

Canosia Township

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

REGULAR MEETING MINUTES

July 6, 2016

ATTENDING: Chair Kevin Connick, Supervisor Kurt Brooks, Supervisor Dan Golen, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, P&Z Director Tim Walburg, Rec Director Mike Ellingson, and four residents.

Chair Connick 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 Brooks, seconded by Golen, to approve the agenda with one change: switch A and B under Old Business. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Golen, seconded by Brooks, to approve the Regular Meeting Minutes (6/1/2016) as written. Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT:** Motion by Brooks, seconded by Connick, to approve the Treasurer's Report (1/1/16 –6/30/2016). Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Golen, to pay in full claim #3492 (\$748 to Twin Ports Pest Control for their recent treatment at the fields) and then back-bill the soccer and baseball associations for their half. Discussion: in May the board voted to pay \$400 in the spring and \$400 in the fall for weed control. Borndal will prepare an invoice for the sports leagues and Rec Director Mike Ellingson will contact them. Motion carried unanimously, 3 – 0.

The treasurer also reported:

- We've received 100% of the property tax money, it will now be allocated properly.
- The WLSSD object code in question last month was changed to "utility services".
- We received the \$1,300 insurance reimbursement for the FD garage door repair
- At the MAT short course she learned how to issue one paycheck (instead of multiple) for employees who hold various township positions (i.e. Supervisor and P&Z member).
- We received a "past due" notice/invoice from LBC (probably from a recycling shed garage door repair) but never got the original bill.
- She mistakenly reimbursed an employee last month for some equipment and gasoline, when in fact the money should have been sent directly to Denny's Lawn & Garden and Holiday instead. Borndal will recoup that money from the employee.

Brooks questioned a claim which stated a lawnmower repair was necessary after someone other than our groundskeepers used it and damaged it over the weekend. NOTE: after the meeting it was learned the mower was inappropriately borrowed by someone who had proper access to it in the past. This will be back on the agenda next month.

Meal Expense Research: Comnick reported that MAT does not take a position on township officers expensing meals while on township business; The auditor said it depends upon the necessity of holding the meeting during mealtime. Supervisor Brooks' research showed that meal reimbursement could be considered compensation; he cautioned against this practice and recommended following the suggestions laid out in a sample resolution regarding compensation:

Motion by Brooks to establish a policy in which township officers avoid setting up business meetings during meal times and only reimburse them for meals if they were more than 30 miles away from town on official town business. No second, motion dies.

Motion by Brooks to establish a policy in which township officers avoid setting up business meetings during meal times. No second, motion dies.

Expense reimbursement policy will be added to the agenda next month for further discussion.

PUBLIC INPUT

In response to a discussion from last month, Resident Dan Jezierski clarified he had talked with a MAT attorney, but had not called them.

OLD BUSINESS

A. FIRE DEPARTMENT:

1. Report

JUNE 2016 FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	5	
Medical MUA	0	
Township Fire	1	Chimney Fire
MUA Fire	0	
Service	0	
TOTAL	6	

TOTAL FOR 2016	66
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Training: Hall maintenance, washed trucks and pavilion floors. Changed all light bulbs in back garage and upper storage area. Helping with the air show this weekend.

Chief Stevens gave his approval to the Custom Fab & Body contract and blueprint. On page 9, we will change it back to two manuals (instead of one) and then Chair Comnick will sign/initial. We should have the final price on the cab & chassis off the state bid next month.

B. PLANNING & ZONING

P&Z Director Tim Walburg issued two permits last month. He also made contact with Dale Cich, and stated the township is waiting on septic approval before reviewing his permit application. Cich also said he plans to use the roof pieces stored on Martin Road for a potential four-plex he's developing.

Work continues on the ordinance book revisions. Brooks conducted more research this month and found that all of our past zoning ordinances (including 1976 and 1981) are filed with the county recorder.

MAT does not have sample ordinances on Dangerous Dogs or Blight. However, there are some online which we could use as a starting point.

Motion by Brooks, seconded by Comnick, to send a letter to Vickie Armstrong, owner of the blighted property at 4773 Lavaque Rd., stating the township's concern about the condition of the property and asking her to take steps to avoid becoming a public nuisance. Discussion: the letter will be sent to the Lavaque address, but it's unclear if anyone is living there. Motion carried unanimously, 3 – 0.

