

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

MOTION made by Welsh, seconded by Stromlund and carried unanimously to approve the minutes from the Town Board Meeting of January 9, 2018.

MOTION made by Welsh, seconded by Stromlund and carried unanimously to accept the monthly Final Treasurer's report dated December 31, 2017 and the January 31, 2018 report.

<b>December 31, 2017</b>		
<b>Checking:16713-16748</b>		
Beginning Balance	\$345,129.64	
Receipts	126,909.38	
Disbursements	<u>\$-20,851.58</u>	
Ending Balance	\$451,187.44	<b>\$451,187.44</b>
<b>Money Market</b>		
Beginning Balance	<b>\$ 108,928.03</b>	
Interest/Deposits	\$18.20	
Withdrawals	<u>\$0.00</u>	
Ending Balance	\$108,946.23	<b><u>\$108,946.23</u></b>
<b>Total Accounts</b>		<b>\$560,133.67</b>
<hr/>		
<b>January 31, 2018</b>		
<b>Checking:16749-16799</b>		
Beginning Balance	\$451,187.44	
Receipts	19,786.68	
Disbursements	<u>\$-104,970.80</u>	
Ending Balance	\$366,003.32	<b>\$366,003.32</b>
<b>Money Market</b>		
Beginning Balance	<b>\$ 108,928.03</b>	
Interest/Deposits	\$0.00	
Withdrawals	<u>\$0.00</u>	
Ending Balance	\$108,946.23	<b><u>\$108,946.23</u></b>
<b>Total Accounts</b>		<b>\$474,949.55</b>

Chairperson Stromlund announced that the Board would now go into a closed meeting in accordance with Statute 13D.05 in regards to Theresa Jensen.

Regular meeting was called back to order at 6:49. During the closed meeting, Town Clerk Theresa Jensen resigned.

- 1/10 Jim Lindquist** - 4<sup>th</sup> Qrt 2017 Agg Tax reporting form and payment.
- 1/11 St. Louis County Elections** - Election Administration Certificates for Theresa Jensen & Regena Merritt.
- 1/13 Shelton Excavating** - 4<sup>th</sup> Qrt 2017 Agg Tax reporting form and payment.
- 1/13 CAT Secretary Cathy Rouleau** - Information on how the economy in MN is measured. This is information from the State that some Township Officers had asked for at the County Assn of Townships meeting.
- 1/16 MN Management & Budget** - Notice of compliance with pay equity act
- 1/16 MN CAER Pipeline Assoc** - Notice of program to train with pipeline companies. This will be forwarded to the Fire Department.
- 1/16 MN Benefit Assoc** - Insurance benefit opportunity. The Board declined the insurance benefits.
- 1/16 Karen Roatch BCA State of MN** - Email that signed Joint Powers Agreement has been received and forwarded on to St. Louis County Attorney Mark Rubin. ORI was requested for eCharging purposes. This will allow the Township to receive a portion of the fines collected by the County.
- 1/18 Gobel Aggregate** - 4<sup>th</sup> Qrt 2017 Agg Tax reporting form and payment.
- 1/19 Pit 56** - 4<sup>th</sup> Qrt 2017 Agg Tax reporting form and payment.
- 1/19 SLC Public Works** - Fee schedule for plowing
- 1/19 St. Louis County Association of Township Officers** - Lobby Day reservations.
- 1/22 Northland Constructors** - 4<sup>th</sup> Qrt Agg Tax reporting form and payment.
- 1/23 SLC Planning & Development** - List of permits issued by St. Louis County for Solway Township.
- 1/23 Sharen Van Den Heuvel** - Nomination of Bonnie Siiro for Citizen of the Year
- 1/23 Menards Hermantown & West Duluth** - Authorized Users Update
- 1/24 Erik Kunelius** - Resignation letter
- 1/26 John Engelking Proctor Public Schools** - Email that referendum funds may not be used for maintenance on mowing tractor.
- 1/26 MN Dept of Transportation** - Tolling feasibility study from the State.
- 1/29 Gary Poser / MN Secretary of State office** - Grant award for voting machines. The Township has been awarded a 50/ 50 match grant in the amount of \$1,858.01 for the purchase of a new ballot scanner and tabulator. The grant was obtained through St. Louis County on behalf of the Township.
- 1/29 Lorilee Blais – WLSSD** - Review of attendant meeting and forms to be filled out weekly by shed attendant, and sent to Lori by the end of each month.
- 2/12 St Louis County Assessor's Office** - Tentative LBAE Meeting set for May 15, 2018 at 5PM. Supervisor Welsh will not be able to attend on this date so has asked the Clerk to try to get a different date.

**OUTSTANDING BILLS:** a) Treasurer Moe has an addition to the Outstanding Bills list to Metro Sales for copy machine rental in the amount of \$120.62. MOTION by Welsh, seconded by Stromlund and carried unanimously to pay all outstanding bills as listed on the Outstanding Bills list and additional bill as presented by the Town Treasurer for a total amount of \$19,649.62.

