

# Canosia Township

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

## **REGULAR MEETING**

**June 4, 2014**

**ATTENDING:** Chairman Scott Campbell, Supervisor Kevin Connick, Supervisor Jeff Lundholm, Clerk Susan Krasaway, Treasurer Angela Christianson, Road Foreman Gary Oswell, Recycle Shed Attendant Deanna Nordeen, Fire Chief Gene Stevens, Rec Director Mike Ellingson P&Z Director Tim Walburg and 8 residents.

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

## **AGENDA AND MINUTES**

Supervisor Connick asked that “Ordinance Violation” be added under the Planning & Zoning section of Old Business. Amended agenda approved unanimously, 3 – 0.

Motion by Lundholm, seconded by Connick, to approve the Treasurer’s Report (1/1/14 – 5/31/14) and Regular Meeting Minutes (5/7/14) with one change: Under the Fire Dept report, Chief Stevens clarified that it was the computer in the fire hall, not truck, which was broken. **Additional Discussion:** In the Roads section of the May minutes, resident Dan Jezierski asked that it be clarified that Supervisor Connick’s comments were aimed at him. The board did not change the May minutes but said Jezierski’s concerns would be noted in the June minutes instead. Motion carried 2 – 0, with Connick not voting.

## **TREASURER’S REPORT**

Treasurer Angela Christianson had several items to bring before the board:

1. She contacted Compudyne to ask whether they have been externally backing up the township’s financial records. The company said they have never done that and agreed that it would be overkill for them to do so.

Motion by Connick, seconded by Lundholm, to allow Christianson and Clerk Krasaway to purchase and use three flash drives each to back-up their own financial files on a monthly basis.

2. Christianson developed a spreadsheet that she would like to use to list/detail the items that will be destroyed in her efforts to clean up the town’s financial files. She will start the list next month and will bring it before the board before destroying any records.

Motion by Campbell, seconded by Connick, to approve the template for the “Records Destruction Report”. Motion carried unanimously, 3- 0.

3. Treasurer Christianson contacted MAT and the state auditor and neither have any restrictions in place about townships using electronic banking. There is one state statute (471.381) stating that a policy must be established before proceeding with online banking.

Motion by Connick, seconded by Lundholm, authorizing Christianson to establish the framework for electronic banking that would allow her to view and print online statements and transfer the monthly allocation of funds from checking to savings. Discussion: A policy will need to be developed before moving forward further. Chairman Campbell said Canosia should also see if other townships are using electronic banking as well. Motion carried unanimously, 3- 0.

### **PUBLIC INPUT**

Dan Jezierski said his questions in May regarding road work expenses were never answered and that he has the right as a taxpayer to raise concerns about contractual expenses. He also said his past comments were not aimed at “Road Foreman Gary Oswell” but rather at “Gary Oswell of the Oswell Company”, and he wanted to know why some of company’s projects cost the township as much as they did. Supervisor Connick reiterated that it is the town board that approves all bills and expenses and any questions should be addressed to them.

### **OLD BUSINESS**

#### **A. CARMEN’S WAY LANDING DISCUSSION WITH DNR (JOE RUSSELL)**

Joe Russell from the DNR presented the board with tentative plans to improve the layout at the Pike Lake public landing area (Carmen’s Way). He explained that all DNR projects of this nature must address storm water management, disability access and developing a safe place for boats to pull plugs and check for invasive species.

If the township and DNR work together to change the landing, they would try to accomplish several things: maintain a good driving lane, add designated spots for boat inspections, find a good balance between trailer parking and single car spots (for kayakers, swimmers at the public portion of the beach, etc), adding a dock, and upgrading the striping and compliance signs throughout. All this would have to be done while maintaining handicap access and avoiding the PLAWCS lift station at the site. Russell also noted that the trailer parking signs are not enforced but do prove helpful.

Russell said the DNR’s funding for public access projects comes from boat/trailer registrations and gas tax money. They would still need the township to pay for a survey of the property (if necessary) and to purchase some of the gravel and asphalt needed.

Russell said they could complete the project in a week's time after Labor Day if everything is in place before then. The board members all agreed that they would like to see this move forward, but would need to see cost estimates for the township first. Russell will put together some numbers. He will also review some of the township's old maps/documents with Chairman Campbell. The discussion will continue next month.

#### **B. PIKE LAKE WATERCRAFT INSPECTIONS UPDATE**

The inspections began in late May. There were no progress reports at this point.

#### **C. FIRE DEPARTMENT:**

<b>MAY 2014 FIRE DEPARTMENT RESPONSES</b>		
<b>TYPE OF CALL</b>	<b>#</b>	<b>NOTES</b>
<b>EMS</b>	<b>3</b>	
<b>Medical MUA</b>	<b>0</b>	
<b>Township Fire</b>	<b>3</b>	<b>Gas odor and two lines down</b>
<b>MUA Fire</b>	<b>4</b>	<b>Grass fires for HFD, RLFD, and Northland. Car fire for Grand Lake FD.</b>
<b>Service</b>	<b>1</b>	<b>Pike Lake Walk/Run</b>
<b>TOTAL</b>	<b>11</b>	

<b>TOTAL FOR 2014</b>	<b>59</b>
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Training: This month the department washed all the trucks and got them ready for the summer. They also fixed two air packs and received training from Gold Cross on mass trauma scene set up and safety.

