

# Canosia Township

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

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Town Board: Chairman Scott Campbell, Supervisor Kevin Connick, Supervisor Jeff Lundholm  
Clerk Susan Krasaway, Treasurer Angela Christianson

## **REGULAR MEETING MINUTES**

**July 2, 2014**

**ATTENDING:** Chairman Scott Campbell, Supervisor Kevin Connick, Supervisor Jeff Lundholm, Clerk Susan Krasaway, Treasurer Angela Christianson, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Rec Director Mike Ellingson P&Z Director Tim Walburg and seven residents.

**NOT ATTENDING:** Recycle Shed Attendant Deanna Nordeen

Chairman Campbell called the meeting to order at 7 p.m., and the pledge of allegiance was recited.

## **AGENDA, MINUTES, TREASURER'S REPORT**

- A. **AGENDA:** Motion by Lundholm, seconded by Campbell, to approve the agenda with one change: Remove under Old Business (Rec Area) #3- *Estimates for Concession Stand/Dugout, Courts*. Supervisor Connick said he would like this postponed until August. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Lundholm, seconded by Campbell, to approve the regular meeting minutes (6/4/2014). **Discussion:** Resident Dan Jezierski said he still felt the events/discussion that took place at the May meeting were not adequately captured by the meeting minutes and he plans to take his concerns to the paper. Motion carried unanimously, 3 – 0.

C. **TREASURER'S REPORT:**

1. Approve Report

Motion by Connick, seconded by Lundholm, to approve the Treasurer's Report (1/1/14 – 06/30/14). **Discussion:** Supervisor Connick asked when the property tax allocation would be coming from St. Louis County (answer: likely in July). Motion carried unanimously, 3 – 0.

2. Information from Treasurer

- a. Treasurer Angela Christianson said she has purchased both the cross cut shredder and a new calculator for the office.

- b. She has set up it up so the township now has the ability to print electronic bank statements; however, she will not utilize this until she has finished developing the Electronic Banking Policy that will come before the board soon (hopefully next month). She also checked with Grand Lake Township and they do not have a policy in place.
- c. Christianson has learned from the auditor's office that the township can have a total of \$500,000 in one bank. However, each account should have no more than \$250,000 in order to be compliant with FDIC rules/coverage. Christianson recommended transferring money out of the money market account (which currently has more than \$250,000) and placing it in the checking account which has substantially less.

Motion by Campbell to transfer the money from the Money Market Account into Checking (leaving the Money Market at \$250,000). Motion carried unanimously, 3 – 0.

- d. Christianson said that a 2002 law establishes that elected officials should not be contributing to social security, as the Canosia supervisors currently do. The IRS said Canosia could go back for the last three years (2011, 2012, 2013) to recoup the contributions the supervisors made as well as those paid by the township on their behalf. This will require the officials to submit amended W2's this coming year. Supervisors Comnick and Lundholm both said they would forego their money in order to make it easier. However, Christianson said they have to get it back in order for the township to recover their contributions as well. The board told the treasurer to proceed with the process.
- e. Christianson said she would like to save the township roughly \$795 year by handling the quarterly filings herself instead of sending them out to be completed.

Motion by Comnick, seconded by Lundholm, to authorize Christianson to handle the township's quarterly filings in house. Motion carried unanimously, 3- 0.

- f. Christianson said she owes the township \$32.69 for the employee portion of PERA that did not get paid on her first two pay stubs. She will give a check to Clerk Krasaway to record since she did not feel comfortable accepting a check from herself.
- g. Christianson asked for permission to destroy the following records prior to 2008 (not including 2008): All monthly cash control, time sheets, accounts receivable/payable journals, billings and ledgers, billing statements, canceled checks, cash receipt analysis, check stubs, claims/vouchers, receipts, receipt ledgers/registers and all W-2's , W-3's and 1099's. The treasurer said these items only need to be kept for six years per the Minnesota Historical Society Records

Retention and Filing System for Townships. She will enter each date and batch into the destruction report. She will update the township on the process at the coming meetings.

