

Canosia Township

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

REGULAR MEETING MINUTES

July 1, 2015

ATTENDING: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick, Clerk Susan Krasaway, Treasurer Angela Christianson, Treasurer Trainee Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Assistant Chief Clyde Mortinsen, P&Z Director Tim Walburg Rec Director Mike Ellingson, and eleven residents.

Chair Brooks called the meeting to order at 7:02 p.m., and the pledge of allegiance was recited.

APPROVAL OF AGENDA, MINUTES AND TREASURER'S REPORT

- A. **AGENDA:** Motion by Comnick, seconded by Campbell, to approve the agenda with the following additions to Public Input: Mark Lockhart/Stuart Peterson and Tom Amendola. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Comnick, seconded by Campbell, to approve the Regular Meeting Minutes (6/3/2015), Treasurer Transition Plan Meeting (6/10/2015) and Treasurer Interviews (6/29/2015). Motion carried unanimously, 3 – 0.

Discussion on general content of minutes: when asked by the clerk, the board members agreed the minutes should no longer include the details of every discussion; however they should include enough information to explain why motions/decisions were made.

- C. **TREASURER'S REPORT:** Motion by Comnick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 –6/30/2015). Motion carried unanimously, 3 – 0.

Treasurer Christianson resigned earlier this month and the board hired Cheryl Borndal as her replacement. Christianson will act as Borndal's deputy and train her for as long as she needs. Chair Brooks thanked Christianson for her work as treasurer.

Motion by Campbell, seconded by Comnick, to approve Resolution #2015-3b. Discussion: This is the resolution required to update the signatures on file at the bank, etc. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Comnick, to pay bills 18219-18261. Discussion: this agenda item was moved to the top of the meeting to accommodate Christianson who left the meeting shortly after. Motion carried unanimously, 3 – 0. There were no paychecks for the P&Z commission since their timesheets were not submitted.

PUBLIC INPUT

Mark Lockhart and Stuart Peterson informed the board of their preliminary plans for a subdivision on Martin Road, between LaVaque and Rice Lake. They are already working with the county and our P&Z commission; they are aware they will eventually need a FD review. P&Z Director Tim Walburg informed the board of another potential development on Martin Road, this one by resident Ted Stocke. Stocke is hoping to get grant money to extend the sewer district for the project.

Bev Mell and Bob (a Canosia group home resident) asked the board for permission to have Bob volunteer at the recycling shed every Thursday since he loves recycling. Chair Brooks said WLSSD (who supplies our grant money) has left it up to the township. Mell will follow up with the group home's insurance to see if we can be added as an additional insured party. The clerk will contact MAT for an opinion. Chair Brooks will discuss this situation with our recycling attendant.

Tom Amendola asked to file a formal complaint against Supervisor Comnick, in regards to a name-calling incident at the coffee shop in June. Chair Brooks said he would not permit bickering between residents during the meeting and will only allow public input if it's civil. The initial argument between Comnick and Amendola arose from a P&Z disagreement. Chair Brooks said that part of the problem should be taken back to the P&Z commission and discussed there.

OLD BUSINESS

A. PIKE LAKE LANDING: DNR IMPROVEMENTS

The DNR has completed some crack-filling on Carmen's Way. They will wait until late summer to put in the dock and complete other minor repairs (striping, gravel, redefine parking spots, etc.). A quote for asphalt work came in too high (\$12,000 - \$20,000 from Hawkinson); the board discussed getting a quote from a smaller company to see if it would be cheaper. The township's contribution for the entire project (without asphalt work) will likely be \$2,000 - \$3,000.

B. PIKE LAKE INSPECTIONS: Supervisor Campbell said the inspections are going well. The PLA is purchasing safety vests for the inspectors.

C. FIRE DEPARTMENT:

JUNE 2015 FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	9	
Medical MUA	3	
Township Fire	0	
MUA Fire	4	2 to Rice Lake, 1 to Grand Lake, 1 to Hermantown
Service	1	Power line down
JUNE TOTAL	17	
TOTAL FOR 2015	88	

Training: this month the department trained on pumper relaying and tanker operations.

The technical spec for the fire truck purchase is being finalized. The town board is looking into financing options.

Chair Brooks asked for an additional column (“Original Purchase Price”) to be added to the Fire Department Inventory List. The clerk will look into it and ask the chief for help if need be.

The Asst. Chief is still looking for an additional quote for upgrading the fire hall locks. Locksmith Services did not respond. He will try ADT or a similar company.

The Fire Relief Treasurer will come before the town board in August to present his yearly report and formally ask for the annual contribution from the township.

Motion by Comnick, seconded by Campbell, to designate Cheryl Borndal as a representative to the Fire Relief Board of Trustees. Discussion: Borndal agreed to take Christianson’s place. The fire relief board meets four times per year. Motion carried unanimously, 3 – 0.

D. RECREATION AREA

Supervisor Comnick read from his Rec Report (copy attached to official minutes).

The playground repairs are complete. The garage and rec storage building were cleaned out. The Gravely mower is now being stored in the rec building.

Motion by Brooks, seconded by Campbell, to send out RFP’s to reconstruct the rec area tennis and basketball courts. Discussion: Comnick feels this is a safety issue and this is the opportune time to fix it; the school district has committed a one-time \$25,000 contribution for the project. The total cost is estimated at \$65,000 - \$75,000. Campbell noted that we have not budgeted for this project; Comnick said there is money in other accounts that could be used. The chair asked that the RFP state we are looking for “lump sum pricing” and all responses should be sent to the clerk. Campbell said he was not sure he would embrace this project but would like to see the numbers which come in. The RFP’s will be sent to four asphalt companies in the area: Sinnott, Ulland Brothers, Asphalt of Duluth and KTM. Motion carried unanimously, 3 – 0.

