

# 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** **December 2, 2015**

**ATTENDING:** Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Connick, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Assistant Chief Clyde Mortinsen, P&Z Director Tim Walburg, Rec Director Mike Ellingson, and six 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 changes: Move PLAWCS resolution after public input, add State Auditor Letter and Fire Relief Contribution under Fire Department. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Connick, seconded by Campbell, to approve the regular meeting minutes (11/4/2015), MPCA meeting (11/4/2015) and P&Z Secretary Interviews (11/9/2015) with four minor additions to the regular meeting minutes suggested by Chair Brooks. Motion carried unanimously, 3 – 0.

C. **TREASURER'S REPORT:**

Motion by Connick, seconded by Campbell, to pay Laird Erikson with the \$50 itemized check cut by the treasurer for the plumbing work done in November (includes labor and expenses); next time, the expenses and labor should be separated onto separate checks.

**Discussion:** This topic was initiated since it was unclear whether Laird should be paid a set hourly wage as an employee or a flat rate like a contractor (does he need insurance?). The treasurer plans to contact the auditor to learn why two separate labor and expense checks are needed for all employees and why an employee serving in various roles (i.e. town board and p&z) needs separate checks for each position. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Connick, authorizing the treasurer to purchase a printer (up to \$500) for the office. **Discussion:** the printer should print double-sided and be able to hold up to 500 pages. The current printer is at least 18 years old and needs an expensive new toner cartridge. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 – 11/30/2015). **Discussion:** The General Fund is now in the red since the treasurer went back

and re-allocated the previous tax apportionment (Originally, it had all been put into to the general fund). The next allocation should be coming soon. The DNR \$4,000 grant money was deposited in November. One receipt is missing for check #18519 (clerk's cookie purchase; the treasurer said she misplaced the receipt). Motion carried unanimously, 3 – 0.

The Treasurer is now entering the 2016 budget numbers into CTAS and had a question about how the General Fund money levied should be divided among the General, WLSSD and Parks & Rec accounts (the confusion about the exact amounts stemmed from the 2015 Budget Meeting and Annual Meeting).

Motion by Brooks, seconded by Campbell, to allocate the 2016 General Fund Levy dollars (\$112,100) in the following way: \$89,600 to General, \$20,000 to Parks and Recreation and \$2,500 to WLSSD. Discussion: at the budget meeting, the board had originally designated more money for WLSSD, but now realizes that was unnecessary. Motion carried unanimously, 3 – 0.

**PUBLIC INPUT**

1. Resident Dan Jezierski took issue that more of his comments are not included in the town board meeting minutes. The chair stated the minutes are not a transcript and the goal is to include only relevant information and enough context to explain why the board makes decisions. Jezierski still felt other peoples' comments are included, but not his own.
  
2. Motion by Campbell, seconded by Comnick, to grant Landon Carlberg a 30-day extension (to January 1) to move his storage building on highway 53, as ordered at last month's meeting (the building is in the R-O-W and must be moved at least 135 from the center line to be in compliance with the township zoning ordinance). Discussion: Carlberg told the board he has done all the necessary prep work and is now just waiting on a building mover which should happen in the next few weeks. The board appreciated his communication and cooperation. Motion carried unanimously, 3 – 0.

**OLD BUSINESS**

**A. FIRE DEPARTMENT:**

<b>NOVEMBER FIRE DEPARTMENT RESPONSES</b>		
<b>TYPE OF CALL</b>	<b>#</b>	<b>NOTES</b>
<b>EMS</b>	<b>5</b>	
<b>Medical MUA</b>	<b>0</b>	
<b>Township Fire</b>	<b>1</b>	<b>Structure Fire</b>
<b>MUA Fire</b>	<b>1</b>	<b>Rice Lake</b>
<b>Service</b>	<b>1</b>	
<b>TOTAL</b>	<b>8</b>	
<b>TOTAL FOR 2015</b>		<b>154</b>

This month the FD prepared the skating rink for flooding, went through the SCBA packs, started all portable equipment and got the vehicles ready for winter. They are still waiting to hear back on the washer/dryer grant.