Motion by Comnick, seconded by Lundholm, to authorize the destruction of the above stated records. Discussion: When asked, Christianson said this was all compliant with IRS rules as well. Motion carried unanimously, 3-0. Supervisor Comnick thanked Christianson for her good work.

### **PUBLIC INPUT**

Resident Kurt Brooks asked for updates on the proposed PLAWCS building as well as the future Arrowhead Health and Wellness Center in Hermantown. Chairman Campbell said both topics would be discussed during the meeting.

### **OLD BUSINESS**

#### **A. FIRE DEPARTMENT:**

<b>JUNE 2014 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>1</b>	<b>To Grand Lake</b>
<b>Township Fire</b>	<b>4</b>	<b>2 down power lines, a shed fire and a car fire</b>
<b>MUA Fire</b>	<b>1</b>	<b>Brush fire in Hermantown</b>
<b>Service</b>	<b>0</b>	
<b>TOTAL</b>	<b>11</b>	

<b>TOTAL FOR 2014</b>	<b>70</b>
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Training: This month the fire department members went to the 911 building for radio training with the dispatchers. They also toured the communication center and learned how busy the dispatchers are with answering phones, etc. They also did some pumping of water and driver training as well.

Chief Gene Stevens said one new member has completed EMS training and another has completed his Fire Fighter 1 and 2 training. There has been no word yet on their grants. The department is planning on attending both the Hermantown Summerfest and Hoghead Parades. The chief said both Solway and Grand Lake were unable to give him a firm answer about participating in Hoghead.

#### **B. CARMEN'S WAY LANDING PROJECT**

Chairman Campbell said the DNR will be at the board meeting in August to continue discussion about revamping the public access. Projected costs will be discussed at that point. Campbell said he met this past month with the DNR to look at the old maps/easements for the area. He also

mentioned that the county will be re-doing nearby roads next summer and the township could discuss sharing their asphalt to get a better price.

### **C. PIKE LAKE WATERCRAFT INSPECTIONS**

Ken Wallace, President of the Pike Lake Association, said the inspections seem to be going well. Chairman Campbell said he also sent some information to Treasurer Christianson regarding the files that will need to be sent to the state.

### **D. PARKING ORDINANCE ENFORCEMENT**

Chairman Campbell reported that attorney Bryan Brown is still reaching out to various groups (city, county, etc). to learn more about the township's enforcement options. There are no definitive answers at this point.

### **E. RECREATION AREA**

#### 1. Report

Rec Director Mike Ellingson said he has not yet ordered the new tennis nets yet since he was waiting to hear about potential plans to resurface the courts.

He again mentioned the need for a new roof (preferably metal) on the warming shack. Ellingson said he would install it himself, and Tim Walburg volunteered to help. Ellingson will get some rough estimates comparing how much metal would cost vs. other materials.

Supervisor Comnick said he and Ellingson and Road Foreman Gary Oswell met with Asphalt of Duluth to discuss tearing up the basketball and tennis courts and completely re-doing them. Comnick said it would cost approximately \$65,000-\$70,000 but is something that needs to be done due to safety concerns. He plans to have a meeting shortly with the school districts to see how they can share in the costs. After that, he will bring a formal proposal before the board.

Comnick said he thinks the courts should be "Phase 1" of a rec area plan, while fixing the dugout, concession stand and picnic pavilion would be "Phase 2". Chairman Campbell said the township should still consider usage fees from the various sports leagues to help with the upkeep. He also said he considers the structural problems with the pavilion to be a top priority. Supervisor Lundholm said he would look into getting grant money for these "Phase 2" projects once he has a formal proposal from Comnick.

Dan Jezierski asked whether the Rec Area usage would go down if/when the proposed Hermantown YMCA becomes a reality. Chairman Campbell said the Y would likely have an indoor basketball court and swimming, but not many outdoor amenities. Jezierski also asked if taxpayer money would be better spent on roads and other problems; Chairman Campbell said it was the town's responsibility to provide a safe recreation area that benefits the community in this way.

