended on 20-Year MN State Highway Investment Plan through 11/27
- 11/09 MN Association of Townships (MAT) – Schedule for 12/7-12/9 Annual Conference
- 11/09 State & Local Fiscal Recovery Funds (SLFRF) – Notice of Obligation IFR and Webinars on 11/16
- 11/09 Gene Dufault, Polk County – Request to review MAT by-law changes (Worksheet not included in packet). After discussion, it was determined that there is value in reviewing the recommendations made; however, no

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board action was taken since the by-laws will be discussed during the MAT annual meeting in December.

- 11/13 Pit 56 – 2023 Third Quarter Aggregate Material Tax Reporting Form and payment received (Not in packet)
- 11/13 GameTime – Webinar on 11-14 RE: Accessing Funding Through the Land & Water Conservation Fund
- 11/13 Michael Jost, LHB – ITT Geotech borings scheduled for 11/16 RE: Jeffrey Road LRIP
- 11/13 Michael Jost, LHB – SLC Resolution in Support of Jeffrey Road LRIP expected for approval on 11/28
- 11/14 Julie Rucker, MN Court Administration – Informational email RE process to receive fine revenue under M.S. § 484.90

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

- MAT - \$1,450.00 (Registration for MAT Annual Conference & Meeting from 12/7 through 12/9 in St. Cloud)
- Audio Systems – \$2,204.00 (Balance on hall upper level audio visual system and replacement of security camera)
- SVFD - \$7,447.30 (7 Motorola APX4000 Digital Portable Radios)
- Audio Systems - \$5,972.00 (Down payment on hall lower level audio visual system)
- Stock Tire - \$808.00 (Mower tractor rear tires, inc. mounting and old tire disposal)
- NAPA Auto Parts - \$216.29 (Battery for mowing tractor)

MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to pay all bills as listed on the Outstanding Bills List, and any additional bills presented by the town treasurer, for a total amount of \$69,685.91.

VI. CITIZEN REQUESTS AND CONCERNS

- A. Natalie Zeleznikar, MN House Representative, attended the meeting to introduce herself, provide a summary of current and upcoming state issues, and address any questions or concerns from Solway residents. Ms. Zeleznikar urges residents to call her with any questions or concerns they may have.

VII. ROAD

- A. Jerry Road (West) Ditching Project – At the October meeting, authorization was given to ditch between the driveways at 6356 and 6364 Jerry Road

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(West) in an amount up to \$3,500. If the weather does not permit completion of the project this year, it will be completed in the spring.

- B. 2023 Spring Flood Damage-FEMA Reimbursement Grant - Invoices totaling \$10,935.09 were submitted for reimbursement consideration in May and June of 2023.

On October 12, 2023, the Contract-Work Summary, Contract Questionnaire, and Small Permanent Work Project Certifications and Acknowledgements forms were reviewed and signed by Supervisor Gajewski and returned to FEMA.

On October 25, 2023, the Applicants Damage Inventory signifying Solway has no additional damage items to report, was reviewed by Supervisor Gajewski and Clerk McGregor, and electronically signed via FEMA's Grants Portal.

On November 7, 2023, the Damage Description and Dimensions (DDD) and Scope of Work (SOW) documents were reviewed by Supervisor Gajewski and Clerk McGregor, and electronically signed via FEMA's Grants Portal.

According to John Menendez with FEMA, there are only a few more filing process steps to move the project through to the state to obtain funds; and ultimately, there will be a final FEMA Recovery Transition Meeting.

- C. Roadside Mowing/Mowing Tractor Tires and Battery – The rear tires on the mowing tractor are currently in poor condition, as is the tractor battery. At the November meeting, Leonard Lund submitted a quote from Stock Tire for rear tractor tires, and a battery quote from NAPA. **MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to approve the \$808.00 quote from Stock Tire for rear tires, including mounting, and \$216.29 for the purchase of a tractor battery from NAPA.** Mr. Lund will complete these transactions.
- D. Munger Shaw Road Hall Entrance Culvert – Depending on the condition of the entrance culvert, a rubberized liner may be an alternate solution to replacement. Supervisor Gajewski reported at the November meeting that although the county recently attempted to run a robot camera through the culvert to inspect for breaks or deficiencies, the camera broke down. This topic will be discussed once the county is able to complete their inspection.
- E. Highway #2 Hall Driveway Access Lighting System – At the September meeting there was approval to install a wood pole with a luminaire at the Highway #2 hall entrance at an estimated cost of \$2,000 to \$5,000.

