

# Canosia Township

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Town Board: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Connick  
Clerk Susan Krasaway, Treasurer Angela Christianson

## **REGULAR MEETING MINUTES**

**April 1, 2015**

**ATTENDING:** Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Connick, Clerk Susan Krasaway, Treasurer Angela Christianson, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Rec Director Mike Ellingson, P&Z Director Tim Walburg and 8 residents.

Chair Brooks called the meeting to order at 7 p.m., and the pledge of allegiance was recited.

### **APPROVAL OF AGENDA, MINUTES AND TREASURER'S REPORT**

- A. **AGENDA:** Motion by Connick, seconded by Campbell, to approve the agenda with the following additions: Under Public Input add "Ann Maahs – Pike Lake Fun Run and Boy Scout Clean Up", "Frank Layne – Culvert Repair," "Rocci Modean – Pike Lake Inspections." Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Connick, seconded by Campbell, to approve the regular meeting minutes (3/4/2015) and Board of Canvass (3/10/15). **Discussion:** Brooks asked that it be added to the regular meeting minutes that the Treasurer did officially withdraw her resignation. Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT**
1. **Approve Report:** Motion by Connick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 –3/31/2015). Motion carried unanimously, 3 – 0.
  2. **Information from Treasurer:** Christianson gave an update on the transition to QuickBooks. She said it went very smoothly and she completed the quarterly filings in three minutes versus the three hours it took with CTAS. The clerk also spoke in favor of QuickBooks/Quicken and said it took her 40 minutes to enter the data/reconcile vs. the 2+ hours it normally took on CTAS.

Motion by Campbell, seconded by Connick, to compensate the treasurer for the hours she did not put on her timesheet when she set up QuickBooks. **Discussion:** After Brooks brought up this topic, Christianson explained that she did not charge for several hours of work since it was her idea to make the switch and she wanted to do something nice for the town as we make this transition. She also explained that the township would have had to invest many hours to update the CTAS 7 chart of accounts when changing to CTAS 8. Motion carried unanimously, 3 – 0.

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Christianson also explained that she entered all the bills from January, February and March into QuickBooks so we will have an entire year in one system; the CTAS and QuickBooks numbers from those months matched exactly. April was done only in QuickBooks. She will now enter in all the budget numbers and get copies to the board this month. Chair Brooks said he would like to meet with Angela to learn more about QuickBooks and see how it differs from CTAS.

3. Request for Early Distribution

Motion by Campbell, seconded by Comnick, to request early distribution of the 2015 property taxes. Discussion: As explained in a letter from the auditor's office, the township will need to send a request letter or email by May 31. The first distribution will be on June 19 instead of July 6. Motion carried unanimously, 3 – 0.

4. Audit Requirements: A few months ago, there was some discussion about whether the township needed an audit every five years. Supervisor Comnick wanted it on the record that Canosia does not need an audit since we do not meet the revenue threshold of \$910,000 and population threshold of 2,500 people. Towns with combined clerk/treasurer position need audits annually or every five years depending on annual revenue.

**PUBLIC INPUT**

A. Jeri Georges: Dog Complaint Issue

Motion by Campbell, seconded by Comnick, to send a letter to the Georges' neighbors regarding the complaints about their dogs. Discussion: The letter will cite the township's animal control ordinance and our willingness to take further action if needed. Clerk Krasaway will draft it and send it to Chair Brooks for his review. Motion carried unanimously, 3 – 0.

B. Ann Maahs: Pike Lake Fun Run and Boy Scout Clean Up

Pike Lake Elementary PIE member Ann Maahs came to inform the board about the annual 10k walk/run around Pike Lake. This year it will take place on Saturday, May 16 from 9 a.m. to 11:30 a.m. The Canosia FD will help as they do each year.

Maahs also reported that this year's annual Boy Scout community service clean-up project will take place on Saturday, May 30 at the township rec area.

C. Dan Jezierski: Township Finances

Resident Dan Jezierski asked whether QuickBooks would allow the treasurer to give more detailed and informative reports on the township's finances, especially at the annual meeting in March. Christianson said the program allows her to easily generate reports of all kinds in various formats for any type of specific question someone may have (i.e. how much does it cost to have an election at the town hall).

**D. Frank Layne: Culvert Issue**

Resident Frank Layne said the culvert at the end of his driveway on Vaux Rd has been pushed up by the frost, creating a 12-15 inch speed bump. Layne said the culvert is in the township right-of-way and will likely need to be repositioned (not replaced). If it's in the ROW, then it will need to be fixed at the township's expense.