Chief Stevens said they have not heard anything yet regarding their various grant applications. Supervisor Comnick asked if Stevens had talked with any other chiefs about participating in the Hoghead Festival. Stevens said he had not, but would bring it up at an upcoming meeting where other departments would be present.

#### **D. PARKING ORDINANCE ENFORCEMENT (DISCUSSION WITH BRYAN BROWN)**

Attorney Bryan Brown said he has reached out to several entities regarding enforcement options for the township's newly adopted parking ordinance. After empowering township officials to write tickets, he believes there are several options for collecting the fines: 1) contracting with nearby governments (i.e. the county or Hermantown), 2) setting up our own violations bureau, and 3) have a private company process the payments as "administrative penalties." Brown concluded that he still needs more information from MAT and other officials before moving forward in any direction.

Resident Kurt Brooks asked how many violations the town would expect to see and where they would likely take place. Chief Stevens said the biggest problem is the public landing since improper parking hinders their ability to access water for a fire. Chairman Campbell added that

the rec area, fire hall and hydrant areas have also had issues in the past. However he noted they originally started on this process after learning from the County that Canosia would need an ordinance in place in order to get the proper signage.

## **E. RECREATION FACILITY**

### 1. Report

Rec Director Mike Ellingson said they will need to fix the warming shed roof; if it's done in metal, it would cost an estimated \$1,500.

### 2. Mowing

Chairman Campbell reported that Laird Erikson is confident he can handle all the mowing on his own. Supervisor Comnick also said he was fine with that arrangement.

### 3. Concession Stand/Dugout Repairs

Supervisor Comnick said he and Ellingson recently met with Scott Nelson, a Canosia resident who is concerned about the safety of the dugout and concession stand. Comnick said the structure has some major safety concerns and he did not think it should wait. Therefore he will get some quotes for repairs. According to Comnick, Nelson said some of the athletic groups/parents, etc. would be interested in running the concession stand if it were in good shape. Chairman Campbell said the cost estimates will dictate what the township needs to do.

Comnick also said he will get quotes on overhauling the tennis and basketball courts. There still has not been a formal meeting between the township and the school districts, athletic groups, etc., but Comnick said the Proctor superintendent has been receptive to sharing costs.

## **F. ROADS**

### 1. Report

Road Foreman Gary Oswell said there are no major issues, but some minor grading is needed. Oswell said he would like to meet with Supervisor Comnick about what projects to tackle this summer (maybe a few culverts). Potential projects and possible calcium chloride application will be discussed at the next meeting.

### 2. Review Draft Roadwork Resolution

Supervisor Lundholm presented the board with a draft resolution designating a single contractor (Oswell Co, Inc.) to do basic road maintenance for the Township. The resolution indicates that the contractor (working closely with the supervisor in charge of roads) would have the ability to complete the road repairs needed between meetings (up to a certain dollar amount) without having to bring the project before the whole board for approval. The board will review the resolution and decide on a dollar amount next month. Oswell suggested that the whatever

monetary cap they decide on, they should make sure that it does not hobble the process (i.e. require the board to call a special meeting for a project that needs to be done right away). Lundholm reiterated that his intent with the resolution was not to change the way things are done, but rather to put it in writing that Oswell's company is authorized to do the work.

## **G. SEALED BIDS: REVIEW DRAFT POLICY**

The board reviewed a draft policy from Supervisor Lundholm regarding procedures the township would use for sealed bids. The policy details the process for advertising, receiving, storing in a locked drawer and opening the bids at a designated time.

Motion by Campbell, seconded by Connick, to adopt the Canosia Township Sealed Bid Policy. Motion carried unanimously, 3 – 0. Clerk Krasaway will re-format the policy, adding today's date of adoption, etc. which Chairman Campbell will sign.

There was some discussion about the circumstances in which the township needs to have formal bids submitted. Chairman Campbell explained that any project ranging from \$0-\$25,000 is an open market and the board can choose whoever they want to do the job. For \$25,000 - \$100,000 projects, the town must get at least two written quotes. Over \$100,000 they must advertise for sealed bids.

## **H. PLANNING AND ZONING**

### 1. Report

Director Tim Walburg said he issued three permits in May and two in June thus far. He also said he contacted township attorney Mike Orman about a property issue.

### 2. Ordinance Violation

Supervisor Connick said he contacted the MAT attorney regarding the town board's decision in May to re-appoint two long-serving P&Z members to the commission for another term. (According to Connick, the ordinance states that appointments must be done at the first meeting of the year and members are not supposed to serve more than two consecutive terms). Connick said MAT indicated that all appointments must be in line with the township's ordinance; plus if it's not done properly, it makes it possible for any and all P&Z decisions to be challenged. Connick said he will continue to bring up this issue.

