

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 **February 3, 2016**

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, Fire Relief Treasurer Scott Mercier, P&Z Director Tim Walburg Rec Director Mike Ellingson, and five 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 Campbell, seconded by Brooks, to approve the agenda. Motion carried unanimously, 3-0.
- B. MINUTES: Motion by Connick, seconded by Campbell, to approve the regular meeting minutes (1/6/2016), Special Closed Meeting (1/26/2016) and Special Fire Truck Meeting (1/26/2016). Motion carried unanimously, 3 – 0.
- C. TREASURER'S REPORT: Motion by Connick, seconded by Campbell, to approve the Treasurer's Report (1/1/16 –1/31/2016). Motion carried unanimously, 3 – 0.

The treasurer sent out the W-2's and 1099's. She plans to get up-to-date insurance certificates and FEIN's from all contractors on file. She is working on the budget, confirming the PLAWCS numbers and completing the recycling grant. The 2015 books will be closed this weekend. Borndal says it will be possible to do a one-time electronic transfer when the township purchases the new fire vehicle.

OLD BUSINESS

A. FIRE DEPARTMENT:

JANUARY FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	10	
Medical MUA	0	
Township Fire	1	
MUA Fire	3	
Service	0	
TOTAL	14	
Total for 2016	14	

Training: The department flooded the rink ten times and got the trucks/equipment ready for ISO (this inspection is done every 7-10 years to determine the township's insurance rating).

Motion by Campbell, seconded by Comnick, to appoint Gene Stevens as Fire Chief and Clyde Mortinsen as Asst.Chief for another one-year term. Discussion: the FD membership voted on these positions at a recent meeting. Motion carried unanimously.

The board reviewed the truck purchase schedule: the bid package will become public on Feb. 22; bids are due in April and will be awarded in May. The FD did not apply for a FEMA grant.

Fire Relief Treasurer Scott Mercier said he has submitted all necessary paperwork to the Auditor's office. The board again discussed the proper procedure for changing the benefit amount. Next month Mercier will provide the board with the updated bylaws for ratification (for the benefit increase to \$1,200 that was approved two years ago) along with all the updated auditor forms for our records.

B. ROADS

The board reviewed the 10-year road plan worksheet, updated to include the approved projects for 2016 and the recommended projects for the following two years. RFP's for the asphalt approaches are due March 1.

Motion by Comnick, seconded by Campbell, to move the Pike Lake Place chip sealing project to 2016 (instead of 2017). Discussion: Asst. County Engineer Brian Boder said the county can complete this project while they work on a nearby road this summer; this will save us an estimated \$2,000 in mobilization costs. Motion carried unanimously.

No decisions on the culvert policy. The cost-sharing discussion may be revisited down the line.

Next month the supervisors will bring their changes to the draft Road Foreman Job Description.

C. RECREATION AREA

For the DNR grant application, Comnick and Ellingson recommend removing both dugouts and the concession stand at the front baseball field and rebuilding the dugouts; they would also like to add another storage garage near the warming shed. The DNR grant would cover 50% of the \$30,000 estimated cost plus labor. Comnick will bring a more detailed cost est. next month. If we submit the application by March 3, the DNR will offer feedback. The final version is due March 31. There was some question about whether we need more storage; Comnick said at least one lawnmower (usually kept in the garage) and baseball equipment (kept in the concession stand) could be kept in the new building, freeing up room for various items in the town hall garage.

D. TRAIL SESSION RECAP

Before the board meeting, the supervisors met with the Trail Committee and reps from the Metropolitan Interstate Council (MIC). MIC explained their year-long recommended planning process for developing new township trails. The next trail meeting is April 6 at 5:30 p.m.

E. PIKE LAKE INSPECTIONS

Supervisor Campbell submitted the application for the \$17,500 grant from St. Louis County to cover the costs of the AIS inspections this summer. The majority of the money would be for Pike Lake; however, there is \$4,000 included for Caribou Lake (Grand Lake Township did not apply for a grant), plus money for admin costs and new educational signage at the landing. If the total grant is approved, this would greatly diminish the need for the Pike Lake Association to contribute financially.

Motion by Campbell, seconded by Comnick, to approve Resolution #2016-1: Authorizing Application/Acceptance of Grant Money from St. Louis County. Discussion: the county asked that a resolution of this sort be in place as part of the application process. Motion carried unanimously, 3 – 0.

