

# Canosia Township

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

## **REGULAR MEETING MINUTES**

**August 5, 2015**

**ATTENDING:** Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Connick, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, P&Z Director Tim Walburg Rec Director Mike Ellingson, and five residents.

**ABSENT:** Fire Chief Gene Stevens (had a prior obligation, but provided report for the board)

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 Campbell, seconded by Connick, to approve the agenda with one change: Move "Fire Relief Treasurer Report" to public input. Motion carried unanimously.
- B. **MINUTES:** Motion by Campbell, seconded by Connick, to approve the Regular Meeting Minutes (7/1/2015) and Special Meeting Minutes (Fire Truck Spec Review: 7/1/2015) with one change: fix a typo on page one of the regular meeting minutes. Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT:** Motion by Campbell, seconded by Connick, to approve the Treasurer's Report (1/1/15 - 7/31/2015). **Discussion:** Treasurer Borndal also provided the board with a revised Receipts Register from June which fixed an account number error. Motion carried unanimously, 3 – 0.

The board signed two additional forms from the bank to update the authorized signatures on our accounts.

Motion by Connick, seconded by Campbell, to pay bills #18262 – 18319. **Discussion:** Three claims (Cardmember Services and two from Holiday) are missing receipts from the Fire Department. The board decided the treasurer will not sign and mail the corresponding checks (#18313, 18314 and 18315) until she has the receipts. Motion carried unanimously.

## **PUBLIC INPUT**

Fire Relief Treasurer Scott Mercier reported the following: The estimated total liability for the Fire Relief association at the end of 2015 is \$352,640. The department has 22 members (ranging from 5 months of service to 44 years); there were no retirements in 2014 and likely none in 2015.

Mercier asked the township to contribute the maximum amount (based on the mil levy formula) when preparing the budget for 2017. The township's 2016 contribution (decided in February/March of 2015) will be \$16,000. Mercier also said he will strive to submit the necessary annual forms to the state auditor's office on time next year.

Supervisor Comnick publically thanked the Fire Department for their help during his recent medical emergency.

## **OLD BUSINESS**

### **A. ROADS**

Motion by Comnick, seconded by Campbell to accept the quote from Rodda Grading & Excavating for the shouldering work (outlined in the RFP) on Kehtel Road at a fixed price of \$8,100. Discussion: The RFP was sent to all qualified companies on our contractors list, and the lowest priced quote was accepted (Asphalt of Duluth's quote was for \$9,902.50). Motion carried unanimously, 3 – 0.

Supervisor Kevin Comnick provided a Road Report (attached to official minutes): The brush mowing will begin any day now. There is some minor washout work and branch clearing that will also be done before the September meeting (under \$1,000; will be arranged by Comnick and Oswell). Road Foreman Gary Oswell said the patch repairs done by Asphalt of Duluth are complete and look good.

Motion by Comnick, seconded by Campbell, to table the town hall snow plowing discussion until next month. Discussion: the clerk will bring last year's total costs for plowing the lots. Motion carried unanimously, 3 – 0.

### **B. RECREATION AREA**

Motion by Comnick, seconded by Brooks, to accept the court reconstruction quote (as outlined in the RFP) from Sinnott Blacktop at a fixed price of \$80,436.90. Discussion: The RFP was sent to four companies and three responded. The two other (higher-priced) quotes were from KTM: \$86,023.21 and Asphalt of Duluth: \$82,475.00.

Supervisor Comnick submitted a Rec Report outlining his reasons why the court reconstruction should proceed this summer (report attached to official minutes). Supervisor Campbell said he was against moving forward with it for three reasons: 1) 43% of respondents from the 2014 comp plan survey said there was no need to upgrade the rec area facilities, 2) he believes the township should develop a funding source before moving forward with an expenditure this large, and 3) the decision should come before the electorate at the annual town meeting in March.

Supervisor Brooks said there was a difference between "upgrading" and "maintaining" our current facilities; the rec area is used extensively and the courts have become a safety issue. It will become more expensive the longer we wait, and he does not believe it can be divided into phases.

Supervisor Comnick suggested using Road & Bridge funds for the project, since the Parks & Rec fund has been depleted. The Proctor School District is contributing \$25,000. The township will look at other funding sources as well (the Hermantown School District, community fundraising drive, letters to businesses, continued support from Proctor ISD, etc). The discussion is ongoing on how exactly to fund the court project.

The project will be complete by the time school starts in the fall. Motion carried 2 to 1, with Campbell voting against it.

Motion by Comnick, seconded by Brooks, to pay up to \$11,000 to Dinehery Fencing for the fence removal/replacement for the court reconstruction project. Discussion: Comnick had solicited two quotes for the project, but did not have the exact numbers with him. The lower priced one was from Dinehery Fencing; the significantly higher one was from Dairyland Fence Company. Motion carried 2 to 1, with Campbell voting against it.

Chair Brooks recessed the meeting for a short break at 8:30 p.m. Supervisor Comnick excused himself from the meeting at this point.

Motion by Brooks, seconded by Campbell, to accept the \$3,366.28 donation for the playground equipment. Discussion: the donation was from a community group formed years ago to raise money for the rec facility. This was the remaining amount in their now-closed account; the money must be earmarked for the rec area equipment. The clerk will send a letter of appreciation to the group. Motion carried unanimously, 2 to 0.

