

Canosia Township

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

REGULAR MEETING MINUTES

June 3, 2015

ATTENDING: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick, Clerk Susan Krasaway, Treasurer Angela Christianson, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Assistant Chief Clyde Mortinsen, P&Z Director Tim Walburg Rec Director Mike Ellingson, and 11 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 Comnick, seconded by Campbell, to approve the agenda with one change: move Group Home Issue to Public Input to accommodate the residents in attendance. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Comnick, seconded by Campbell, to approve the regular meeting minutes (5/6/2015) with one change: on page 2, change "Chairman" Campbell to "Supervisor Campbell". Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT**

Treasurer Angela Christianson explained the various reports included in the board's meeting packets. Chair Brooks asked for the receipt amounts to be totaled at the bottom of the receipts register in the future. For the purpose of internal controls, he also would like the clerk's financial records to have the same exact reports they did in CTAS (Disbursements Register, Receipts Register, Cash Balance Statements) so it easy to compare/reconcile.

The treasurer said she and the clerk found an error of a few cents when reconciling their records for April. The problem has since been corrected and she provided updated reports for the board.

Motion by Comnick, seconded by Campbell, to approve the Treasurer's Reports (1/1/15 – 5/31/2015). Motion carried unanimously, 3 – 0.

There will now be a minor change in the way the P&Z timesheets are handled: all the commission members will now sign a timesheet during the meeting, instead of having the secretary fill it out for them. This will cut down on confusion and allow for the township to have a signed record of who was in attendance. The clerk will let the P&Z secretary know of the change.

There was some unresolved discussion about the allocation of funds to WLSSD and billing a portion to PLAWCS.

Supervisor Campbell asked about the township's policy for Electronic Fund Transfers. Christianson said she does not do it often, but when she does she gets approval from the board first, then provides them with documentation/receipts afterwards outlining exactly what was done. She will develop a formal policy for the board to review next month.

The clerk provided forms so Brooks and Connick can be issued township credit cards, as they had requested and approved at the Reorganization Meeting. Both Connick and Brooks decided they did not want credit cards in their names after all. Supervisor Campbell will keep his in case it is ever needed (he's never used it before).

Motion by Connick, seconded by Campbell, to approve the updated Credit Card Policy. Discussion: There were only a few minor changes from the 2013 version: 1) the cards can now be issued to the town supervisors (instead of just the chairperson) and 2) the stated credit card limits were changed from \$5,000 to \$8,000 (the cards were already at that limit for the past two years; the policy was just updated to reflect that). Motion carried unanimously, 3 – 0.

PUBLIC INPUT

1. TENNIS LESSON:

Motion by Connick, seconded by Brooks, to allow local tennis instructor Jessica Rich to teach private tennis lessons this summer at the rec area.

Discussion: Rich is fully insured as an instructor and is also covered by the liability insurance for the Hermantown/Proctor Community Education Program. Campbell said he would support the motion if 1) the board plans to follow through with developing a formal policy for rec area usage, and 2) Rich's insurance policy also names the township as an additional insured entity. Rich will also sign a Hold Harmless agreement. Chair Brooks pointed out that private tennis lessons are relatively low risk, considering the rec area is open to everyone (students, families, baseball/soccer leagues) all the time without these users providing insurance. The board discussed her extensive qualifications and that she will also be teaching at Fredenberg and Grand Lake Townships through the community ed program.

Motion carried unanimously, 3 – 0. Campbell plans to follow up with other townships and MAT regarding insurance and usage policies.

2. ANIMAL COMPLAINT: Resident Jim Viner (Tomak Road) asked about the township's animal control ordinance and explained his ongoing problem with his neighbors' dogs and horses. The supervisors urged him to document the problem and send the board a formal letter. At that point, they can contact the neighbor about the complaints and alleged animal ordinance violation. Viner also said his neighbor is storing culverts on his property and wanted to know if this type of commercial use is allowed. He was told to talk with P&Z Director Tim Walburg.

