

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 Supervisors Ron Gajewski and Clare Stromlund, Clerk Autumn Marquardt, Treasurer Cindy Moe and seven concerned citizens.

MOTION by Stromlund, seconded by Gajewski and carried unanimously to approve the minutes from the Town Board Meeting of July 9, 2019 as presented.

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

Checking:17539-17578

Beginning Balance	\$114,937.31	
Receipts	175,688.30	
Disbursements	<u>\$-24,188.81</u>	
Ending Balance	\$266,436.80	\$266,436.80

Money Market

Beginning Balance	\$ 109,091.09	
Interest/Deposits	\$27.51	
Withdrawals	<u>\$0.00</u>	
Ending Balance	\$109,118.60	<u>\$109,188.60</u>

Total Accounts **\$375,555.40**

INCOMING CORRESPONDENCE:

7/1 Couri & Ruppe Law Office – Flyer for the Township Legal Seminar presented by Couri and Ruppe in Cotton on Saturday October 5, 2019 from 9am to 4pm. This is addressed under new business.

7/9 Jim Lindquist – Second quarter Aggregate Tax reporting form and payment.

7/10 Coon's Aggregate Supply Co. – Second quarter Aggregate Tax reporting form and payment.

7/10 Shelton Excavating Inc. – Second quarter Aggregate Tax reporting form and payment.

7/13 Jim Sathers Construction and Excavating LLC. – Second quarter Aggregate Tax reporting form and payment.

7/18 Northland Constructors of Duluth Inc. – Second quarter Aggregate Tax reporting form and payment.

7/25 KTM Paving Inc. – Second quarter Aggregate Tax reporting form and payment.

7/29 Gobel Aggregate, Inc. – Second quarter Aggregate Tax reporting form and payment.

8/8 Pit 56 Inc. – Second quarter Aggregate Tax reporting form and payment.

7/11 Minnesota Association of Townships Insurance & Bond Trust – Solway Township was selected for a free property valuation program that was conducted by the Minnesota Association of Townships Agency/Insurance Trust. Supervisor Gajewski Met with Billie Johnson from EXL Survey & Risk Control who toured all the buildings and took pictures of the

Township property for the purpose of updating the Township insurance information. Updating the insurance coverage is still in progress.

7/15 Western Lake Superior Sanitary District – A check for the amount of \$7,724.75 will be sent to Solway Township for the 2019 Recycling Drop-off Facility Grant. Supervisor Gajewski noted that \$5.97 that was remaining from the 2018 Recycling Drop-off Facility Grant has been deducted from the amount the Township was Granted for 2019.

7/18 Minnesota Association of Townships – Notice for the District 10 Meeting held in Grand Lake on Thursday August 22, 2019 at 5:30pm.

7/25 Western Lake Superior Sanitary District – Western Lake Superior Sanitary District 2020 Budget and Notice of September 9, 2019 Capital Budget and Solid Waste Management Fee Public Hearings. Jim Aird is the representative for Solway Township and surrounding Townships.

7/29 Pine Knot – Classified Ads posting for the Groundskeeper/Maintenance position.

7/29 Minnesota Department of Revenue – Solway Township received \$799 in certified town aid for 2020.

7/30 Minnesota Pollution Control Agency – Preliminary determination to modify a permit for Western Lake Superior Sanitary District for a term of approximately ten years for the operation of the Western Lake Superior Sanitary District facility.

7/31 Practising Law Institute – Brochure for the 2019 corporate political activities program.

8/1 Pine Journal – Affidavit of publication

8/1 Proctor Journal – Affidavit of publication

8/2 Duluth News Tribune – Affidavit of publication

8/5 Hermantown Star – Affidavit of publication

8/5 Minnesota Association of Townships Insurance Trust – Clerk Marquardt contacted The Minnesota Association of Townships Insurance Trust with questions regarding a driveway in Solway Township that may not be accessible for the Fire Department. Steve Fenske from the Minnesota Association of Townships Insurance Trust stated in an email to Clerk Marquardt that “the Township has no liability for losses or damages related to the inability of emergency services to enter private property. Private parties need to manage their snow and access.”

8/15 CenturyLink – Supervisor Gajewski received a notice in the mail to contact CenturyLink for internet services. Supervisor Gajewski stated CenturyLink has set up the internet at his home and that it runs multiple programs without difficulty. Paul Dunaiski also stated CenturyLink internet has been set up at his home as well. CenturyLink is entering the Township from the east as planned.

8/19 St. Louis County Planning and Community Development – Proposed revisions to St. Louis County Zoning Ordinance 62 stating that it is proposing to allow for the short term rental of properties through the issuance of permits in St. Louis County Land use administered areas. The Board will ask questions about these short term rentals at the District 10 meeting on Thursday August 22 as other Townships are having issues with these short term rentals. Supervisor Gajewski feels it would be best for the Board to be prepared for any issues that may come with these short term rentals.