## 2. Hire Rick Carlson for Mowing

This past month Rick Carlson was brought on to mow the township grass after the former cutter was unable due to medical reasons. Comnick said Carlson was told he would need to be formally hired by the board before his employment became official.

Motion by Comnick, seconded by Lundholm, to hire Rick Carlson to handle the township lawn mowing this summer as a seasonal, part-time employee. Discussion: Carlson said he felt confident he could handle all areas on his own; however, Comnick said he had a back up person lined up if it got to be too much to handle. Comnick also clarified that if Laird Erikson was able to perform the job duties at any point this summer he was welcome to his job back after getting a medical release. Motion carried unanimously, 3 – 0.

Carlson does not have a trailer hitch on his vehicle so is unable to haul the mower over to the cemetery. Chairman Campbell said the town would not be willing to pay to have a trailer hitch installed. Therefore Carlson will coordinate with Mike Ellingson about hauling the mower across the highway.

## 3. PLAWCS Mowing

Carlson said he could put a push mower in the back of his vehicle to mow around the five PLAWCS lift stations. He will work with Comnick and Ellingson to learn about the various locations, etc.

## F. ROADS

### 1. Road Foreman Report

Road Foreman Gary Oswell and Supervisor Comnick presented the board with estimates for placing gravel and striping some of the township roads this summer. (See attached Road Report for details).

Dan Jezierski asked who would be doing the gravel, since (in his opinion) it was too big of job for the Oswell Company. Oswell responded by saying he is fully capable of doing it and has developed a system that would be very hard for a larger outfit to compete with.

Comnick said he was tired of the fact that every time he brings up improving a road, he and Oswell's credibility are attacked and their motives questioned. He said they are both doing the jobs they are delegated to do for the township. Comnick added that if the township taxes the residents for road and bridge upkeep, then Canosia should be spending the money to keep up the roads.

Resident Kurt Brooks asked whether it was still in the future plans to blacktop every township road. If not, he asked whether it would be better to levy a far lesser amount to reflect their actual needs (i.e. \$48,000 annually to cover gravel and striping). He added that it does not really benefit

the township to delay every road project in hopes of saving every last penny, since then everything will likely be needed to be done at once.

Supervisor Comnick said research shows it is far more cost effective to have gravel roads and pay for their upkeep. Oswell added that the regular gravel maintenance is needed to maintain the quality of the road in case the town does decide to blacktop down the line.

Motion by Comnick, seconded by Lundholm, to accept the \$10,600 quote from Asphalt of Duluth to stripe the following roads: Fog and center lines for Lindahl Rd (1.25 miles), Kehtel Road (1.0 miles), and Vaux Road (1.0 miles); Center lines for Lockwood Lane (.5 miles), Shady Lane (.9 miles), Pike Lane (.2 miles), Dunaiski Road (.25 miles), Daniels Road (.5 miles) Lakeway Drive (.1 miles), South Pike Lake Road (.47 miles) and Spruce Lane (.42 miles). Motion carried unanimously, 3 to 0.

## 2. Roadwork Resolution (#2014-5)

This resolution authorizes a contract and designates a single contractor (Oswell Co., Inc.) to do basic township road maintenance. It allows the contractor (working with the supervisor in charge of roads) to complete projects up to a certain dollar amount between meetings without having to come before the whole board for approval.

Chairman Campbell said he felt the cap should be set at \$1,000, and anything more expensive should come before the whole board, either in a regular or special meeting. Comnick argued that \$1,000 was too restrictive and wouldn't cover the cost of replacing a washed out culvert or placing necessary gravel and barricades in an emergency. After hearing that the Fire Department limit was \$7,000 between meetings, Supervisor Comnick said the road limit should be \$7,000 as well. Campbell argued that the Fire Dept. doesn't act as its own contractor doing the needed work for profit. Resident Kurt Brooks suggested having one limit for standard maintenance and another for emergencies.