On October 16, 2023, Vic Lund, SLC Traffic Engineer, confirmed with MnDOT that they will allow the installation of a wood pole lighting system within the trunk highway right-of-way, so long as it is installed outside of the clear zone (the zone immediately adjacent along the driving lanes that must be free of obstructions/hazards). Mr. Lund's email included MnDOT's right-of-way permitting link, as well as MN Power's link to request a wood pole

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lighting system. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to table initiation of the Highway #2 hall driveway access lighting system permitting process until February 2024.**

- F. Local Road Improvement Program (LRIP) Jeffrey Road Funding – The township will be applying for LRIP funding to improve/blacktop the Jeffrey Road between Highway #2 and the Maple Grove Road. The deadline for MnDOT LRIP funding applications is December 8, 2023. Projects should be ready to be constructed between 2024 and 2026.

On October 17, 2023, the Professional Services Agreement with LHB for the sum of \$8,700 was signed and returned to LHB. LHB Engineering will assist with the township application and conduct the required engineer's project cost estimate.

RFPs were sent to four geotechnical firms by LHB on October 18, 2023, requesting proposals to conduct borings to assist with determining the integrity and capacity of the road surface.

On October 26, 2023, the Authorization for Services from Independent Testing Technologies (ITT), in the amount of \$5,885, to conduct borings and summarize findings and recommendations was approved by the township.

Supervisor Gajewski and Clerk McGregor met with Michael Jost of LHB on November 8, 2023, to assist with his completion of the LRIP application on Solway's behalf.

ITT is scheduled to take Geotechnical borings on November 16, 2023.

Vic Lund, SLC Traffic Engineer, will be providing a resolution of support for Solway's application and is expecting that to be approved by the St. Louis County Board on November 28, 2023.

- G. 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 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 result in the county widening and paving the Bergquist Road and making turn lane improvements at its intersection with Hwy. #194.

Supervisor Gajewski and Clerk McGregor attended the township workshop meeting hosted by SLC on October 24, 2023, in Cotton and provided input

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on behalf of the township. SLC indicated they would not proceed with any closures unless the townships involved were on board with the project.

VIII. FIRE DEPARTMENT

- A. Department Report – Chief Brandon Porter reported they remain at 17 members, after gaining one, and losing one. The Thanksgiving Bingo was held on November 11, 2023, and was very successful.
- B. Building Signage Backlighting – Chief Porter reported at the November meeting that Benson Electric was unable to install the outlets for the signage backlighting in October as originally scheduled. The project will be rescheduled once a technician is available.
- C. DNR Grant – Wildland Fire Gear – The final project invoice was submitted by Chief Porter on May 24, 2023. At the November meeting, Chief Porter submitted a \$5,000 check from SVFD representing reimbursement of the DNR 50:50 grant program.
- D. Insurance (Engine #1-2005 Pierce Enforcer) – Solway's request for increased coverage on Engine #1 due to the equipment it carries has been pending due to discussions with MN Association of Townships Insurance Trust (MATIT) as to what type of coverage is most appropriate.

Following the October meeting, Clerk McGregor requested that coverage on the truck and contents be increased to \$199,000.

After receiving policy information, Clerk McGregor emailed MATIT on October 26, 2023, inquiring where the increase in coverage was reflected on the endorsement and requesting the premium amount.

On October 26, 2023, Lisa Utley from MATIT contacted Clerk McGregor via phone informing her that after further discussion with MATIT management, they are recommending the contents be covered under "Inland Marine" under the line item of "Misc. Firefighting Tools & Apparatus," at an estimated premium cost of just over \$300 per year. She indicated the policy could be written to itemize the Pierce Enforcer as a separate line item under miscellaneous tools and apparatus.

MATIT's recommendation was relayed to Chief Porter by Clerk McGregor via email on October 26, 2023. An itemized list, along with cost values of equipment carried on Engine #1 was requested from Chief Porter. According to MATIT, this itemization will be used to justify the additional \$100,000 in coverage.

At the November meeting, Chief Porter indicated he will compile an equipment cost inventory relating to Engine #1 for submission to MATIT.

- 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.

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On October 18, 2023, Clerk McGregor submitted the final \$575.00 invoice from Arrowhead Printing for decals to MATIT.

On October 19, 2023, MATIT responded indicating the \$575.00 check would be issued within 10 business days and stating their file was now closed. When reminded of the initial Carstar invoice, MATIT responded that the check had been issued and cashed on October 2, 2023. After further investigation, it was determined that the first check had been mistakenly sent to and cashed by the City of Solway's Fire Department.

Checks in the amount of \$575.00 and \$2,195.22 (\$2,445.22, less \$250 deductible) were received from MATIT on November 7, 2023, representing payment in full for the May 31, 2023, claim.