8/19 St. Louis County Community Development Block Grant – Fiscal year 2020 program open houses and public hearing on fiscal year 2018 program accomplishments and 2020 projects and schedule pre-application forms will be awarded. Supervisor Gajewski stated that he is not aware of any project that a grant would need to be sought after for.

OUTSTANDING BILLS: a) Treasurer Moe has two additional bills as follows, not listed on the outstanding bills listed:

- Jim Lindquist in the amount of \$6,667.00 for grading, excavating, class five gravel, truck use, and culvert installation.

- Scott Pionk in the amount of \$690.00 for mowing around the Town Hall and Playground area on four separate occasions. This did not include mowing on the soccer fields or the cemetery.

MOTION by Gajewski, seconded by Stromlund 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 \$22,507.51.

CITIZEN REQUESTS/CONCERNS: a) A resident contacted Clerk Marquardt to advise her of rocky run contamination coming into his property from KTM Paving Inc. Supervisor Gajewski spoke with this resident and advised him to speak with the person who is in charge of giving out and enforcing the permits for gravel pits in this area regarding this issue.

Fire: a) Chief Nick Priolo gave a report that states a total of 85 calls year to date. This includes 65 medical calls, 14 fire calls and 6 vehicle accidents. All the fire calls were mutual aid.

b) Pump testing was completed on July 15, 2019. Engine number six needs the primer fixed for it to pass pump testing.

c) Tanker number two also needed the primer replaced. This has been fixed.

d) Chief Priolo stated that he was not able to contact the homeowner on Gaus Rd. about the driveway that could be inaccessible for emergency services. Supervisor Gajewski feels that any further contact is now the responsibility of the homeowner as he and Chief Priolo have had previous contact with the homeowner and the homeowner is aware of the Board and Fire Department's concerns.

e) Chief Priolo had a meeting with the Battalion Chief for the Cloquet Fire Department. Chief Priolo stated that the Cloquet Fire Department only wants to use Solway's equipment and not the firefighters. The Board does not feel that any service improvement would be made for our residents by making any changes to our mutual aid agreements with other departments in the area. MOTION by Stromlund, seconded by Gajewski and carried unanimously to continue to support our existing mutual aid programs with the area Fire Departments as currently existing.

f) Chief Priolo advised the Board that in replacement of the Halloween dance that will not be occurring this year, the Fire Department would like to do a Halloween bingo on October 26th instead. Veronica Priolo suggested that the Halloween bingo notice could be added to the flyer that the special events committee passes out as well as the ad that is placed in the Proctor Journal. Supervisor Gajewski suggested a member of the Fire Department attend the special events committee meeting to bring this up to the other members of the committee. Supervisor Gajewski also suggested that the Fire Department put together an article to put into the Newsletter. They will drop their article off in the office with Clerk Marquardt.

g) Supervisor Gajewski mentioned that it was nice to see Solway Fire Departments presence in the Hoghead parade.

ROAD: a) Chairperson Welsh was contacted by a resident who was wondering if the Township would mow the side of her driveway with the roadside mower. The Board is concerned that this could create a liability issue if any damage were done in the process. MOTION by Gajewski, seconded by Stromlund and carried unanimously to keep the roadside mowing along the Township roads and within the Townships right of ways.

b) Clerk Marquardt was contacted by a resident who has water build up at the end of his driveway after heavy rains. There is a culvert at the end of his driveway that has been crushed

in. Supervisor Gajewski and Jim Lindquist went and looked at this culvert and Mr. Lindquist believes that the culvert can be straightened out instead of being replaced and a load of gravel can be placed in there as well. The resident gave the Township permission to extend the right of way for the turn around to the north so school buses can turn around with more ease as well. Mr. Lindquist states he can add a load of gravel to extend the turn around. Mr. Lindquist estimates that this will cost between \$700 and \$800. MOTION by Gajewski, seconded by Stromlund and carried unanimously for Jim Lindquist to make repairs to the culvert and other improvements on Gaus Rd.

c) Supervisor Gajewski reported that the west side of Ayers Rd. is overrun by trees in the ditch. Lake Country Power cut the tops off the trees along the power lines however, there is still cleaning up that needs to be done in the ditch. Jim Lindquist went with Supervisor Gajewski to look at this and Mr. Lindquist feels he could clean out the whole ditch by removing all of the trees and stumps. Eric Beckwith gave permission for the Township to complete any work that needs to be done in the ditch, A letter was sent to Christine Goldsworthy advising her of the Boards intentions in the ditch area as well. Mr. Lindquist estimates that it will cost about \$2000.00 for this project to be completed. MOTION by Gajewski, seconded by Stromlund and carried unanimously for Jim Lindquist to clean out the ditch on Ayers Rd for the amount of \$2000.00.