Supervisor Connick and Road Foreman Gary Oswell will look and see what needs to be done. If the solution falls under the \$1,000 supervisor decision making/spending authority, the two of them will decide who will fix it. If the fix will be more than the allowable amount, the issue will come before the board as a whole.

**E. Rocci Modean: Pike Lake Inspections**

Resident Rocci Modean asked the board about the hiring of watercraft inspectors for the upcoming season at the Pike Lake landing. Modean has been involved in the past and currently has some equipment stored at her house. Rocci will be giving copies of her previous AIS project e-records to the clerk.

Supervisor Campbell explained that the employees will be hired by Canosia and Grand Lake as part-time, seasonal employees of the townships (before last year, they were hired by the Pike Lake Association). Campbell recently met with Grand Lake Clerk Brooke Shannon; they decided they will need to do a job posting for inspectors quickly in order to have the employees in place by the DNR training session on April 24. The supervisors all agreed that Campbell (instead of the board as a whole) will work with Grand Lake in the hiring process. The township is also waiting on the DNR grant and word from the county about what funds will be available for AIS prevention.

**OLD BUSINESS**

**A. PIKE LAKE INSPECTIONS: Discussed under public input**

**B. FIRE DEPARTMENT:**

1. Report

<b>MARCH FIRE DEPARTMENT RESPONSES</b>		
<b>TYPE OF CALL</b>	<b>#</b>	<b>NOTES</b>
<b>EMS</b>	<b>9</b>	
<b>Medical MUA</b>	<b>1</b>	
<b>Township Fire</b>	<b>2</b>	<b>False Alarms to the County Building</b>
<b>MUA Fire</b>	<b>4</b>	<b>Rice Lake, Solway, Hermantown and Fredenberg</b>
<b>Service</b>	<b>0</b>	
<b>TOTAL</b>	<b>16</b>	

<b>TOTAL FOR 2015</b>	<b>46</b>
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Training: This month the firefighters went to a class on pipeline spills; the class is offered annually by the pipeline companies. They also got the trucks ready in anticipation of a busy grass fire season. They replaced the water packs on the truck and have three more bags ready to go as well.

Motion by Comnick, seconded by Campbell, authorizing the purchase of 18 new radio microphones off the state bid for \$2,200. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, authorizing the purchase of seven more gear bags at roughly \$65-\$85 each (the old bags are 15 years old). Motion carried unanimously, 3 – 0.

Chief Stevens said he is currently getting quotes for uniforms for the fire department so they can look professional when they are involved in community events, etc.

The chief also presented quotes for two different water softener options from Water Control, Inc. (\$686 and \$760). The department would do their own installation. Gene will work with Tim Walburg on getting another quote from the company for which Walburg works.

The fire department is also looking into prices for redoing the floors in the meeting room and kitchen.

The board discussed the potential schedule for the new vehicle the department is planning to purchase in 2016. The chief said they hope for bids to go out on January 7, 2016, and be opened on February 3. The tentative delivery date of the truck would be August, 2016. They will be trying for a FEMA grant (due December 5, 2015). Chair Brooks also mentioned an interagency fire department grant he found on the MAT website.

## 2. Holiday Gas Discount

Recently there was a discussion whether Holiday was honoring our agreed upon five-cent gas discount. Supervisor Comnick asked that it be on the record that Holiday (a Canosia Township business) in no way violated the agreement; rather there was a miscommunication about when the discount would kick in (50-gallon threshold). The company reimbursed the township \$1.35 to make up for the perceived problem.

## 3. Errors & Omissions Insurance Follow-up

Treasurer Christianson will research the E&O coverage for both the town board and the fire department.

## C. TOWN HALL SECURITY

Supervisor Comnick presented the board with various options for upgrading the security at the town hall. The board and fire chief discussed upgrading to a key-card access system (rough, preliminary estimate from ESC Systems = \$1,000 per door).

Motion by Comnick, seconded by Campbell to have Locksmith Services re-key the town hall office with non-duplicating keys (cost = \$78 total) and to request quotes from ESC for upgrading the locks in the fire hall. Discussion: there will be ten office keys made; for now they will be issued to the supervisors, the clerk, the treasurer, the P&Z secretary, the fire chief and Pinewood Cleaning. Motion carried unanimously, 3 – 0.

#### **D. TOWN HALL FLOOR QUOTE**

Motion by Comnick, seconded by Campbell, to accept the \$650 quote from T&C Hardwood Solutions to buff and recoat the town hall floor. Motion carried unanimously, 3 – 0.