**CITIZEN REQUESTS/CONCERN:** a) A Township resident inquired about using the Township fields for Lacrosse team practice. The Board has previously approved this use of the fields.

**ROAD:** a) Ron Johnson has contacted the Board with some issues regarding the dollar amount of damages he received from the Swanson Cartway process. The Cartway is settled and the Board has fulfilled their responsibility, but Mr. Johnson is asking for the Cartway to become a private driveway. Supervisor Gajewski has contacted Township Attorney John Bray and though not in attendance tonight has written notes for the Board. To make the Cartway a driveway by resolution would not be adequate. It would involve a "vacation" process involving notifying surrounding residents and holding a public hearing. The Board does not have to act on Ron Johnson's request. The Board has left Cartways be public in the past to facilitate access to future development of adjacent properties. MOTION by Stromlund, seconded by Welsh to not start the process of turning the Swanson Cartway into a private driveway and the Board has done all that was required of them.

**FIRE DEPARTMENT:** a) A total of 12 calls year-to-date: 5 medical, 5 fires and 2 vehicle accidents.

b) Supervisor Welsh will be attending the February 15<sup>th</sup> Fire Department business meeting.

c) The new thermostat in fire hall bay zone is working well. It was reported that there are no smoke detectors or CO2 alarms in the fire hall. The Fire Department will check on the building codes regarding this.

d) The installation of the Fire Hall generator was finished Jan 10, 2018. It was function tested passed.

e) The Department will get back to the Board about the water gauges on truck #2.

f) Supervisor Welsh reported from the January Fire Board meeting that he was asked by some members about self auditing. He told them some type of internal controls are necessary and explained the process used by the Town Board.

**RECYCLING:** a) Paul Dunaiski reported from the WLSSD attendant meeting held on Monday, January 14, 2018. He has received the forms he needs to fill out and has been complying with them. Paul reported that all is going good.

b) The overhead door that was going off its track has been repaired by Leon Forstrom and Paul Dunaiski and is now working well.

**HALL:** a) Jim Perrault has started work on the ramp with the installation of the downstairs door unit to follow.

b) The Clerk mentioned that because other announcements are put on the bulletin board by the front door and sometimes renters take the Township postings off the board. A bulletin board by the Town office might work better for official Township posting. MOTION By Welsh, seconded by Stromlund and carried unanimously to allow the Clerk to purchase a bulletin board to place by the Township office for official posting.

c) Supervisor Stromlund reported that the Flamettes cannot get access to their storage closet unless they get a key from the Township office for the main door to the storage area that has separate doors to the Flamettes closet and the Special Events closet. The door lock to the Special Events closet is broke. It was suggested that the Special Events door be fixed and the main door to the storage area remain open and the two groups would then have access to their closets. MOTION by Stromlund, seconded by Welsh and carried unanimously to get a door lock as needed for the Special Events closet. Leo Forstrom will do this.

**PARK:** a) The monthly Township Properties Safety Inspection Report completed by Supervisor Ron Gajewski shows no hazards and the parks, fields and township grounds are found to be in good condition.

- b)** A new heater for the warming house has been installed and is working good.
- c)** As addressed under correspondence, lawn mowing maintenance will not be paid for from the Proctor School referendum monies.

**CEMETERY:** **a)** There is nothing new on the status of the burial resolution from Mike Couri.

**COMMITTEES:** **a)** The Winter Fun Day was held Saturday, January 27, 2018 and very well attended. There was enough food and sleds have been purchased for next year's drawings.

**OLD BUSINESS:** **a)** The ORI issue was addressed under correspondence. The forms from the state will be signed tonight and sent to the state to finalize the process for the Township to collect part of the fines collected by St. Louis County.

**b)** Nothing new on internet service. Chris Ellian reported that he is in contact with Century Link and has been told they might break ground in July to run lines.

**NEW BUSINESS:** **a)** The Board has a copy of the Agenda for the Annual Meeting to review and has no additions or corrections.

**b)** The St. Louis County Association of Township Officers monthly meeting will be in Solway on Wednesday April 25<sup>th</sup>. Treasurer Moe suggested we get St. Louis County Ag inspector Kristin Fogard to discuss the Township Weed Inspection program. There have been many changes with this program and Township Officers have questions.

**c)** This was addressed under correspondence. The Township has received a 50/50 matching grant in the amount of \$1,858.01. The Clerk has the grant agreement to sign tonight and send to the Secretary of State's office, Director of Elections.

**d)** The date of the Local Board of Appeal and Equalization was addressed under correspondence and the Clerk will try to get the date changed.

**e)** Due to the resignation of Theresa Jensen, MOTION made by Welsh, seconded by Stromlund and carried unanimously to hire Regena Merritt as Town Clerk effective immediately.

**BOARD OF AUDIT:** The Township Supervisors reviewed the books of the Clerk and Treasurer and found them to be in order. MOTION by Welsh and seconded by Stromlund approving the Treasurer's and Clerk's books as reviewed during the Board of Audit.

MOTION by Welsh, seconded by Stromlund and carried unanimously to adjourn tonight's meeting upon the Board completing signing of checks. The meeting adjourned at 9:15 pm.