

Canosia Township

4896 Midway Road
Duluth, Minnesota 55811
Voice/Fax 218-729-9833

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

REGULAR MEETING MINUTES

January 6, 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 eight 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 one change: Move P&Z to the top of the meeting. Motion carried unanimously, 3-0.
- B. MINUTES: Motion by Connick, seconded by Campbell, to approve the regular meeting minutes (12/2/2015). Motion carried unanimously, 3 – 0.
- C. TREASURER'S REPORT: Motion by Connick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 –12/31/2015). Discussion: Resident Dan Jeziarski questioned a large expenditure in roads (Answer: a large portion was spent on SLC sanding/plowing). Motion carried unanimously, 3 – 0.

Additional Info from Treasurer Borndal: She will send out W-2's by the end of the month; she is continuing to work on the budget. The clerk and Treasurer will close out the 2015 books in the next few weeks. The new IRS mileage rate is 54 cents/mile. Borndal will work with Chair Brooks on the various WLSSD grants and reports due in the coming months.

PUBLIC INPUT

No public input

OLD BUSINESS

A. PLANNING & ZONING

P&Z Director Tim Walburg issued one permit in December; 30 total for the year. The Krupp lawsuit is moving forward. Landon Carlberg's church building on Hwy. 53 has been moved from the R-O-W and into compliance with the township zoning ordinance. The ordinance book is on track for completion this spring (more research is needed about the two appendices at the back of the current zoning ordinance book).

P&Z Appointments:

Motion by Campbell, seconded by Brooks, to appoint Mike Podgornik to a second three-year term on the P&Z commission. Discussion: Podgornik is the current commission chair. Brooks and Campbell felt Podgornik should stay on since he has a working knowledge of the zoning requirements, etc. Connick felt Podgornik has been disrespectful in the past and a new person should be appointed. Motion carried 2 to 1, with Connick voting against it.

Motion by Connick, seconded by Campbell, to re-appoint Gary Oswell to one additional year to finish his term on the P&Z commission. Discussion: Oswell was never formally re-appointed at the start of his third term in Jan, 2014. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Campbell, to re-appoint Kurt Brooks to the town board seat (one-year term) on the P&Z commission. Discussion: The board members agreed Brooks should stay on to see the completion of the zoning ordinance book. Motion carried unanimously, 3 – 0.

Board of Adjustment Appointments:

Motion by Connick, seconded by Campbell, to re-appoint Beverly Beaudette to the Board of Adjustment to finish the last year of her second term. Discussion: Beaudette was never formally re-appointed at the start of her second term in January, 2014. Discussion carried unanimously, 3 – 0.

Motion by Connick, seconded by Brooks, to appoint P&Z Commission member Gary Oswell to the P&Z seat on the Board of Adjustment. Discussion: The ordinance states that one BOA member should be a member of the P&Z commission. This seat belonged to Tom Amendola, who was serving his sixth term (three terms is the recommend limit). Oswell agreed to do it; Campbell expressed concern that the other eligible P&Z members (Podgornik or Jezierski) were not offered the opportunity. Oswell will serve for one year until his final P&Z term is up. Motion carried 3 – 0. Amendola later thanked the township for his time on the BOA; the board expressed appreciation for his service.

There was much discussion about the remaining BOA options (Steve Hansen's seventh term expired so his seat was open; Chair Jeri Georges was up for re-appointment at the end of her first term). Three residents (Kyle Anderson, Tom Collard, and Mark Lockhart) submitted applications for the positions and publically introduced themselves at the meeting.

Motion by Connick, seconded by Campbell, to appoint Tom Collard and Kyle Anderson to the open BOA seats. Discussion: Brooks expressed concern that BOA Chair Jeri Georges should not be replaced since she has been very helpful to the new p&z secretary and has willingly taken on additional duties and responsibilities in her role as chair (helped with variance findings of fact, mailings, etc). Connick argued that the chair has no additional powers other than running the meetings and another BOA member could take her place as chair. Campbell removed his second, and the motion died.

Comnick also felt Podgornik and Georges should have attended the meeting; Brooks said he had personally talked with both of them and both had expressed their interest in continuing to serve. Comnick said he would no longer participate since he disagreed with how the board was moving forward.

Motion by Campbell to appoint Kyle Anderson to Steve Hansen's BOA seat. No second. Motion fails.

Motion by Brooks to appoint Tom Collard to Steve Hansen's BOA seat. No second; Motion fails.

Motion by Comnick to appoint Tom Collard and Kyle Anderson to the two open BOA seats. No second; Motion fails.