Rec Director Mike Ellingson repaired the pavilion pole. Mike Amendola will likely start bringing his food cart to the rec area at the start of the soccer season. The tennis lessons will begin in July at the courts; all the necessary insurance paperwork has been submitted. Ellingson will follow up with soccer and little leagues to see if the township can be added as additional insured parties on their liability policies as well.

Supervisor Comick will put an article in the next newsletter to gauge local interest on putting new advertising signs at the ball fields for next summer.

E. ROADS

Supervisor Connick read from the Road Report (copy attached to official minutes). The work on Alder and Townline is complete. The clerk will make sure the gravel tickets are submitted with the bill.

Motion by Brooks, seconded by Campbell, to send out RFP's for the shouldering work on Kehtel Road. Discussion: This was one of the recommended projects from the spring road tour. The board edited the draft RFP; Connick will incorporate the changes into the final version. The RFP will be sent to all contractors on the list who have submitted the necessary paperwork. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Brooks, to approve the \$2,450 quote from Asphalt of Duluth to patch the five problem PLAWCS connection sites on S. Pike Lake Rd., Daniels Rd. and Vaux Rd. Discussion: this was one of the recommended projects from the spring road tour. Although the quote is over \$1,000, the board decided RFP's were not needed because 1) Asphalt of Duluth already spent a significant amount of time measuring each of the five sites and the board did not feel it was a good idea to waste another company's time as well 2) the price seems reasonable, and 3) next time we have a similar job, the township will approach another company first. Right now, asphalt companies are not listed on our contractor list. Motion carried unanimously, 3 – 0.

The brush mowing will likely begin at the end of July. The board decided no calcium chloride is needed this year.

The board decided to remove the Nelsondale/Lorendale paving project from the agenda. The chair mentioned several factors leading up to this decision including: 1) the ambivalence of the residents who live on those roads and 2) the uneven sub-base which could cause major problems each spring (dips, frost heaves, etc) if paved. The supervisors agreed it was too much money to spend if they weren't certain they wanted to do it.

On the contractor list, the "unresponsive" contractors will be noted on the bottom of the page, but their details will be removed from the main section.

The chair recessed the meeting at 8:44 p.m. for a short break; the meeting reconvened at 8:50.

F. POSTING SIGN REPAIR: complete

G. PLANNING AND ZONING

There were six permits issued in June and there will be two more variance hearings soon. The permit application on the website needs to be updated. Resident Dan Jezierski again mentioned that the P&Z commission is supposed to have only one officer or employee of the town. The chair said he is aware of this and believes this is old misinterpretation from the county rules. They will revisit this issue in December when the new appointments are made.

H. AIRPORT ZONING: nothing to report. Will meet again in September.

I. HISTORICAL SOCIETY : nothing to report.

J. TECH COMMITTEE

The clerk asked to hold off on putting together another newsletter until the fall. The board agreed. The clerk said Deanna Nordeen was helpful in posting the treasurer job information online this month.

K. CEMETERY

Motion by Connick, seconded by Campbell, to accept the St. Raphael's service project at the township cemetery on July 7. Discussion: the project will be headed by Rita Sherepa, the church's youth director, and the participants will be cleaning up around the gravestones. Sherepa has experience doing this at other local cemeteries; our cemetery administrator is fine with the project. The board decided a signed hold harmless would adequately cover any liability questions. Motion carried unanimously, 3 – 0.

The updated plat map now includes the new block/lot markers which were recently installed. The board also reviewed the new chart listing the status/location of all the township's cemetery documents.

After a brief discussion, the board decided they will not list the burial prices charged by each of our Approved Burial Service contractors. The Cemetery Administrator will continue to monitor to see if any of the contractors are charging way too much, offering bad service, etc.

L. RECYCLE SHED: closed July 4th

M. MPCA - MS4: nothing to report

N. ANIMAL CONTROL:

The clerk will contact Rice Lake to get more information (costs, schedules, details, etc) about their animal control officer; our board will explore the possibility of a joint contract.

O. PLAWCS BIOHAZARD: Will be removed from agenda.

NEW BUSINESS

A. GOALS & PRIORITIES

The board reviewed/updated the Goals & Priorities chart. Supervisor Campbell will research/begin a schedule for the MS4 process.

B. TOWN HALL USAGE

The supervisors all agreed the town hall usage policy should stay the same: it will only be used for township business purposes (not parties, etc.). The clerk will put this information into formal policy form (it's currently only listed in the old minutes) so it's easier to locate when questions arise. (see actual policy for list of reasons to not rent out town hall for other purposes).

C. EMPLOYEE MANUAL

The chair and clerk will put together a checklist of items to go through with new employees (paperwork, safety policies, timesheets, etc).

D. YEARLY TOWN BOARD CALENDAR

The clerk asked whether the supervisors had any additions to the calendar now that they've had time to review it. It will be taken off the agenda.

CORRESPONDENCE

- Notice from SLC public works about the Martin Rd. reconstruction (July – Sept).
- Notice of address change for SLC Planning & Community Devel. Office
- Newsletters from WLSSD, Lakewood, Fredenberg, Rice Lake and Solway

ADJOURNMENT

Motion by Cornick, seconded by Campbell, to adjourn the meeting at 9:37 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
August 5, 2015

Kurt Brooks, Chair
August 5, 2015