3. PIKE LAKE INSPECTION EMPLOYEE ISSUE

Resident Jim Marchetti (East Pike Lake Rd.) asked the board why his son Joseph was not hired back as a watercraft inspector this year. He said the president of the Pike Lake Association had told him his son would automatically be hired back. Chair Brooks said the inspectors are temporary, seasonal employees hired each season with no guarantee they will return annually; Plus, the program is largely funded through DNR grant money, so there is no guarantee the inspections will even continue year to year. Campbell also said the township (not the PLA) is in charge of hiring now, so the PLA cannot make promises on our behalf.

It was also pointed out: 1) the inspectors were all given a letter last year stating the duration of the seasonal job (May – Sept 2014), 2) this year's job openings were posted at the Grand Lake and Canosia's public posting spots in April and interviews were conducted in line with the appropriate hiring process recommendations, and 3) Marchetti's son did not apply or contact the township asking about the job. Supervisor Connick also read from MAT Document E4000 which states townships are not required to advertise for seasonal positions or re-hire the same individuals year to year. Connick also wanted it stated for the record he was not involved in the hiring process. Marchetti was told that if there are openings later this summer, his son will be among the candidates the township would consider interviewing.

4. GROUP HOME ISSUE

Chair Brooks said he received a phone call from the president of Stepping Stones last month shortly after the township sent a letter outlining the residents' concerns about two group homes in the Wilderness Trail area. Stepping Stones also followed up with a letter providing the residents with contact numbers to report any future problems and a promise to re-train the staff at the homes. The letter also explained there are alarms in place on the exit doors and all staff members should be wearing their photo ID badges. Resident Janet Yardley said the noisy vehicles/ trash problems have improved recently. Chair Brooks asked the residents to keep the board updated of any progress or problems.

OLD BUSINESS

A. PIKE LAKE LANDING: DNR IMPROVEMENTS UPDATE

Supervisor Campbell met with the DNR and Hawkinson Construction (the company overhauling Martin Rd. this summer) about the potential blacktop work at the landing. Hawkinson provided a quote of various options between \$12,000- \$20,000. Campbell said this was higher than he expected and he will need to follow up with the DNR. The DNR is expected to shoulder 70% of the project costs, with the township paying the rest.

B. PIKE LAKE INSPECTIONS

1. Employee Situation: discussed in public input

2. Motion to Formally Hire Inspectors

Motion by Brooks, seconded by Comnick, to approve hiring Aquatic Invasive Species Inspectors for temporary/2015 summer employment for inspections at the Pike Lake and Caribou Lake accesses as follows: Jake Carlson, David Maki, Ramsey Hass, Cherese Johnson, Taylor Hovland and Jordan Hovland. The positions begin in May 2015 and end by September 30, 2015. The rate of pay is \$10 per hour for the inspectors and \$12.50 per hour for the landing manager when he is acting in a managerial role. Discussion: Supervisor Campbell did a good job of leading the selection process. There was agreement last month at our meeting on hiring the candidates. This motion will complete the hiring process and document a formal motion. The funding comes from the DNR grant and the Pike Lake Association. Motion carried unanimously, 3 – 0.

3. County Money for AIS Prevention

The board discussed the grant money available for the first time this year from St. Louis County for AIS prevention projects. The board opted not to apply since the township does not have any specific projects in mind or the time/resources to research options. According to Supervisor Comnick, County Commissioner Pete Stauber said the money will go fast and be spread out thinly this year. The PLA is considering applying. This grant will be added to our yearly calendar to pursue this coming winter.

C. FIRE DEPARTMENT:

1. Report

MAY FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	6	
Medical MUA	0	
Township Fire	1	Brush fire burning during fire ban
MUA Fire	1	Rice Lake Township
Service	0	
TOTAL	8	

TOTAL FOR 2015	71
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Training: This month Gold Cross helped train the members on medical and trauma assessments. They also worked on drafting, water shuttling and running the truck pumps.