d) Supervisor Gajewski presented the completed road projects thus far. Wargin Rd. project is complete, Supervisor Gajewski stated that this project was not as extensive as originally thought as an additional culvert and ditching did not need to be done. Berquist Rd., Gaus Rd., North Sandberg Rd., and Jeffrey Rd. culverts were replaced, Peterson Rd. ditching and culvert replacement has been completed. South Sandberg Rd. where large rocks were taken out of the right of way and replaced with Class 5 gravel is completed. Dorothy Woods on Bailey Rd. gave the Board permission to remove several trees on her property, and to push the turnaround back toward the East and cut back the right angle turn to make access for snow plows easier. This project was approved at a previous meeting.

e) Paul Dunaiski reported that the generator in the roadside mower is overheating. Mr. Dunaiski spoke with Greg Bottila who advised that there may be something wrong in the ignition key switch that is causing the generator to overheat. Mr. Bottila advised Mr. Dunaiski to try to use the mower again and to let him know if the issue arises again.

f) St. Louis County has not completed pothole/crack filling on Jeffrey Rd. between Sathers Pit and Highway 2. Supervisor Gajewski will re-contact St. Louis County about this.

RECYCLING: **a)** Paul Dunaiski reported that the 8 yard dumpster has been delivered at the recycling shed.

b) Another lock has been broken by Waste Management when emptying the dumpsters. Clerk Marquardt will contact WLSSD for a replacement lock.

c) Paul Dunaiski advised the Board that he will be retiring by January 1, 2020. Mr. Dunaiski expressed his thanks to the Board for hiring him and stated that he really enjoyed working for Solway Township.

HALL: **a)** Window cleaning was completed by Superior Squeegee on July 23, 2019. They reported back to Clerk Marquardt that there was a chip in the storm window immediately to the left of the main door. They also reported that the glass came out of the frame in the storm window on the second window to the left of the door. After checking these concerns the Board

does not feel they need immediate action. They will discuss bringing them in for repairs if issues arises.

b) Clerk Marquardt's probationary period has ended. MOTION by Stromlund, seconded by Gajewski and carried unanimously to take Clerk Marquardt off of probationary pay and pay her the regular Clerk wages.

c) Supervisor Gajewski suggested that we raise Paul Dunaiski's wages as he has assumed responsibility as the head of maintenance. MOTION by Gajewski, seconded by Stromlund and carried unanimously to increase Paul Dunaiski's wages to the head Maintenance/ Groundskeepers wages.

d) The rain gutter on the Town Hall porch is clogged and needs to be cleaned out. Supervisor Gajewski suggested waiting until we hire someone for the maintenance/Groundskeeper position before completing this job as ladder use will be required.

e) Supervisor Gajewski mentioned that the porch supports on the Town Hall need a second coat of paint. Paul Dunaiski will take care of this with the new Maintenance/Groundskeeper. It was also mentioned that the chairs in the Town Hall need to be cleaned. Mr. Dunaiski requested that the rugs in the recycling shed be cleaned as well so they are ready for use in the multipurpose building this coming winter.

f) A note was left by Kim Kuehl's cleaning service advising the Board that there was water leaking from the air conditioner. The air conditioner was turned on multiple times and no water has leaked from it since. Supervisor Gajewski stated that this had happened one time before and the filters just needed to be cleaned. Paul Dunaiski will check the filters in the air conditioner and clean them if needed.

g) Supervisor Stromlund suggested that a thank you letter be sent out to the Homeowners Club for planting the flowers around the Town Hall. Clerk Marquardt will send a letter to Shirley Nylund.

h) Clerk Marquardt received a thank you note in the mail from Township resident Yvonne Adolfs stating how nice it is to be able to use the Town Hall for rentals. Supervisor Gajewski noted that it is nice to hear positive feedback.

PARK: a) Supervisor Gajewski performed the monthly Township Properties Safety Inspection Report and advised that the park is in good shape. Upon his inspection of the cemetery he noticed that one monument has tipped and another has been completely moved from its foundation. Supervisor Gajewski believes this could have been done when the flag and solar lights were stolen from the cemetery. He also noticed loose patio stones around the flag area where grass is sprouting between the stones. The ditch along Van Gassler Rd. needs to be cleaned and there are a few grave sites that are beginning to dip. The Munger School field gate along Maple Grove Rd. is not on the lower hinge and the wooden Benches at the lower playground need to be scraped and painted. A hand hold on the lower playground ladder is coming loose and will need to be fixed. Supervisor Stromlund suggested that we request more sheriff's patrol around the cemetery as there has been possible vandalism in the cemetery and reports of people riding their bikes through there.

b) Butch Lund suggested to the Board that Smith Co. may be able to help with lawn care services. Supervisor Gajewski stated that keeping Scott Pionk on for lawn care will depend on when we hire for the new maintenance/groundskeeper position and whether he will be available to do the lawn care.

c) A driver with Portable John spoke with Clerk Marquardt about looking into adding another portable unit at the Town Hall Site as there are many soccer games during the fall and the one

unit that we have on site is running out of supplies often. MOTION by Gajewski, seconded by Stromlund and carried unanimously to add another unit from Portable John from the end of August to the beginning of October when the unit at the Munger School field is picked up.