Supervisor Lundholm said he talked with MAT attorney Eric Hedtke about this same matter and that Hedtke's opinion was different from Connick's attorney. Connick asked for documentation regarding Hedtke's opinion. Lundholm said he was confident the appointments were correct and that the ordinance states that the guidelines should be followed "if possible."

Chairman Campbell said he stands firm on his decision to appoint the members in question, and reiterated that the town has tried numerous ways to get more people involved in the commission but no one has been interested.

## **I. AIRPORT ZONING**

Supervisor Connick said the airport zoning board recently took a tour of the airport and runways and AAR facilities. They will meet again in August.

## **J. HISTORICAL SOCIETY**

Historical society member Millicent O'Connell reported they will now start meeting on the third Saturday of the month. This will allow them to look through all the cabinets and drawers to take stock of what they have and show the artifacts to their three new members

## **K. TECH COMMITTEE**

### 1. Question about Newsletter Advertising

Clerk Krasaway said she received an inquiry from TBI Residential Facility about placing a job ad within the township newsletter. The board said they had no problem with that (the job ad will be priced the same as other ads).

Krasaway also said she was not sure it was paying off to have advertisements in the newsletters once her time was factored in to organize/process/format the ads and contact the advertisers. She will put together a more detailed synopsis of ad revenues soon. Chairman Campbell said he still is hoping the newsletter can be self-sufficient with the advertisements covering the cost of printing. Supervisor Connick asked for copies of ad prices, details, etc. to distribute to local businesses.

### 2. Website

Deanna Nordeen said she would like to move forward with cleaning up the township's P&Z website page (four hours maximum of work). She planned to add the permit applications and color zoning maps to the site.

Motion by Campbell, seconded by Lundholm, to approve the P&Z web page improvements by Deanna Nordeen. Discussion: Both Campbell and Connick said the ordinance book should not be posted online until it is updated. Supervisor Lundholm will discuss the ordinance revisions with the P&Z Commission and then bring to the board for approval. Motion carried.

## **L. CEMETERY**

### 1. Report

Gary Oswell said one burial took place this spring (Mrs. Rose Johnson) and that a plaque and bench are in place. Another burial (Mrs. Irene Najaar) is scheduled for June 28. Mrs. Najaar had paid for a spot many years ago, but her family just recently picked the exact location they would like. Oswell will get all the information to Clerk Krasaway.

*(Cemetery, contd).*

## 2. Survey Remaining Lots

Supervisor Lundholm said it would cost roughly \$300 to survey rows 19 and 20, but this could wait until next year.

Oswell asked about placing markers on the newly staked/surveyed rows (8, 9, and half of 10). He estimated these 41 markers would cost the township about \$25 each for him to install using PVC pipe and then stamping them appropriately. Supervisor Cornnick said he would check with some of the commercial cemeteries to see what they use.

## 3. Other

Millicent O'Connell said only about five people attended the annual Memorial Day ceremony at the cemetery this spring. The board suggested putting notice of it in the newsletter next spring.

## **M. RECYCLE SHED**

### 1. Report

Recycle Center Attendant Deanna Nordeen presented the board with an updated Rules and Procedures policy for the recycle shed attendants. The board will review it and discuss it next month. The policy lists job responsibilities as well as guidelines for conduct, safety and emergencies.

### 2. Recycle Center Employee Applications

The board discussed the seven applications the township received for the job opening.

Motion by Cornnick, seconded by Lundholm, to hire Frank Bolos for the part-time Recycle Center Attendant position. If Bolos declines the offer, Matt Swanoski will be offered the job. Lundholm will contact Mr. Bolos. Motion carried unanimously, 3 – 0.

## **NEW BUSINESS**

### **A. TOWN HALL CLEANING: USE PINEWOOD LEARNING CENTER?**

Clerk Krasaway said she met with Pinewood Learning Center representatives about contracting with them to clean the town hall on a weekly basis. They charge \$9.50/hour (compared to the \$12/hour we currently pay). They would clean for an estimated two hours per week and would charge for a half-hour of travel time (total cost = \$24/week). Krasaway said the organization seemed thorough and professional.

Motion by Cornnick, seconded by Lundholm, to hire Pinewood Learning Center to do the town hall cleaning. Motion carried unanimously, 3 – 0.

## **B. COMMUNITY SUMMER PICNIC PLANS**

Supervisor Comnick said he would discuss the picnic with the Pike Lake Association members at their upcoming meeting. The township will also reach out to Grand Lake Township to see if they would like to participate.

## **CORRESPONDENCE**

- A newsletter from Fredenberg Township.

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

Motion by Comnick, seconded by Lundholm, to pay bills # 17560–17608. Motion carried unanimously, 3 – 0.

The meeting was adjourned at 9:17 p.m.

Respectfully submitted,

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Susan Krasaway, Clerk  
July 2, 2014

**APPROVED:**

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(Scott Campbell, Chair)

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(Date)