With three more men completing 40 hours of training, all 21 department members are certified First Responders. There are a few EMT's as well. Chief Stevens said they would ideally have 25 volunteer members. The minimum age to apply is 20 years old; they want people who plan to continue living locally for a long time.

The department applied for a DNR grant in hopes of purchasing radios and a washer/dryer for the fire hall. They will also bring two quotes next month for upgraded security at the hall (key-card locks) and two quotes for the water softener.

2. Relief Association Reports/Relief Meeting Schedule

The State Auditor's office recently notified the township that our annual relief association forms are overdue (due March 31). The chief said the equipment list was sent to the auditor in February as required, but the audit is always submitted in late summer and it has never been an issue. The email from the state claims our relief funds could be delayed, but the Chief said this has never happened before and was certain it won't happen this year.

Supervisor Campbell said the Relief Association will meet sometime in late June. He will notify everyone and it will be posted.

3. Fire Vehicle Purchase

The board members all agreed to formally begin the purchase process (the clerk will mark the date on the purchase schedule). The Chief and Chair Brooks will meet this month to discuss the review the draft bid specs. There will be a special meeting on July 1 at 6 p.m. for the board as a whole to discuss the updated version. The Chief would like the document finalized by August; it will be sent out in January 2016.

4. Vehicle Inventor List

The board reviewed a FD vehicle inventory list prepared by the clerk. The Chief added that the engines each have a 20-year life expectancy.

D. FUEL POLICY

Motion by Comnick, seconded by Campbell, to approve the township Fuel Policy.

Discussion: The policy was updated with information last month provided by the fire department. They also clarified that the main groundskeeper (currently Laird Erikson) is in charge of the Holiday credit card for lawn mowing fuel and submits detailed receipts for each purchase. This information will be added to the policy along with the date of board approval. Motion carried unanimously, 3 – 0.

E. RECREATION AREA

1. Rec Report

Supervisor Comnick prepared a Rec Area Report (attached to official minutes). According to the report, Comnick will continue to work with the school district on tentative plans/cost-sharing for the courts (which likely won't be complete this summer). He will also begin "user fee" discussions with the various leagues.

2. Playground Equipment Repair

Motion by Comnick, seconded by Brooks, to accept the quote from Midwest Playscapes, Inc. to repair the playground equipment at the rec area at a cost not to exceed \$5,700.

Discussion: Rec Director Ellingson, Road Foreman Gary Oswell and Supervisor Kevin Comnick inspected the equipment and believe 11-14 posts will need to be dug out and reset. Comnick said he tried (to no avail) to find a local company to do the work; Midwest Playscapes of Chaska, MN, is the company who installed the new equipment at Bayview Elementary in Proctor. The board agreed the equipment needs to be fixed due to safety concerns, and Midwest Playscapes will have the expertise to do it correctly. Supervisor Comnick will approach the Proctor school district about splitting the cost for the repairs. He will also get a certificate of insurance and a hold harmless from the company and ask if they are able to do a safety assessment/certification of the equipment while they are here. Motion carried unanimously, 3 – 0.

Resident Dan Jezierski asked why three people needed to inspect the equipment. Comnick said he valued the areas of expertise of both Ellingson and Oswell and was tired of being berated for doing his job.

3. Seasonal Lawn Mowing

Motion by Comnick, seconded by Campbell, to hire Jeff Lundholm as a seasonal, temporary lawn mowing employee to work with Laird Erikson as needed. Discussion: The person the board agreed to hire last month as a lawn mowing back up is no longer interested in the job. Lundholm has done the mowing in the past and is familiar with all our equipment and property. He will be paid the same as Erikson (\$10/hour). As previously discussed, the board will post these seasonal positions next year to ensure anyone who wants to apply is able to do so. Motion carried unanimously, 3 – 0.

4. Tennis Lesson Request: discussed during public input

5. Concession Stand

Motion by Campbell, seconded by Comnick, to allow Mike Amendola to sell concessions at the rec area this summer using his own food cart (not the concession stand).