Motion by Comnick, seconded by Lundholm, to authorize (under Resolution #2014-5) a \$7,000 limit for the Oswell Co, Inc. between meetings with approval from Road Supervisor Comnick. Motion failed 1 to 2, with Campbell and Lundholm voting against it.

Comnick said he also took issue with the part of the resolution stating that the township has the right at any time to employ different contractors if it is determined to be in the best interest of the township.

Supervisor Lundholm reiterated that the purpose of the resolution is to clarify any conflict of interest concerns with having the road foreman also act as the town's primary road contractor. He also said it was intended to keep things running as they were before, while just making sure it was in writing that Oswell Co, Inc. was authorized to do the work. Lundholm clarified that the "employing different contractors" part was in reference to having other companies do work like tree removal or striping if needed. Comnick said this resolution creates confusion about what Oswell is authorized to do in every situation.

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Chairman Campbell also said they must also consider the “cumulative” total of the work the Oswell Co, Inc. does for the township (i.e. if over \$25,000 are competitive quotes needed?). Connick disagreed with the notion.

Motion by Connick, seconded by Lundholm, to table Resolution #2014-5 until next month. Motion carried unanimously, 3 – 0.

Oswell expressed frustration that no road upkeep was planned for one of the only decent months of the year to do road work. Connick clarified the gravel proposal outlined in the road report does not need to be done all at once.

Motion by Connick, seconded by Lundholm, to begin the gravel work on the various roads named in the road report. The work to be done this month will be determined by the Oswell Co., under the discretion of Supervisor Connick and Road Foreman Gary Oswell. Some gravel will likely be placed on each of the township roads. Motion carried unanimously, 3-0.

### 3. Summer Projects

The board received a quote from Jake’s Mowing & Grading/Dust Doctor for calcium chloride application and for mowing/brushing:

Mowing = \$85/hr; Brushing = \$75/hr., Maximum = \$6,200 with all work done to satisfaction of the board or representative.

Dust Control = \$1/gallon, Maximum = \$4444.44, with all work done to satisfaction of board or representative.

The board decided that no dust control is needed at this time.

Resident Bob Rodda said his son would also like to do the mowing/brush work for the township. Chairman Campbell asked him to submit his prices for the board to review next month. Rodda was also asked to submit prices for his own grading and excavating work. The discussion will be tabled until next month.

## **G. PLANNING AND ZONING**

### 1. Report

Planning and Zoning Director Tim Walburg said he issued six permits in June. There is also a variance hearing (Urshan) scheduled for July 9 (notice of hearing was published in DNT).

Walburg said Deanna Nordeen will be updating the P&Z maps on the website this week.

## 2. Redoing Ordinance Book

Supervisor Comnick said he would contact township attorney Mike Orman about the bylaws so the P&Z commission can begin to move forward on redoing the ordinance book.

## 3. Appoint Deanna Nordeen to Board of Adjustment

Supervisor Comnick said the township ordinance states that no township employee can be a member of the BOA; therefore Nordeen should not be appointed to serve.

Motion by Comnick to appoint resident Dianne Ahlers to the Board of Adjustment. Ahlers said she was a local business owner who has lived in the township for the past 26 years. She is also the event coordinator for the Pike Lake Association. Motion carried unanimously, 3 – 0.

Comick said he contacted MAT attorney Eric Hedtke about the P&Z commission appointments that were recently made. According to Comnick, Hedtke said he did not recall any conversation with Supervisor Lundholm regarding this issue and that, upon reviewing the ordinances, he supported the opinion of Comnick and the other MAT Attorney Kyle Hartnett.

## **H. AIRPORT ZONING MEETING:**

Nothing new to report, but Supervisor Comnick said there is a meeting scheduled for August.