Motion by Brooks, seconded by Campbell, to spend up to \$200 for a one-time chemical treatment to control the weeds on the soccer fields this summer. Discussion: this was suggested by the person who runs the soccer league at the rec area. We have done this occasionally in the past as well. Motion carried unanimously, 2 to 0.

Mike Amendola will likely start selling items from his food cart during the evening soccer games sometime soon. The board will continue discussing plans for the concession stand/dugout; however Brooks said he is reconsidering investing in another concession stand if there is no community interest in having one. The town will likely pursue a DNR grant for the dugout.

**C. FIRE DEPARTMENT:** The Chief was unavailable for the meeting but submitted a report:

<b>JULY FIRE DEPARTMENT RESPONSES</b>		
<b>TYPE OF CALL</b>	<b>#</b>	<b>NOTES</b>
<b>EMS</b>	<b>14</b>	
<b>Medical MUA</b>	<b>1</b>	
<b>Township Fire</b>	<b>2</b>	<b>1 deck fire and 1 call for a gas leak</b>
<b>MUA Fire</b>	<b>0</b>	
<b>Service</b>	<b>2</b>	<b>Power line down</b>
<b>TOTAL</b>	<b>19</b>	

<b>TOTAL FOR 2015</b>	<b>106</b>
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Training: This month the department did their yearly hose testing on both engines along with pump training. The Fire Relief Treasurer Report was moved to Public Input.

The fire hall apron project will not be included in the Martin Road project after all. Campbell suggested waiting until the road work is complete before developing a new plan to fix it.

The board members each received an updated Fire Department Vehicle Inventory List with the original purchase prices/funding details. Chair Brooks distributed a list of grant options for the new fire vehicle as well. The clerk will sign up the township for the Cooperative Purchase Venture from the State of Minnesota.

**D. PIKE LAKE LANDING DNR IMPROVEMENTS :** No activity until fall

**E. PIKE LAKE INSPECTIONS:** Nothing to report

## **F. PLANNING AND ZONING**

There were two permits in July and one for August so far. P&Z Director Tim Walburg said a resident on Eckstrom Rd. is pursuing a commercial grade fireworks license from the state. Walburg also said he knows of five people interested in becoming P&Z Commission members.

Chair Brooks had researched the question of whether only one P&Z commission member can be an officer or employee of the town. He provided minutes from April and May 2008 showing that this requirement had been deleted from our ordinance (a suggestion from MAT), a public hearing was held, and the town board had approved the changes. However, no one has been able to locate the exact edits made.

The current commission continues to work on the new zoning ordinance book. They are also considering attending some training events/seminars if there is board support and interest from the P&Z/BOA members.

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

## **H. TECH COMMITTEE**

The next newsletter will be approved at the October meeting and will include information about the court project/possible fundraising requests and potentially an article from WLSSD about recycling (advertising our recycling center services is part of the grant requirement).

## **I. CEMETERY**

The burial for Audrey Eaton will likely take place soon. The clerk is now in charge of updating the cemetery detail plat sheet put together by Chair Brooks. Brooks sent a thank you email to the volunteer group who completed a service project at the cemetery in July.

## **J. RECYCLE SHED**

In reference to the volunteer request for the recycle shed, MAT recommends having liability insurance in place for the volunteer/staff member, and having them fill out a Volunteer Service Statement. The board opted to delay the discussion until we hear from the group home rep again.

Motion by Campbell, seconded by Brooks, to accept the WLSSD recycling grant in the amount of \$9,794.42. Discussion: This year's grant is slightly less than requested (\$10,028.92) since the snow removal costs exceeded the grant's \$500 max last year and because we did not include our electricity costs in 2014. Motion carried unanimously 2-0.

## **NEW BUSINESS**

**A. GOALS & PRIORITIES:** Tabled

## **B. INFO FROM SCOTT: MAT INSURANCE RECOMMENDATIONS**

Supervisor Campbell provided the board with recommendations from MAT regarding insurance certificates and requiring contractors to have \$1.5 million liability coverage. The supervisors will review the info and continue discussions.

Campbell also provided a document explaining why townships should participate in their county associations: If they do not belong to the county group, they cannot belong to MAT, have insurance through MATIT, or maintain their no-cost clerk/treasurer bonds. The question was posed to MAT since attendance has been down at county association meetings statewide.

## **CORRESPONDENCE**

- Minnesota Revenue notice of 2016 Town Aid (\$451)
- St. Louis County notice of amendment to Comprehensive Water Management Plan
- Fundraising request from the SLC rescue squad
- PLAWCS notification regarding a billing update for the sewer loan
- Fredenberg and Duluth Newsletters; Solway and Midway National Night Out Invites
- Eveleth fire truck auction notice Pipeline Association for Public Awareness Newsletter
- Notice of WLSSD 2016 budget meetings
- Duluth Area Townships annual BBQ invite, MAT District 10 meeting notice and agenda

## **MOTION TO ADJOURN**

Motion by Campbell, seconded by Brooks, to adjourn at 9:41 p.m. Motion carried unanimously.

Respectfully submitted,

APPROVED:

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Susan Krasaway, Clerk  
September 2, 2015

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Kurt Brooks, Chair  
September 2, 2015