Brooks talked with Mark Peterson from the St. Louis County Land Department about various options for blighted properties. In addition to sending a letter, the township could contact WLSSD to see if their "Garbage Police" has any authority in this type of situation. If we had a blight ordinance, we would have the ability to remove the debris and attach the costs to taxes. If the land is tax forfeit, the county could take care of the problem. (The Lavaque property was tax forfeit, but was then re-purchased by the same owner earlier this year).

C. ROADS

This month, Oswell and Comnick determined the culvert on Christianson Road needed an emergency replacement. The cost to replace it (roughly \$2,000) exceeded the limit supervisors can independently authorize between meetings.

Road Foreman Gary Oswell and Supervisor Comnick made the case for an increased spending limit between board meetings for road emergencies as well as an increased limit for routine maintenance issues they feel do not warrant RFP's or are too small to efficiently get estimates. Oswell and Comnick would rather decide the necessary projects independently, choose a contractor and authorize the work without board involvement or having to wait for the next board meeting to move forward.

Motion by Comnick, seconded by Golen, to increase the authorized spending limit to \$5,000 (up from \$1,000) between meetings for road emergencies and routine maintenance issues. Discussion: Supervisor Brooks asked that the board continue to plan the projects ahead of time, as much as possible; he asked Oswell to bring a list of potential upcoming projects to each meeting along with his best guess at a ballpark figure for the work. Motion carried unanimously, 3 – 0.

This month, Oswell estimates there is roughly three to four thousand dollars worth of work needed (ditching on Dunaisky, three culvert issues, gravel for Tomak).

Motion by Comnick, seconded by Brooks, to accept the \$11,515 quote from Bob Rodda for the delivery/ spreading of gravel on Christianson Road. Discussion: We received two quotes; The second was from Peterson for \$12,850. Motion carried unanimously, 3-0.

The board reviewed the road inventory and 10-year plan spreadsheet. This year we will be spending close to \$100,000 on roads. The clerk will continue to update it as necessary.

Resident Dan Urshan has placed boulders in the township right of way on Kehtel Rd., despite being told not to do so. The board will review this on the fall road tour.

This winter, the county will not be plowing the end of Kehtel Road (after Shady Lane) after determining there is not the required turnaround space. The township may have to find a private company to plow that section. The board will review the maps of the area in question in August.

D. REC AREA

The pickleball court is complete. Rec Director Mike Ellingson will get a quote for a sign. Sinnott will be finishing the other courts as soon as possible. No developments regarding the Hermantown School District rec area contribution.

Motion by Golen, second by Comnick, to spend up to \$12,000 on replacing the main dugout (currently attached to the concession stand) and \$650 for leveling the other one.

Discussion: the \$12,000 includes an estimated \$1,500 for demolition, \$2,600 for materials (from Jerry Carlson at Arrowhead Concrete), up to \$7,000 for labor (from Roger Anderson at Harbor City Masonry) and \$750 for roofing materials, if needed. The concession stand will not be rebuilt.

Supervisor Brooks noted the township still has roughly \$24,000 left to pay for the courts and also recently spent \$3,000 for the remainder of the fencing bill. Assuming any additional Rec Area expenses will be paid out of the general fund, there will only be an estimated \$50,000 left at year-end. Comnick reiterated the safety issues regarding the dugouts and stated this will take care of all major projects at the rec area for the foreseeable future. Motion carried unanimously, 3 – 0.

E. AIS INSPECTIONS

Motion by Brooks, seconded by Comnick, to approve Resolution #2016-1B which authorizes the application and acceptance of an additional \$6,000 grant from SLC for AIS Inspections at Caribou Lake. Discussion: the SLC board just approved the additional funds and we can begin using it now. Comnick will sign any additional contract paperwork. Motion carried unanimously, 3 – 0.

Earlier in the meeting, the board discussed this issue with Caribou Lake Association (CLA) President Tom Marchand and CLA secretary Mary Mann. The township and CLA agreed to communicate better next year when applying for grant money and implementing inspections. Marchand will be in contact with Landing Manager Jake Carlson about staffing, hours and rotating landing locations on Caribou for the remainder of the summer.