Discussion: A job ad for a concession stand employee ran in the last newsletter, however Rec Director Mike Ellingson said the only other interested person was a 13-year-old resident (the board decided this was too young). By bringing in an independent food cart, the board will avoid having to hire another town employee or deal with inventory, supplies, related risks, etc. Amendola's stand is inspected and certified by the state; he will have to provide a certificate of insurance and a signed Hold Harmless agreement. He will not be charged a user fee by the township, and all money brought in will be his to keep. This is a trial arrangement for this summer only. Motion carried unanimously, 3 – 0.

F. ROADS

1. Road Report

Supervisor Connick submitted a Road Report (copy attached to official minutes): The driveway/ROW culvert issue on Vaux Road has been fixed by Peterson Excavating. The homeowner sent an email praising the work of the contractor and the board. Diggity Dirt Work was used to remove some small trees in the ROW on Shady Lane and some minor dirt work on Eckstrom Road. After further inspection, Connick and the Road Foreman believe no crack-filling is needed this summer. They will bring an RFP for board approval next month regarding the shouldering work on Kehtel Road.

2. Alder/Townline Gravel Quotes

The township sent out RFP's this month for the gravel work on Alder and Townline. The clerk mistakenly believed the only quote returned was from Peterson Excavating. However, during the meeting, it was determined that Rodda Grading & Excavating had placed their quote in the old town hall mailbox on the side of the building. The clerk apologized for the oversight and explained that she had checked the old mailbox sometime during the previous week, but since the flag was not up, she had not checked again since then.

Motion by Connick, seconded by Campbell, to accept the fixed-price quote of \$11,815.00 from Rodda Grading & Excavating.

Discussion: Peterson's quote was for \$17,490.00. Both companies are on our list of qualified contractors and both quotes agreed to meet the specifications of the RFP. When asked why Sathers was not sent an RFP, the clerk explained they had not submitted their Hold Harmless agreement until after they were sent out; she had asked Supervisor Connick about how to handle this and he felt we must remain consistent and send it only to companies who had their paperwork on file on time.

Resident Tom Amendola said the process has been unfair; however the chair said they were being as fair as possible: the township received two quotes and took the lowest one. Amendola asked how contractors for minor projects are being handled. Brooks said the board has an agreement that all non-emergency projects under \$1,000 do not need an RFP and can be selected from our list of contractors, likely on a rotating basis. Amendola asked to see the bill from Peterson for the culvert work on Vaux Rd to see if it was under \$1,000; it had not yet been received.

Road Foreman Gary Oswell will collect the gravel load tickets from Rodda and check in on the work periodically. Connick will contact Rodda to let him know of Oswell's role.

Motion to accept Rodda's quote carried unanimously, 3 – 0.

3. Brush Mowing

Motion by Campbell, seconded by Comnick, to accept the brush mowing quote from Jake's Grading & Dust Doctor at a price of \$110/hour not to exceed \$7,500 total. Discussion: the board agreed brush mowing must be done this year since it was not done last year. Jake's quote states all work will be done to Road Foreman Gary's Oswell's and Comnick's approval or as far as the boom will reach. Motion carried unanimously, 3 – 0.

4. Calcium Chloride

The township has the option of using the same calcium chloride company as St. Louis County at a price of 84 cents/gallon. Jake submitted a quote of \$1/gallon. It was unclear if the county's contractor (Envirotech Services) would allow the township the flexibility of only covering certain areas, etc. The board will continue this discussion next month.

5. Lorendale/Nelsondale Blacktopping

Comnick provided the board with a letter from Asphalt of Duluth regarding the need for engineering if they decide to proceed with blacktopping Nelsondale and Lorendale Roads: Gary Frye believes engineering would be costly and unnecessary since they would not be altering road alignment, elevation, width or sub-base.