- F. Fire Vehicle Camera Systems (Unit #5 & Engine #1) – Back-up cameras will be installed in Rescue Unit #5 (2015 Ford F550) and Engine #1 (2005 Pierce Enforcer). Installations will be completed by Oak Lake RV in Moose Lake. Chief Porter reported at the November meeting that Oak Lake RV will contact him once they are ready to schedule the installations.
- G. Tanker #3 (2012 Freightliner) Repairs – At the October meeting, approval was given for 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. According to Chief Porter at the November meeting, he will be informed once repairs can be scheduled.
- H. Furnace (Boiler) – At the November meeting, Chief Porter reported the boiler is working fine since being serviced by COMO in October, although the “Maintenance Required” message continues to display. Chief Porter has been unable to locate the boiler's manual.

Leon Forstrom will continue to research the messaging issue on-line to see if the message center can be reset.

- I. Radios – At the November meeting, Chief Porter reported that he recently discovered two Motorola radios in the fire hall. These typically cost about \$5,000 per radio, and last spring, he provided information to the board to equip the department with these types of radios at a cost of about \$120,000.

While looking on-line, Chief Porter found seven refurbished matching Motorola units, at a cost of \$1,000 each. Chief Porter spoke to the SLC telecommunications manager and was informed that should the seven radios be purchased, SLC would program them for Solway at no cost. The two found in the hall are already programmed, and there are some additional radios that are not completely updated for less active members.

Chief Porter believes this would be a good upgrade option for the department and requested \$7,447.30 for the seven refurbished radios. The refurbished radios, as well as the two that were found, will all be compliant

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with the upcoming encryption standards that will likely go into effect in 2027. The radios are warranted for six months; however, SLC would be able to assist with any repairs.

MOTION by Supervisor Gajewski, seconded by Supervisor Keppers, and carried unanimously to purchase seven refurbished Motorola radios at a cost of \$7,447.30 using ARPA funds.

- J. Lighting – There was discussion at the November meeting regarding a transition to LED lighting in the fire hall. According to Chief Porter, the maximum equipment conversion cost would be less than \$700, with an approximate 75% savings in electricity costs. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to approve up to \$1,000 for LED replacement lighting in the fire hall.**

IX. RECYCLING

- A. WLSSD Dumpster Relocation – On October 19, 2023, WLSSD returned the two dumpsters that were temporarily moved during the repaving project to their original location.
- B. Recycling Center Storage Space – At the November meeting, Horst Blumerich mentioned that we have accumulated many items in the recycling center, and it is filling up. After discussion, Supervisor Keppers volunteered to remove the portable door that is stored inside. It was also determined that some items that cannot be discarded may alternatively be stored in the old bus garage.

X. HALL

- A. Audio/Visual and Conferencing System – The upstairs sound system and TV mounting have been completed. Tim Aldrich of Audio Systems attended the November meeting to make some final adjustments to the upstairs sound system.

There was discussion regarding the teleconferencing portion of the system which will require a camera and an audio recording connection cord. Mr. Aldrich will research the best alternatives for our system and order 20' and 50' HDMI cables to connect the TV to equipment on the main floor or stage. Mr. Aldrich will submit a proposal for these additions and any other add-ons.

Mr. Aldrich will soon begin work on the downstairs system which will tie into the upstairs system. Equipment will be housed in the downstairs storage area cabinets. After discussion, it was determined that the original proposal dated February 28, 2023, in the amount of \$6,505 will need to be updated due to some changes that will be made, including an upgrade from a 75" to 85" TV. **MOTION by Supervisor Gajewski, seconded by Supervisor**

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Welsh, and carried unanimously to approve up to \$7,465 on the downstairs audio/visual system.

- B. Replacement Windows & Roof Vent Over Stage – The window project has been completed.

Morins will be investigating the causes of the 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. It is possible that these issues are related to roof flashing. Supervisor Gajewski was unable to get an update from Morins prior to the November meeting.

- 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. There was no additional update at the November meeting.
- D. Hall Dumpster Keys – Cost Due to Cut Lock – Following an event at the hall on November 5, 2023, a cell phone was accidentally thrown in the garbage that went into the dumpster. To retrieve the phone the dumpster lock was cut off by the renter.

Waste Management dropped off a new lock with two keys on November 10, 2023, but because the locks are not keyed the same as the recycling dumpsters, ten additional keys were cut on November 13, 2023, at a cost of \$18.50. There was discussion as to whether the cost for the keys should be deducted from the renter's \$25 hall deposit. After discussion, the board decided there will be no charge to the renter for the cost of the keys.