#### **E. RECREATION AREA**

##### **1. Quotes for Rec Area Cameras**

Supervisor Comnick presented the board with several quotes (ranging from \$1,635 to \$3,879) from ESC Systems to install a security camera system at the township rec area. Comnick said the cameras would help prevent future vandalism problems. Dan Everson from ESC explained that the camera would oversee the entire rec area; the ability to zoom in on particular people, vehicles, etc would depend on the quality of the camera. The viewing monitor/computer equipment would need to be stored in the warming shed at a temperature above freezing.

Supervisor Campbell said he was not aware of any major vandalism problems that would warrant this type of system. Rec Director Ellingson said there were not many problems in the last few years besides the occasional overturning of a portable toilet. Campbell also said there would need to be some additional quotes submitted if the board ever decided to move forward with installing cameras.

##### **2. Rec Director Report**

Rec Director Mike Ellingson said the concession stand would likely be usable for the upcoming baseball season; however, the foundation will need to be fixed in some way later this summer. Chair Brooks asked to meet with Ellingson to look at the dugout/concession stand. Brooks also said he found an Outdoor Recreation Grant Program through the DNR which would have been helpful for this type of project, but the township missed the deadline to apply. Clerk Krasaway said she would add this annual grant to the “yearly town board calendar” she is starting to put together.

Supervisor Comnick said he was contacted by an independent tennis court inspector who is willing to take a look at the rec area courts to see if they need to be repaired or replaced. He will report back on their findings. Comnick also said the Proctor superintendent is still interested in discussing options for splitting costs for the court repairs.

## **F. ROADS**

### 1. Road Foreman Report

Road Foreman Gary Oswell said Jake's Mowing is back in business and will be submitting a quote to do our ditch mowing this summer. Oswell also reported that road restrictions signs are now in place. The road tour was scheduled for Saturday, April 25 at 8 a.m.

### 2. Posting Sign Repair

The posting sign at the intersection of Lavaque and Martin Rds. is back up thanks to the county; however, the clerk said the lock is rusted and unusable. Oswell will take a look. Supervisor Connick said we must continue to use this posting spot since the board previously passed a resolution determining where the official postings would be.

### 3. Contractors List

Clerk Krasaway said she contacted all the companies on the contractor's list and asked them for current certificates of insurance. She was uncertain about whether to ask for a signed hold harmless form or if that should only be signed and submitted at the time a specific job is done. The MAT attorney said it would only be required at the time a contractor enters into a contract; however Chair Brooks said the point is to have them on file ahead of time so there are no questions or issues at the time work is needed. The clerk will send each company a hold harmless to sign. Rick's Tree Service and Jake's Mowing will be added to the list.

## **G. PLANNING AND ZONING**

### 1. Rec Director Report

P&Z Director Tim Walburg said there is a potential development (12 homes) in the works on Martin Road. Walburg also asked that the board revisit the controversial P&Z appointments that were made last year. This topic was tabled.

### 2. Ordinance Book

Chair Brooks announced that he is the new board representative on the P&Z commission.

Motion by Connick, seconded by Campbell, to approve the planning & zoning bylaws that the p&z commission recently approved. Discussion: Chair Brooks asked what was changed from an earlier versions of the bylaws (answer: only minor changes to wording, etc.).

### 3. P&Z Secretary Position

The board decided to interview all seven candidates on Saturday, April 25. The meeting will start at noon with the interviews scheduled twenty minutes apart. P&Z Chair Mike Podgornik was informed that all meetings like this are open and he can attend if he wants to have input.

## **H. AIRPORT ZONING**

Chair Brooks and Supervisor Connick will attend the zoning meeting tomorrow. Supervisor Campbell again asked when the township attorney will be reviewing the draft ordinance. Connick said attorney Mike Orman has been informed that he will be brought in at the appropriate specified point in the ordinance process. Campbell said this contradicted what Connick said last month when asked this same question (see March minutes).

**I. HISTORICAL SOCIETY :** Nothing to report

## **J. TECH COMMITTEE**

The next newsletter will come before the board for review in May. All three supervisors will submit articles as will Jeri Georges regarding noxious weeds. Other ideas: the Canosia Wildlife trails, concession stand (need someone to run it).

## **K. CEMETERY**

The flags will go back up in mid-May. Chair Brooks asked what could be done before the next meeting regarding the grave-digging process. He will discuss this with Gary Oswell.

## **L. RECYCLE SHED**

Chair Brooks is now the board member in charge of the recycle shed. Supervisor Connick gave Brooks all the WLSSD grant information; Brooks will work with Treasurer Christianson to finish the grant this month. Brooks will attend the WLSSD recycling meeting on May 19 (time and place TBD).

## **NEW BUSINESS**

### **A. GOALS & PRIORITIES**

Chair Brooks gave the board a draft “goals & priorities” worksheet to review. The draft priorities were 1. Comply with laws, statutes and regulations, 2. Maintain and preserve township assets, 3. Improve township facilities and services.