The clerk's husband is an engineer for St. Louis County and has indicated the county may be able to put together a quote package for us which would only entail a few hours of engineering and include recommendations for the proper blacktop mix, etc. and the necessary legal forms (i.e. Responsible Contractor). We would then be able to send out the package to various companies to submit estimates.

Motion by Comnick, seconded by Brooks, to get a quote for an engineering quote package from St. Louis County, then proceed to get additional blacktopping quotes from contractors with the goal of completing the paving of Nelsondale and Lorendale this season.

Discussion: The preliminary estimate from Frye came in at roughly \$60,000. Comnick felt this was a reasonable expenditure since we levy money annually to keep our roads in good shape; plus, with low oil prices, this year's price will be unbeatable.

Supervisor Campbell said he is not in favor of blacktopping additional roads for two reasons: 1) we have not assessed the timeline and repair needs of our current paved roads, and 2) the county recommends sticking with gravel instead of blacktop since it is more cost-efficient in the long run. Brooks stated the advantages of living on blacktop (no dust, no grading, filling, etc) and asked why the county hasn't turned all their rural roads back to gravel if it's so cost efficient.

Nelsondale resident Mike Ellingson said he and his neighbors do not seem to care if the road is paved or not. Motion carried 2 to 1, with Campbell voting against it.

6. Utility Permit Policy Discussion

Motion by Connick, seconded by Campbell, to not require a permit/fee from the small company who will be doing utility work on Dubla Drive this summer. Discussion: the board decided the small scope of the work did not warrant a permit; plus, we have never charged a fee or issued a permit in the past. The discussion on this topic is ongoing and we need to be consistent with companies across the board. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Connick, to place a one year moratorium on using the Utility Permit Policy. Discussion: Brooks said the township is not applying this uniformly (or at all) and it should not be used until we can figure out how to do so. Motion carried unanimously, 3 – 0.

G. POSTING SIGN REPAIR

Steve Oswell of Sign Decisions, Inc. said our new postings signs should be installed by the July meeting.

H. PLANNING & ZONING

P&Z Director Tim Walburg issued seven permits last month; he gave the checks to the treasurer. There is a variance hearing this month. The county ordinance has been approved and is available online.

I. AIRPORT ZONING

The Joint Airport Zoning boards meets on June 11 and will then likely revert back to quarterly meetings as the 148th activation continues.

J. CEMETERY

1. Approved Burial Services List

The board and Cemetery Administrator were all given copies of the Approved Burial Services List approved last month.

2. Plat Map Update

Chair Brooks presented the board with a draft copy of the cemetery plat map he developed. The different plots are outlined on sheets of 8 x 11 paper, with the names of the buried or reserved noted on each grave. The map was made in Excel with the purpose of having a visual representation of the cemetery we can update electronically.

3. Other

Motion by Comnick, seconded by Brooks, to pay up to \$700 for cemetery markers, stamps, and settings to properly mark the cemetery plots and lots. Discussion: Gary would like to buy 100 stamps at \$5.15 each. The board has been searching for some time on how to do this efficiently. The equipment could be ordered online from Berntsen. Once installed, they can be found with a metal detector if needed and we won't need to mow around them. Motion carried unanimously, 3 – 0.

K. RECYCLE SHED

Chair Brooks recently attended a WLSSD recycling meeting for township supervisors. Out of the nine local townships in the program, we have the highest volume of recyclables come through our center.

Brooks said Gary Oswell has agreed to act as a back-up to Recycle Shed Attendant Frank Bolos if there is an emergency; Grand Lake also has some extra attendants who could help out in a pinch if needed.

L. MPCA MS4 : Nothing to report

M. HISTORICAL SOCIETY: Nothing to report

N. TECH COMMITTEE:

The newsletter went out in late May. The next one is scheduled to go out in August.

O. GROUP HOME ISSUE: Moved to public input

P. ANIMAL CONTROL ISSUE

Resident Jeri Georges has seen some improvement with the barking dogs next door; she will let us know if the problem gets worse again. According to Supervisor Campbell, Rice Lake Township has hired an animal control officer (Canosia has considered sharing an officer with them).