Motion by Connick, seconded by Campbell, to approve the FD request to use the town hall for their annual banquet on Sat., December 12. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Connick, to use the draft fire truck specification developed by Chair Brooks. Discussion: Brooks' document includes Section 1 (General Requirements and Bid Forms); the clerk will compile this with Section 2 (a chassis spec provided by the FD) and Section 3 (the Chassis modification and additional equipment specification). The chief will email the clerk all necessary documents to proceed. Motion carried unanimously, 3 – 0.

Chair Brooks provided an email from MAT attorney Kent Sulem regarding the chassis spec: we cannot state outright that we want only a Ford Chassis; since this excludes all equivalent brands, it could lead to a bid challenge. Instead, we have to break down what we want (axel ratio, engine details, room in cab, etc) without explicitly stating we want a Ford. The FD argued that they have always specified in the past that they've wanted a Kenworth since all manufacturers have the ability to purchase any type of chassis a purchaser may want. The chair explained that the board members could be charged with a gross misdemeanor if they do not follow the relevant laws. Purchasing a Ford chassis off the state bid may circumvent this problem.

A special meeting will be held on Wednesday, December 30 at 6:30 p.m. to discuss the mini-pumper purchase (edit/finalize spec, discuss financing, etc).

The chair called Rose Hennessy at the State Auditor's office about the proper procedures for changing the benefit levels for the relief association: the relief association is supposed to change their bylaws first (indicating a potential increase in the benefit amount) and then the changed bylaws come before the board for ratification and the benefit level then goes up. Hennessy suggested that our relief association bring the changed bylaws (which are being updated now) before the town board next month to memorialize the increase (\$1,000 to \$1,200) going into effect in 2016.

The township received an email from the State Auditor's office regarding the relief association's 2014 reporting-year forms: the auditor needs documentation to confirm the amounts in the general and special funds and explain some discrepancies in the reported numbers. They also had some questions about a now-closed checking account. Supervisor Campbell will follow up with relief treasurer Scott Mercier about the auditor's requests.

The board discussed the township's annual contribution to the relief association: typically the board has decided on the upcoming year's contribution during the budget meeting. For example, in February 2015, the board voted to contribute \$16,000 to the relief association in 2016. The clerk and treasurer will research the amount/timing/procedure of what has been paid over the past few years. After some discussion, it was decided that the contribution does not need to be in by the end of the year (as Brooks initially understood it) since the minimum contribution can be zero. The supervisors would still like Mercier to provide them with current liability vs. asset numbers for the fund.

## **B. ROADS**

Supervisor Comnick submitted a Canosia Township Road Program packet for the board members to review. Comnick is suggesting (with input from Asst. County Engineer Brian Boder) a four-year plan which includes the following: (All work would be contracted through St. Louis County. Prices include striping)

- **2016:** Add asphalt approaches to Alder and Townline Roads (\$10,000), Crack sealing on Kehtel Road (\$17,000), Lindahl Road (\$25,000) and Dubla Drive (\$14,000).
- **2017:** Scrub seal Pike Lane, Dunaisky Road, and Vaux Road (\$59,000), Chip seal Pike Lake Place (\$4,500)
- **2018/2019:** Scrub seal Birchway, Daniels, Lockwood, Wilderness Trail, South Pike Lake, Shady Lane and Holly Lane (\$145,000).

Comnick's report also tallies the following for 2016-2019:

- Estimated road income (\$501,000)
- Estimated road improvement costs (\$277,000)
- Estimated ongoing road costs such as plowing/sanding/grading/brushing, gravel work, foreman wages (\$160,000)
- Estimated amount left in the road fund at the end of all improvements (\$64,000).

The board will discuss these recommendations in January. The culvert policy discussion was tabled until next month as well.

## **C. PARKS & RECREATION**

Supervisor Comnick is continuing discussions with the Hermantown ISD (and possibly little league and AYSA) about potential user fees for our rec area. No developments regarding the concession stand/dugout project. The rope is up at the rink; the portable toilet was removed.

Motion by Comnick, seconded by Campbell, to accept the \$25 rec area donation from residents Dave and Lisa Goldberg. Motion carried unanimously, 3 – 0.

## **D. PIKE LAKE INSPECTIONS**

The township has received the \$4,000 grant reimbursement from the DNR. Supervisor Campbell will contact the PLA to see if they want the surplus money (\$1,250) in the account returned to them or if we should hold on to it for next year.