CEMETERY: a) One Burial: Judith Schweiger July 26, 2019.

b) The flag at the cemetery was stolen along with a couple of solar lights. The flag has been replaced with the old flag for now. Supervisor Gajewski will pick up a new flag.

c) Supervisor Gajewski contacted Grussendorfs and Scott Pionk for pricing on replacement trees for the cemetery where a two trees have died. Pricing varied between the two companies for sizing and the work involved to remove the old trees and place the new ones. MOTION by Stromlund seconded by Gajewski and carried unanimously to table this issue until spring and inspect this during the yearly road inspection.

COMMITTEES: a) CenturyLink is contacting customers for internet services. This was addressed in correspondence.

b) Chairperson Welsh was contacted by a resident who wanted to know who owns the childrens train that was present at the National Night Out. Butch Hansen is the owner of this train. Chairperson Welsh will contact the resident with the contact information for Butch Hansen.

c) The National Night Out was very successful, there was a good turn out for the event. A sign was not placed for the map where residents can pin where they live. Suggestions to move this map up to the area where everyone registers for door prizes was made. The winners of the door prizes were: Bonnie Siiro, Eric Johnson, Frankie Dedominces, and Gina Rockstad.

OLD BUSINESS: a) Clerk Marquardt searched the Minnesota Association of Townships library for applications that the Township could use for employment but could not find any. Clerk Marquardt made an application with a signature disclosure to contact past employers. Solway Township's application for employment will be added to the top of the new applications.

b) Billie Johnson from EXL Survey & Risk is still gathering more information for the insurance review. This was covered under correspondence.

c) Supervisor Gajewski mentioned the Board had previously spoke about the possibility of having a farmers market at the Town Hall. Paul Dunaiki stated that people have asked about a farmers market but he is unsure if WLSSD would have any stipulations toward using the recycling shed. Supervisor Gajewski suggested that the farmers market could be set up in the parking lot but there is a question on if this should be allowed based on the rule that there is no sale for profit at the Town Hall. Chairperson Welsh feels that if a farmers market were to be set up there would need to be a person to spearhead the project. The Board tabled this issue until the annual meeting for more resident input.

d) Supervisor Gajewski attended the Duluth Area Townships meeting on August 15, 2019. He stated that Duluth Mayor Larson was present and the meeting was very informative. Discussions at this meeting included: sales tax for street improvements, the air base focusing on keeping the military in Duluth, Rice Lake is the head waters for 5 streams that run down to Duluth, Midway Township had another chunk of land annexed, and the importance of the census.

NEW BUSINESS: a) Decaigny Excavating has not returned their Aggregate Tax Reporting Form for the second quarter of 2019. Clerk Marquardt had sent a letter advising Decaigny Excavating that the form needed to be completed and returned. MOTION by Gajewski, seconded by Welsh and carried unanimously for Clerk Marquardt to contact John Bray Township Attorney to pursue action on this matter.

b) A Township Legal Seminar held by Couri & Ruppe Law Office will be held on Saturday October 5, 2019 from 9am-4pm. This was addressed in correspondence. Clerk Marquardt will set up registration for the seminar.

c) Chairperson Welsh, Treasurer Moe, and Clerk Marquardt made a recommendation to the Board to hire James Madigan for the Maintenance/groundskeeper position based on skill and availability. MOTION by Stromlund, seconded by Welsh and carried unanimously to hire James Madigan for the maintenance/groundskeeper position at a pay rate of \$17.00 an hour.

d) Butch Lund put in an application for the roadside mowing position. MOTION by Gajewski, seconded by Welsh and carried unanimously to hire Butch Lund to do the roadside mowing at a pay rate of \$17.00 an hour.

e) Ordinance 62 regarding short term rentals has been addressed in correspondence.

f) The Minnesota Association of Township is holding its annual conference in Mankato on November 22 and 23, 2019. MOTION by Stromlund, seconded by Gajewski and carried unanimously for any Township employee that can attend the Minnesota Association of Township annual conference do so at the Township's expense. Clerk Marquardt will set up registration for the conference.

MOTION by Welsh, seconded by Stromlund and carried unanimously to adjourn tonight's meeting upon the Board completing the signing of checks. The meeting adjourned at 8:40 pm.