The preliminary goals for 2015: 1. Complete the MS4 process, 2. Repair/replace/resurface(?) the tennis court, 3. Upgrade or replace the concession stand/dugout 4. Purchase/upgrade fire truck. The other supervisors were asked to review the list and think of other additions and suggestions.

In respect to the purchase of a new fire vehicle, Supervisor Connick said he would like to see written justification of why it is needed (what purpose does it serve? How will it improve service?) and a breakdown of the costs. The board members also discussed putting together a list of the current fire department vehicles, the purpose of each one, the dates they were purchased, expected life and projected replacement cost. Chairman Campbell said he would discuss this with the chief.

## **B. MPCA: MS4 PERMITTING UPDATE**

The board finished/approved the application to the MPCA; Supervisor Campbell will stay on as the board's MS4 contact person. Both Brooks and Campbell will attend the MS4 meeting on April 9 hosted by the Regional Stormwater Protection Team (RSPT).

## **C. PLAWCS: BIO-HAZARD WASTE EXPOSURE**

Supervisor Campbell said he was concerned that broken grinder pumps are sometimes temporarily stored in the township garage before they are transferred elsewhere. Since the pumps have human waste on them, Campbell believes there is potential for disease. Supervisor Connick said PLAWCS should consider using a small storage shed if this is a problem. Chair Brooks suggested getting a list of risk mitigation options from PeopleService.

## **D. NOXIOUS WEEDS**

Supervisor Connick said the township has a statutory obligation to appoint a noxious weeds supervisor. He also said the board will keep an eye out for problem areas while on the road tour later this month.

## **E. FUEL PURCHASE POLICY & PROCEDURES**

Chair Brooks asked whether the township is in compliance with the state auditor's suggested fuel purchase policy. The township always compares gas receipts with the Holiday statement, but we do not require an odometer reading on each receipt. Several people pointed out that fire trucks are often left running at fire scenes, so the odometer reading may not be a fair gauge. However, others suggested that a clear pattern would emerge over time. A draft fuel policy will be added to the agenda for next month.

## **F. PIKE LAKE LIQUOR LICENSE**

Motion by Connick, seconded by Campbell, to renew Pike Lake Liquor's liquor license.  
Motion carried unanimously, 3 – 0.

## **G. DEPUTY CLERK RESIGNATION**

The clerk announced that Deputy Clerk Sue Brooks had resigned in order to avoid any appearance of a conflict of interest now that her husband Kurt is on the town board. Sue will still be available for questions if needed. Clerk Krasaway will find someone to appoint as her deputy.

## **H. COMP PLAN: PERMISSION TO HAVE HARD COPIES PRINTED**

The board gave the go-ahead for the clerk to have hard copies of last year's Comprehensive Plan printed and kept in the office. The township currently only has the electronic version of the final, approved plan.

## **I. OTHER**

Chair Brooks asked that the board pre-approve which supervisors will attend each upcoming meeting. The board did so by going through the list of meetings through late May.

Motion by Comnick, seconded by Brooks, declaring that Canosia Township will no longer participate in ACTS (Alliance of City, Towns and School). It was discussed that the meeting was originally started when the school was bolstering support for an upcoming bond issue several years ago and more recently the content of the meeting are of limited value toward our previously discussed priorities. We will continue working with the school on individual issues as needed. Motion carried unanimously, 3-0.

Motion by Brooks, seconded by Comnick, stating that the township continue to support the development of the Arrowhead Regional Health & Wellness Center, however we do not wish to expend any further funds to compensate for meeting attendance. Discussion: Brooks and Comnick said this expenditure does not align with the priorities that we discussed earlier in the meeting and it was stated in the last township newsletter that no township funds would be used for the project. Campbell said this was “selective targeting” and the other supervisors’ activities, etc. must now come under the same critique. He also stated that this facility will be right down the road and be a great benefit to our residents. Motion carried 2 – 1, with Campbell voting against it.

## **CORRESPONDENCE**

- Brochure for a turfgrass maintenance seminar funded by the MPCA
- Newsletters from Solway, Lakewood and Fredenberg Townships
- An email from a resident regarding bumps on Kehtel Road. The board will take a look on the road tour.
- An email asking the date of the Pike Lake Rummage Sale; no one knew the answer.

## **MOTIONS TO PAY BILLS/ADJOURNMENT**

Motion by Comnick, seconded by Campbell, to pay bills #18082-18125. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to adjourn the meeting at 10:33 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

**APPROVED:**

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Susan Krasaway, Clerk  
May 6, 2015

\_\_\_\_\_  
Kurt Brooks, Chair

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Date