Motion by Brooks, seconded by Campbell, to re-appoint Jeri Georges to a second three-year term on the BOA. Motion carried 2 to 1, with Comnick voting against it.

Motion by Campbell, seconded by Brooks, to appoint Kyle Anderson to a three-year term on the BOA. Discussion: He will take Steve Hansen's vacant seat. Anderson is a local business owner who has repeatedly demonstrated his commitment to the township and interest in serving. Motion carried, 2 to 0, with Comnick not voting.

The board members thanked all three candidates for their interest, encouraged them to stay involved and told them several P&Z positions will be opening up next January.

Motion by Comnick, seconded by Brooks, to approve the draft Planning & Zoning Director job description for the AWAIR book. Discussion: Campbell wanted to make "a valid driver's license" a job requirement. The others did not feel it was necessary to include this; we have never added it to past descriptions. The job descriptions can always be amended if needed down the line. Motion carried it unanimously, 3 – 0.

B. FIRE DEPARTMENT:

1. Report

FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	12	
Medical MUA	1	
Township Fire	2	2 structure fire
MUA Fire	3	Calls to Rice Lake, Grand Lake and Hermantown
Service	0	
TOTAL	18	

TOTAL FOR 2015	173 = all-time high call volume, 34 more than 2014
-----------------------	---

The FD ran their winter equipment and went through the trucks since they had two structure fires this month. They also had a St. Luke's seminar on overdose emergencies. They did not receive the washer/dryer grant from the DNR. There is one new member starting classes.

The chief said they have flooded the rink once, and hope to again this weekend; it takes about 1.5 hours (and 500 gallons) to do it and the department has been extremely busy. The board began brainstorming ideas about other options for flooding the rink (i.e. using volunteers, installing a tank or cistern at the rec area, using the school's water supply, recreational grant options? etc.). Ongoing discussion.

Truck Purchase: The Chief is working with a Ford Dealer in the cities (Midway Ford) on a potential Chassis purchase for the new mini-pumper. The dealer is off the CPV state bid, so we would not need the chassis portion of the spec if we use them. When the chief has more information, a special meeting will be scheduled for the final spec review, etc. The truck purchase schedule and financing chart are on hold until then. The chief is not sure of the status of the FEMA grant (Laird Erikson had been working on it; Chair Brooks offered to help if need be).

Fire Relief:

Fire Relief Treasurer Scott Mercier, Ryan Sendelbach from the State Auditor's office and the Fire Relief Association's outside accountant are continuing to work together on getting the necessary documents to the auditor's office. Once that is taken care of, the state aid will come in March (instead of December) and the township will contribute their portion then as well.

This month the clerk researched the town's past fire relief contributions and procedures: The township usually decides on an amount to contribute for the following year, during their annual February budget meeting. However, by doing it in February, the board is assuming their recommended levy will be approved, the state contribution will be adequate, the account interest will be adequate and that our contribution will cover the minimum amount required. The contribution is supposed to be in by the end of the year, and is usually dispersed as a lump sum with the state aid payment in December (Mercier said in the past it has also been doled out in two portions throughout the year). Supervisor Connick had a new "agreed-upon procedures guide for volunteer fire relief associations" from the Auditor; the clerk will make copies for everyone and our records.

There was much discussion about the proper procedure for increasing the annual pension amount. Next month the Relief Association will submit to the board its updated bylaws for ratification so the pension change can be memorialized, as recommended by Rose Hennessy from the auditor's office; they will also submit minutes from the relief meeting where the bylaws were changed. In the future, the procedure will be as follows: the relief association will decide on an increased pension amount, they will change the bylaws to reflect that, the town board ratifies the change and it is all sent to the state.

Motion by Connick, seconded by Brooks, to put the fire hall apron project back on the agenda in April. Motion carried unanimously, 3 – 0.

C. ROADS

Motion by Comnick, seconded by Campbell, to proceed with the 2016 Road Program developed by Supervisor Comnick and Road Foreman Gary Oswell with help from Asst. County Engineer Brian Boder. Discussion: The 2016 projects include crack-sealing Lindahl Rd, Kehtel Road and Dubla Dr. (est. \$56,000) and installing asphalt approaches on Alder and Town Line (est.\$10,000, RFP's will be sent out); The crack-sealing will be done through the county bid; Campbell asked whether the county would charging additional fees (no, the numbers provided are budgetary and will not fluctuate much). The Road Program projects suggested for 2017-2019 will act as a blueprint, but no official decision has been made on those. Motion carried unanimously, 3 – 0.