Clerk Krasaway will submit the SLC grant money “check-in” report requested from SLC.

F. PIKE LAKE IMPROVEMENTS: No developments

G. TRAILS: No developments. Survey on track for this fall.

H. AIRPORT ZONING

Motion by Brooks, seconded by Golen, to appoint Kevin Comnick as the township’s representative to the Duluth Airport Zoning Board of Adjustment (3-year term). Discussion: Comnick is currently serving on this board, which meets only if needed in rare instances. The clerk will notify the airport zoning board of the appointment. Motion carried unanimously.

I. CEMETERY

Supervisor Comnick will contact Shelton Excavating regarding the damage to the cemetery after a recent burial (torn up grass, tire tracks, damage to a gravestone). Comnick will let them know that the current repairs aren’t adequate. The board will assess Shelton’s response next month.

Motion by Comnick, seconded by Brooks, authorizing Mike Ellingson to spend an estimated \$40 on replacing the mulch at the Veterans Memorial at the cemetery. Motion carried unanimously, 3 – 0.

J. RECYCLE SHED

Motion by Comnick, seconded by Golen, to hire Jeff Swansen as the Recycle Shed Back-Up Attendant. Discussion: Swansen will be used as needed, when Frank is sick or would like a day off. Swansen will be paid for training a few days with Frank. Motion carried unanimously, 3 – 0.

K. MPCA MS4

Brooks and Golen (and possibly Comnick) will attend the MPCA MS4 training session on August 3 at the MPCA office in Duluth.

L. NEWSLETTER: Next issue sent in September.

M. WEBSITE: Nothing to report

N. GOALS & PRIORITIES: Reviewing the laborer/groundskeeper descriptions next month.

O. BROADBAND: Nothing to report

P. PLAWCS

Motion by Brooks, seconded by Comnick, to approve Resolution #2016-5: Authorizing the PeopleService contract for PLAWCS maintenance. Motion carried unanimously.

Q. MEETING RECAP

Brooks, Borndal and Krasaway attended the MAT short course. Brooks gave Oswell and Comnick a Gravel Roads Handbook distributed at the seminar.

NEW BUSINESS

A. POLICY, ORDINANCE, RESOLUTION BOOKS

The clerk spent some time this month beginning to organize and index three separate binders for Policies & Procedures, Ordinances and Resolutions.

B. ELECTION JUDGE APPOINTMENT FOR PRIMARY

Motion by Comnick, seconded by Brooks, to appoint Barb Misgen, Barb Erikson, Nancy Cameron, Suzanne Voss, Susan Rees, Judy Kehtel, Jeanne Trush and Laura Solem as election judges for the August 9 primary election. Motion carried unanimously, 3 – 0.

C. FRONT PORCH ENTRY

Motion by Comnick, seconded by Brooks, to pay Mike Ellingson \$10/hour (the general laborer wage) to stain the town hall front porch. Motion carried unanimously, 3- 0.

D. DAV BIN UPDATE: Will be delivered in July

E. OTHER: WLSSD ISSUES

Comnick received a response to the letter the township sent last month regarding the WLSSD Comp Plan. The response letter addressed the 194 interceptor capacity issues and gave an estimated 5-10 year sewer estimate for Caribou Lake.

Comnick will attend a July 28 meeting to vote for Jim Aird on the WLSSD board.

CORRESPONDENCE

- Admin Minnesota Canosia Population Estimate as of April 2015: 2,189 population, 837 households

- Notice of WLSSD board Election Day on July 28.
- WLSSD Biosolids Newsletter
- MN Energy Resources Public Hearing notice for natural gas extension.
- SLC Rescue Squad donation request letter
- SLC Attorney's office annual report
- A flyer from the Pike Lake area Grass Chopper Lawn Care (For future reference: www.grasschoppers.weebly.com or 340-8851)
- Solway and Duluth Township Newsletters
- Furniture Medic flyer.
- Agape House Open House Invitation on July 24
- Couri & Ruppe Law Firm Course on October 1 in Cotton
- Connick mentioned the Canosia FD will participate in the Hoghead Festival

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Brooks, seconded by Connick, to pay bills #18797-18852 and MA-2016-6. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Connick, to adjourn the meeting at 9.56 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
August 3, 2016

Kevin Connick, Chair
August 3, 2016