F. PLANNING AND ZONING

No permits in January. There is a variance hearing scheduled for the end of the month. The regular P&Z meeting was rescheduled for February 17.

Motion by Campbell, seconded by Comnick, to pay the P&Z Commission and Board of Adjustment members their meeting rate to attend a training session on April 20. Discussion: this type of expenditure needs pre-approval by the board. Attorney Tim Strom will conduct the training session about working with ordinances. Motion carried unanimously, 3 – 0.

The P&Z Commission has completed articles 4 and 5 of the new ordinance.

The clerk will continue to work with the P&Z Secretary on implementing the recommended P&Z filing system. The clerk will also update the table of appointments to the P&Z/BOA.

G. AIRPORT ZONING: Comnick said state Senator Roger Reinert will join the JAZB.

H. CEMETERY: The cemetery lights are working now that the snow melted off of them.

I. RECYCLE SHED

Chair Brooks and Treasurer Borndal will finish the operating grant due at the end of the month. For the improvement grant (due later), Chair Brooks will research costs to install 1) an electric garage door/opener, 2) a new man-door from the shed office into the garage, and 3) an exhaust fan to help with the fumes.

J. MPCA MS4

Our supervisors will not attend the MS4 workshops in Rochester/Brainerd; they are not relevant to our stage of the permitting process.

K. NEWSLETTER

Motion by Campbell, seconded by Brooks, to approve the draft winter newsletter.

Discussion: Comnick felt Campbell's candidate profile was misleading and inaccurate; Comnick also referenced past a past grievance on this topic from Dec., 2014. Brooks said he did not see anything that wasn't factual and felt the newsletter was balanced in both directions. Motion carried 2 - 1, with Comnick voting against it.

L. WEBSITE

Motion by Comnick, seconded by Campbell, to table the request from our website developer Deanna Nordeen. Discussion: Nordeen is paid \$15/hour to update/maintain the website. She is now asking for a flat rate of \$20/month to add the minutes and any announcements to the site, and \$20/hour for any additional work. The supervisors would like a month to do additional research on the topic. Motion carried unanimously.

M. GOALS & PRIORITIES: No updates or additions at this time

N. BROADBAND:

A Centurylink rep will be at the Gnesen Township board meeting on Feb. 11 to discuss the company's local broadband improvement plans; all three supervisors will attend.

NEW BUSINESS

A. CONFIRM DATE FOR BOARD OF AUDIT/BUDGET MEETINGS

The meetings will take place on Feb. 16 at 5:30 p.m. instead of 6 p.m. (change will be posted)

B. FEEDBACK FROM DAT, SLCATO MEETINGS

SLCATO: this spring the county will have a new ATV ordinance; townships can decide what to allow on township-owned roads.

DAT: No other townships perform background checks on new employees (except for FD motor vehicle checks). No other townships were interested in collaborating on our trail project. Other townships use their building inspector or P&Z Director as their plan/construction inspector for the MS4 permit.

Chair Brooks attended an open house regarding MS4 and learned we are in two different watershed districts (St. Louis River and Cloquet River). There were also some hands-on stormwater pollution/prevention demonstrations we could utilize during the community outreach process.

Campbell is still researching medical notices/doctor approvals for return to work.

C. ELECTION JUDGES

Motion by Comnick, seconded by Campbell, to appoint Barb Misgen, Linda Bashaw, Nancy Cameron and Suzanne Voss as election judges for the March 8, 2016 township election.

Motion carried unanimously, 3 - 0.

Motion by Comnick, seconded by Campbell, to approve Resolution #2016-2: Designating the Appointed Election Judges as the Absentee Ballot Board for the March 8, 2016 election.

Motion carried unanimously, 3 - 0.

D. REMINDERS ABOUT ANNUAL MEETING REPORTS

The clerk reminded everyone she will need annual reports from the FD, P&Z, Parks & Rec, and Roads for the Annual Meeting.

CORRESPONDENCE

- Donation request from South Ridge School
- Town of Fredenberg newsletter

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Comnick, seconded by Campbell, to pay bills # 18574–18613. Discussion: Borndal will research whether we can get forever tabs for the 1997 utility trailer before sending the \$16 renewal check. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to adjourn the meeting at 8:45 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
March 2, 2016

Kurt Brooks, Chair
March 2, 2016