Q. DEPUTY CLERK/TREASURER

Treasurer Christianson has appointed Grand Lake Clerk/Treasurer Brooke Shannon as her Deputy Clerk. Clerk Krasaway has not made a decision yet.

R. PLAWCS

1. Biohazards Update: Supervisor Campbell is continuing to pursue this issue
2. Resolutions 2015-4 and 2015-6

Motion by Comnick, seconded by Campbell, to approve Resolution 2015-4: authorizing the repair/replacement of the South Pike Lake Road Basin for PLAWCS. Discussion: the repairs will be done by PeopleService at a cost not to exceed \$15,000. Any expenditure over \$10,000 must be approved by both the Grand Lake and Canosia Town Boards. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to approve Resolution 2015-6: authorizing PLAWCS to procure the engineering services of MSA services, for a sum not to exceed \$18,000, to evaluate the system's lift stations and grinder pumps. Discussion: MSA had provided the board with information detailing the scope of the work. At the advice of PLAWCS attorney John Kelly, the joint powers board will make some minor clarifications on the contract. Any expenditure over \$10,000 must be approved by both the Grand Lake and Canosia Town Boards. Motion carried unanimously, 3 – 0.

NEW BUSINESS

A. GOALS & PRIORITIES

The board reviewed an updated Goals & Priorities worksheet. They discussed putting together schedules for the first three items: completing the MS4 process, resurfacing the rec area courts and replacing the concession stand. The discussion will continue next month.

B. TOWN BOARD YEARLY CALENDAR

The board reviewed a draft “Yearly Calendar of Town Board Meeting Tasks” prepared by the clerk. The list is a reminder to start preparing/completing certain tasks (grants, deadlines, etc) at specific times throughout the year.

C. AAA CLUB MALT LIQUOR LICENSE RENEWAL

Motion by Comnick, seconded by Campbell, to approve the 3.2% malt liquor license for the AAA club. Motion carried unanimously, 3 – 0.

D. TOWN HALL USAGE POLICY: Tabled

E. GARAGE CLEAN OUT

Supervisor Comnick has arranged for a dumpster to be delivered (cost: \$200-250) for the purpose of cleaning out the township garage and the rec area storage building. The fire department will indicate which of their items can go. The clerk will post for the clean-out since both Comnick and Brooks plan to participate at various times between June 11 – 14.

F. SLC TAX FORFEIT LAND

The county sent a letter regarding two Canosia properties (280-13-850 and 280-30-1081) which have been reclassified from tax forfeit to non-conservation. The Canosia board took no action on

this issue, meaning they have no problem with the reclassification and no interest in purchasing the land.

G. BONDING REQUESTS?

State Representative Mary Murphy sent a letter encouraging the township to apply for state bonding money; the board members all agreed we do not have any relevant projects in the works.

H. UPCOMING MEETINGS

The clerk will pre-register herself, Chair Brooks and Supervisor Campbell for the MAT training session on Thursday, June 25. DAT is off until August, SLCATO is off until October. All three supervisors will attend the MAT District 10 meeting on August 27 in Grand Lake.

SUPERVISOR COMMENTS

At the request of Chair Brooks, Supervisor Campbell will unlock the desk in the office for the supervisors to use.

CORRESPONDENCE

- 2014 population totals from the State Demographic Center: 2,196 residents and 838 homes. From 2013, this is an increase of one resident and one home.
- Thank you note from the family of Kathy Stevens
- Thank you note from the Proctor Chem Free Grad Party committee
- Newsletters from Fredenberg Township and the MN Dept. of Health
- Ad for legal services from Couri & Ruppe and notice of their upcoming seminars
- Letter from SLC informing us of the approved zoning ordinance

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Comnick, seconded by Campbell, to pay bills #18162–18218. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to adjourn the meeting at 10:25 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
July 1, 2015

Kurt Brooks, Chair
July 1, 2015