XI. PARK

- A. Safety Inspection Report – Supervisor Gajewski reported that there were no safety hazards included in the November 3, 2023, report and that everything is up to date.
- B. Soccer Fields – Fertilize Maple Grove and Hall Fields – At the October meeting, the board approved up to \$500 to fertilize the Maple Grove Road and hall fields.

Mr. Blumerich reported at the November meeting that lime pellets have been applied to the soccer fields and fill was added to the dips in front of the goals. The Maple Grove field was aerated, and this will be repeated in the spring. Mr. Blumerich also indicated that he would like to take soil samples from each field in the spring to determine what type of treatment is needed so that a recommendation can be made to the board.

- C. Property Line Brushing - Brushing of the northern and western property lines has been completed by maintenance staff.
- D. Playground Equipment – There was discussion regarding the consideration for the purchase of three additional pieces of playground equipment. Photos

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and information were reviewed for an infinity bowl, Chrysalis spinner, and an Expression swing.

Following discussion, it was determined that these purchases may be considered after the first of the year, providing there are ARPA funds remaining and room to install the equipment.

XII. CEMETERY

- A. Burials - There has been one burial since the October meeting: Lawrence Carl on November 8th.

XIII. COMMITTEES

- A. Halloween Carnival (Proctor Journal & Securitas Invoices) – The Halloween Carnival was held on Friday, October 27, 2023. It was reported that attendance was down somewhat this year, possibly due to weather, with net proceeds of \$716. Leftover hot dogs have been frozen to be used during Winter Fun Day.

Invoices from the Proctor Journal in the amount of \$58.70 for ad publishing, and Securitas in the amount of \$210.00 for security were discussed. There was discussion as to whether security is necessary now that the haunted house is no longer operational, and typically, plenty of adults to oversee things. This will be discussed further by the Special Events Committee next year. **MOTION by Supervisor Gajewski, seconded by Supervisor Welsh, and carried unanimously to approve payment of the Securitas invoice in the amount of \$210 by the township.** The invoice from the Proctor Journal will be paid by the Special Events Committee.

XIV. OLD BUSINESS

- A. Bureau of Criminal Apprehension Joint Powers Agreement/Fine Revenue – Clerk McGregor reported at the November meeting that according to an email from Julie Rucker with the MN Court Administrator's Office dated November 14, 2023, their office has confirmed that Solway Township was correctly configured in 2020 when Solway Township's ORI was assigned.

Ms. Rucker further indicated that there have been no eCitations or eComplaints filed listing Solway as the Community of Offense, and the "Solway Township Attorney" as the prosecuting agency. As a result, no fines have been distributed to Solway Township.

According to Ms. Rucker, to enable distribution of fine revenue, the courts need to receive three data elements with a citation or complaint: the community of offense, the prosecuting agency, and the law enforcement

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agency. ORI numbers are used to identify the prosecuting and law enforcement agencies and must be used on the charging document (eCitation or eComplaint) to generate distribution of a fine under Minnesota Statute § 484.90.

Clerk McGregor will follow up with the St. Louis County Attorney's Office and law enforcement regarding their use of Solway's ORI number so the township receives fine distribution as appropriate.

- B. Aggregate Tax Audits – Amanda Nelson has been retained as an independent contractor to conduct aggregate tax audits on behalf of the township. Minnesota Statutes allows for audits going back six years.

Ms. Nelson reported at the November meeting that she has contacted all pit owners/operators and is scheduling meetings. She requested copies of Material Tax Reporting forms for the past six years and Clerk McGregor will prepare that information.

Ms. Nelson also reported that she is experiencing some difficulty in obtaining records from Coons Aggregate due to a pre-COVID office fire that may have destroyed some of their records.

Ms. Nelson is hopeful to complete audits on the past six years prior to the end of the year.

On November 3, 2023, Ms. Nelson submitted a Certificate of Liability Insurance for On Track Taxes for the policy period of October 9, 2023, to October 9, 2025, with Professional Liability-Accountants limits of \$100,000 per claim, and \$300,000 aggregate. **MOTION by Supervisor Welsh, seconded by Supervisor Gajewski, and carried unanimously to accept the Professional Liability-Accounts limits of \$100,000 per claim and \$300,000 aggregate, as documented on the Certificate of Liability Insurance for On Track Taxes (Amanda Nelson), dated November 3, 2023.**

- C. Recognition Dinner (November 2nd) – The annual recognition dinner was held on November 2, 2023, with catering by Kurtz Catering. There was a good turnout for the dinner and Fire Chief Brandon Porter recognized the firefighters for their sacrifice and service. At the November meeting, Horst Blumerich recognized the Solway officers for their hard work on behalf of the township, and the hard work and dedication of the recycling and maintenance staff was also recognized.