The board tweaked Comnick's draft RFP for the asphalt approach project. The clerk will send it to KTM, Sinnott and Asphalt of Duluth, noting the deadline is the March town board meeting. The clerk will also update the 10-year Road Plan Inventory sheet with this new information.

Motion by Brooks, seconded by Campbell, to table the culvert policy discussion until after the January DAT meeting. Motion carried unanimously, 3 – 0.

D. RECREATION AREA

The township will watch to see if snowmobilers continue to use the rec area. Comnick and Ellingson will discuss the dugouts this month in hopes of putting together a DNR grant application by the March deadline. The next trail meeting will be on Feb. 3, with a member from the Metropolitan Interstate Council (MIC) coming to discuss funding options. (The ice rink was discussed under the FD section.)

E. PIKE LAKE INSPECTIONS

Motion by Brooks, seconded by Campbell, to move forward with pursuing a St. Louis County grant for the 2016 township AIS inspection program. Discussion: The grant is due January 27. Campbell will work with the PLA on this as well as looking into a possible collaboration with Grand Lake, the Caribou Lake Association and the Rice Lake Association. The SLC grant would cover admin costs as well. Motion carried unanimously, 3 – 0.

PLA President Ken Wallace said the PLA would like the township to hold onto the \$1,250 left in the 2015 inspection fund and put it towards next year's efforts. For our records and theirs, Wallace will write a formal letter outlining this.

F. AIRPORT ZONING: Next meeting in March

G. **CEMETERY:** The cemetery flags are typically taken down in the winter since they are difficult to access. However, the board agreed to let Supervisor Comnick and Cemetery Administrator Oswell take responsibility for maintaining them and re-hanging them in the coming week.

H. RECYCLE SHED

Treasurer Borndal and Chair Brooks will work together on the WLSSD grant and necessary forms. The Volunteer Forms item will be taken off the agenda since we there have been no developments for several months.

I. MPCA MS4: Comnick will attend the next RSPT meeting on January 20.

J. GOALS & PRIORITIES

Job Descriptions: Comnick and Oswell will work together on the Road Foreaman description.
Investment Options: will be discussed at Budget Meeting.

K. TECH COMMITTEE

Potential newsletter articles include: Budget, Levy, Annual Meeting & Election info; Candidate Profiles (written by candidates), WLSSD information, New Local Businesses, Fire Truck/FD info, a possible historical society item, an AIS inspection article from Scott and a Broadband update from Kurt.

NEW BUSINESS

A. EMPLOYEE BACKGROUND CHECK POLICY: Tabled until after DAT meeting

B. SLC ELECTRONIC INVOICE AND/OR PAYMENTS

Motion by Campbell, seconded by Comnick, authorizing SLC to send us only electronic invoices instead of paper copies. Discussion: the invoices will be sent to both the general township email and the treasurer email. The board opted not to move forward with authorizing the county to make automatic electronic withdrawals from our account.
Motion carried unanimously, 3 – 0.

C. SET DATE FOR BOARD OF AUDIT AND BUDGET MEETINGS

The Board of Audit and Budget Meetings are tentatively set for Tuesday, February 16 at 6 p.m.

D. REMINDER ABOUT CANIDATE FILING: until Jan. 12 (Campbell already filed)

E. MEDICAL NOTICE/DOCTOR APPROVAL FOR RETURN TO WORK

Supervisor Campbell will begin researching a potential policy for employees needing a doctor's approval for returning to work after serious illness or injury. The township does not consistently ask for this.

F. SECURE FILE DRAWERS FOR EACH SUPERVISOR

Campbell feels home-office storage is not adequate for confidential township documents and asked to purchase a locked two-drawer cabinet to be kept at the town hall. The other supervisors felt this was not necessary. The clerk will see if any of the other locked cabinets we already have are not in use for Campbell to use.

G. PIKE LAKE DUMPSTER

The clerk will call to have the Pike Lake dumpster removed during the winter since it seems only contractors and residents are using it to dump garbage. It will be put back in the spring, or if it seems there is a large buildup of trash at the area once the dumpster is removed.

CORRESPONDENCE

- Annual PLAWCS audit results
- Tab renewal for the lawn mower utility trailer
- Notice for Minnesota Energy Resources public hearings
- SLCATO minutes (all supervisors attending meeting on ATV ordinances)
- Newsletters from WLSSD and Lakewood, Rice Lake, Solway, Duluth Townships

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Comnick, seconded by Campbell, to pay bills #18520–18572. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to adjourn the meeting at 9:50 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
February 3, 2016

Kurt Brooks, Chair
February 3, 2016