## **E. PLANNING AND ZONING**

Planning & Zoning Director Tim Walburg issued two permits in November. There is a variance hearing scheduled for tomorrow night. Supervisor Comnick will sign the updated affidavit in the Krupp case and advise township attorney Michael Orman to proceed with the lawsuit.

The board reviewed the table of P&Z/BOA Terms of Office documents and agreed on the following for the P&Z Commission:

- Mike Podgornik is up for re-appointment in January
- Kurt Brooks' one-year term (the town board seat) expires in January
- Gary Oswell's third term is set to expire in Jan. of 2017. However, he was not re-appointed in 2014; therefore, he will need to be appointed to a one-year term to make it official.
- Dan Jezierski and Tom Amendola's terms in office will expire in January of 2017.

For the Board of Adjustment:

- Beverly Beaudette's second term is set to expire in Jan. of 2017, but she was never officially re-appointed for her current term; therefore she will need a one-year re-appointment to correct that.
- Steve Hansen's seat (his seventh term expires in January) needs to be filled
- Tom Amendola's seat (currently serving his sixth term) need to be filled.
- Jeri Georges will need to be re-appointed (her first term expires in January).
- Dianne Ahlers' first term expires in January of 2017.

The appointments will be made at the January town board meeting. The clerk will post the openings at our posting spots and will ask interested candidates to submit cover letters/resumes.

The P&Z commission has completed their revisions for Articles 1&2 of the zoning ordinance book and is now working on Article 3.

The supervisors will all review the draft P&Z Planning & Zoning Director Job Description for the AWAIR book and the clerk will compile all their suggestions for review at the next meeting.

**F. AIRPORT ZONING:** Meeting scheduled for December 10, 2015 at 3:30 p.m. at airport.

#### **G. TECH COMMITTEE**

The next newsletter will be sent out in February (after the budget meeting and before the Annual Meeting). Supervisor Comnick would like to include an article about the re-opening of a local restaurant (LeGrand). The board decided the township will not actively solicit additional advertisers, but businesses can still submit ads if they choose.

**H. CEMETERY:** Nothing to report

**I. RECYCLE SHED:** Nothing to report

**J. MPCA MS4:** This past month, the board received the follow up information from Claudia Hochstein at the MPCA. Supervisor Campbell submitted some draft ordinances for the file.

**NEW BUSINESS**

**A. EMPLOYEE BACKGROUND CHECK POLICY**

At the next DAT meeting, the supervisors will ask which townships perform background checks on new hires. Supervisor Campbell said he was in favor of conducting them for all candidates offered a position before they start work. MAT has no official policy on background checks, but attorney Steve Fenske stated the checks have to be done to either all new hires or none and the town would need to contact our own attorney to determine a specific hiring policy. There was some discussion about whether new FD members would need background checks as well.

**B. TOWN BOARD CANDIDATE FILING**

The candidate filing period for the March 2016 election runs from December 29 through January 12 at 5 p.m. Supervisor Campbell said he intends to run for re-election.

**C. BIKING & HIKING TRAIL SESSION RECAP**

Chair Brooks recapped the brainstorming session conducted earlier: Two residents joined the supervisors, clerk, Road Foreman and Rec Director for the discussion. Early brainstorming stages about potential ideas, properties to access, etc.

**D. PLAWCS RESOLUTION:** (voted on earlier in meeting)

Motion by Cornick, seconded by Campbell, to approve Resolution #2015-11: Procuring MSA engineering and construction services for lift and grinder station repairs. Motion carried unanimously, 3 – 0.

**CORRESPONDENCE**

- MN Power letter requesting access to the meter at the cemetery (no response needed)
- Minutes from SLCATO, Fredenberg newsletter, MN Dept. of Health newsletter
- Inland Scoping Report DVD from FEMA

**MOTIONS TO PAY BILLS/ADJOURNMENT**

Motion by Brooks, seconded by Campbell, to pay bills #18474-18519. Motion carried unanimously, 2 – 0. (Supervisor Cornick left the meeting at 8:58 p.m.)

Motion by Campbell, seconded by Brooks, to adjourn the meeting at 9:04 p.m. Motion carried unanimously, 2 – 0.

Respectfully submitted,

APPROVED:

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Susan Krasaway, Clerk  
January 6, 2016

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Kurt Brooks, Chair  
January 6, 2016