XV. NEW BUSINESS

- A. MN Association of Township (MAT) Annual Meeting – 12/07-09/23 – Supervisors, Gajewski, Welsh and Keppers, along with Treasurer Moe, Clerk McGregor, and Deputy Clerk Regena Merritt, will be attending the MN

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Association of Townships Conference and Annual Meeting in St. Cloud. Registrations and lodging reservations have been completed.

- B. Resolution Restoring Clare Stromlund/Removing Supervisor Jeff Keppers – Prior to the November meeting, Clare Stromlund notified the township that he is now able to resume duties and attend board meetings. At the November meeting, Resolution #2023-6 was adopted as follows.

SOLWAY TOWNSHIP RESOLUTION #2023-6

Removing Appointed Officeholder and
Restoring Original Member to Office

WHEREAS, Supervisor Clare R. Stromlund has been unable to serve in the office or attend board meetings since November 15, 2022; and

WHEREAS, Jeffrey A. Keppers was appointed to fill the vacancy while Supervisor Clare R. Stromlund was unable to serve in the office or attend board meetings; and

WHEREAS, Minnesota Statutes § 367.03, Subd. 7, allows a Town Board to restore an original member to office if the original member is again able to resume duties and attend board meetings; and

WHEREAS, Clare R. Stromlund is again able to resume duties and attend board meetings as a Supervisor.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Solway Township, that:

1. Clare R. Stromlund is able to resume duties and attend board meetings.
2. Clare R. Stromlund is restored to office and will resume his duties as supervisor and attend town board meetings effective upon taking and subscribing the oath as required by law.
3. Supervisor Jeffrey A. Keppers is removed as the appointed officeholder effective at such time as Clare R. Stromlund has taken the oath as required by law.
4. The Town Clerk is hereby directed to give notice to Clare R. Stromlund and Supervisor Jeffrey A. Keppers of said resolution.

Supervisor Gajewski moved the adoption of the resolution, seconded by Supervisor Welsh, and it was declared adopted on the 14th day of November 2023 upon the following votes:

Yeas: Supervisors Gajewski, Welsh and Keppers -3

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Nays: None – 0

Absent: None – 0

- C. Resolution of Support for Rice Lake Corridor Project – At the October 19, 2023, Duluth Association of Townships (DAT) meeting, Vic Lund, St. Louis County Traffic Engineer, presented proposed changes to the Rice Lake Road from Airport Road, to just south of the West Tischer Road. The county is working with Rice Lake to redesign the Rice Lake Road corridor and requested consideration for resolutions of support from the townships. Supporting resolutions will assist the county in obtaining funding for the reconstruction of the Rice Lake Road and will be included in the county's grant application. At the November meeting, Resolution #2023-5 was adopted as follows.

SOLWAY TOWNSHIP RESOLUTION #2023-5

Support for the Rice Lake Road Corridor Project

WHEREAS, St. Louis County is currently working on the development of the Rice Lake Road Corridor Project, located within the cities of Duluth and Rice Lake; and

WHEREAS, the goals of this project are to improve traffic operations and traffic safety while supporting future residential and business development along the Rice Lake Road corridor; and

WHEREAS, Rice Lake Road, also known as County State Aid Highway No. 4, is a significant regional route that serves the Twin Ports metropolitan area which includes the cities of Duluth, Hermantown, Rice Lake and Proctor and the townships of Midway, Solway, Grand Lake, Canosia, Lakewood and Duluth; and

WHEREAS, the future success of Rice Lake Road is expected to benefit the residents and businesses located within Solway Township; and

WHEREAS, St. Louis County is seeking funding for the Rice Lake Road Corridor Project through the RAISE Grant (Rebuilding American Infrastructure with Sustainability and Equity), which grant program is included in the Infrastructure Investment and Jobs Act (IIJA).

THEREFORE, BE IT RESOLVED, that the board of supervisors of Solway Township support St. Louis County's vision for the Rice Lake Road Corridor Project; and

RESOLVED FURTHER, that the board of supervisors of Solway Township support St. Louis County's funding application to the RAISE Grant for the Rice Lake Road Corridor Project.

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Supervisor Gajewski moved the adoption of the resolution, seconded by Supervisor Welsh, and it was declared adopted on the 14th day of November 2023, upon the following votes:

Yeas: Supervisors Gajewski, Welsh and Keppers -3

Nays: None – 0

Absent: None - 0

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 9:37 p.m.