## **I. SUMMER PICNIC PLANS**

The community picnic and open house are tentatively scheduled for August 2. Comnick said two PLA members will go to SuperOne to purchase all the groceries for the event and Comnick will later discuss a possible discount with SuperOne owner Patrick Miner.

The picnic is being held in conjunction with the PLA and possibly Grand Lake Township. Chairman Campbell said he was concerned that Canosia would have to pay for the entire bill (est. \$800). PLA president Ken Wallace said he would be approaching the Grand Lake board the following week and would appreciate it if he could tell them that Canosia is looking to share costs and give them an idea about what Grand Lake would need to contribute if they agree to participate.

Motion by Comnick, seconded by Lundholm, to schedule the community picnic for Saturday, August 2 from 11 a.m. to 2 p.m. at the Canosia Township Rec. Area. The township will contribute up to \$500 for expenses. Motion carried unanimously, 3 – 0.

The board agreed that the historical society should hold an open house during the picnic as well.

## **J. HISTORICAL SOCIETY**

The board suggested sending a thank you note to the historical society for installing the window coverings in the town hall. Clerk Krasaway will double check that they were in fact installed before sending the note.

## **K. TECH COMMITTEE**

Clerk Krasaway said the summer newsletter will go out in time for the community picnic on August 2. It will include the following: articles from Campbell and Comnick, reports from Gene Stevens, Mike Ellingson and Tim Walburg, notice for the picnic, and information about the primary election held at the town hall on August 12. Krasaway asked whether updates should be provided about the Pike Lake watercraft inspections or plans to re-do the landing. Campbell said he would likely include those in his article. The newsletter will also have half-page ads from TBI and Corridor 53 car wash, a quarter-page ad from a Duluth law firm, and a business card size ad from Alta Surveying.

## **L. CEMETERY**

Gary Oswell said the burial for Irene Najaar was held on June 28 and her grave stone is now in place.

No decision was made about placing markers in the newly surveyed area. Comnick said he will continue researching the options.

## **M. RECYCLE SHED**

Supervisor Lundholm said newly hired recycle shed attendant Frank Bolos is doing well with the job.

Supervisor Comnick asked if they could compare the old Rules and Procedures Policy to the new version before adopting it. The issue will be revisited in August.

## **NEW BUSINESS**

### **A. APPOINT ELECTION JUDGES**

Motion by Comnick, seconded by Lundholm, to appoint the following election judges for the August 12 primary: Barb Misgen, Barb Erikson, Nancy Cameron, Linda Bashaw and Jeri Georges. Motion carried unanimously, 3 – 0.

### **B. OTHER**

Treasurer Angela Christianson said she was looking to get rid of several old office items that are no longer needed. It was decided that the Fire Department will take the calculator and shredder while the floppy disks will be given to Road Foreman Gary Oswell.

Resident Kurt Brooks asked for an update on the proposed YMCA in Hermantown. Chairman Campbell reported that the state had set aside \$250,000 for the project planning and the City of Hermantown is providing \$30,000 for a feasibility study. The project would cost an estimated \$14 million, with half ideally coming from the state and the other half from private funds.

### **CORRESPONDENCE**

- Newsletters from Duluth Township, Fredenberg Township, Solway Township, Rice Lake Township, the MN Dept. of Health and WLSSD
- The 2013 annual report from the St. Louis County Attorney's office.
- A fundraising request from the SLC Rescue Squad
- A notice from FEMA about upcoming scoping meetings to discuss riverine flood mapping.
- A note from the Proctor Chem-free grad party committee thanking the township for its donation.
- A letter from the local PERA representatives explaining options for individual conferences or group programs.

### **MOTIONS TO PAY BILLS/ADJOURNMENT**

Motion by Connick, seconded by Lundholm, to pay bills #17609-17662. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Lundholm, to adjourn the meeting at 9:20 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

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Susan Krasaway, Clerk  
August 6, 2014

**APPROVED:**

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(Scott Campbell, Chair)

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(Date)