

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 **March 2, 2016**

ATTENDING: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Assistant Chief Clyde Mortinsen, P&Z Director Tim Walburg, Rec Director Mike Ellingson, and five 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 addition: Under Pike Lake Inspections, add "hiring of AIS inspectors." Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Campbell, seconded by Comnick, to approve the Regular Meeting Minutes (2/3/2016), Board of Audit Minutes (2/16/2016), and Budget Meeting Minutes (2/16/16). **Discussion:** Comnick wanted it noted that Campbell arrived late to the Audit meeting and the records were examined by only Comnick and Brooks. Motion carried unanimously, 3 – 0. Campbell later asked that it be noted he arrived late because he'd been meeting with Sen. Bakk.
- C. **TREASURER'S REPORT**

The treasurer reported:

- All receipts have been handed in for the March disbursements.
- She submitted the recycling grant last week.
- The township has incurred IRS penalties since (unbeknownst to us) we are now supposed to do monthly deposits (instead of quarterly); they're also supposed to be done electronically through "EFTPS.gov" (Electronic Federal Tax Payment System). Borndal is in the process of getting access to our online account, but we will likely incur penalties for next quarter as well. In the future, Borndal will make Manual Adjustment Entries on the monthly disbursements register for the board to approve the electronic payment amounts. Once approved, she will submit them on EFTPS.gov. (The board members all okayed this process).
- Three local banks she researched all have CD interest rates below 1%. She will contact North Shore again to see if they can meet HFCU's slightly better rates. She will also ask about sweep accounts, "preferred investor" status and "premier checking" options.

The board members signed another 2015 Cash Balance statement to put with the audit report on display on Election/Annual Meeting Day. Chair Brooks also signed the PFA certification sheet.

The board informed everyone of their 2017 recommended levy totals (no change from the previous years' \$297,200 total, but a slight increase in FD, and slight decreases in General and Road & Bridge).

Motion by Brooks, seconded by Campbell, authorizing the payment of the \$10,000 township contribution to the Fire Relief Association for 2015. Discussion: the payment will be issued with the state relief payment expected this month. This is typically done in December, but the state payment was delayed after the association's reports to the auditor were submitted late. The 2015 contribution was recommended by the board at the 2014 budget meeting, but this motion authorizes the actual payment. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, authorizing Treasurer Borndal to attend a MAT short course in Breezy Point and to reimburse her for registration costs and mileage, if she chooses to submit them. Discussion: Borndal is unable to attend the MAT session in Carlton. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Comnick, to approve the Treasurer's Report (1/1/16 – 2/29/2016). Motion carried unanimously, 3 – 0.

PUBLIC INPUT

Motion by Campbell, seconded by Brooks, to approve a temporary cloth collection trailer for the Disabled American Veterans (DAV) at the town hall on May 7-8 as well as a smaller, permanent collection bin. Discussion: DAV rep Thomas Flaschberger said they take all cloth donations to Savers; then the money they receive goes to help local vets. The large trailer would coincide with the Pike Lake Rummage sale. The permanent bin would be emptied weekly; they make sure nothing piles up around it. "Flash" will work with Gary Oswell on the placement of both items. Motion carried unanimously, 3 – 0.

OLD BUSINESS

A. FIRE DEPARTMENT:

FEBRUARY 2016 FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	6	
Medical MUA	1	
Township Fire	2	1 car fire and 1 chimney fire
MUA Fire	0	
Service	0	
TOTAL	9	
TOTAL FOR 2016		23

Training: This month they ran all portable pumps and generators and washed/dried/reloaded 1000' feet of hose. They also provided medical for the kids snowmobile races on Pike Lake. The chief later presented a plaque from the Pike Lake Association, thanking the FD for the time and risk they take serving the community.

Motion by Connick, seconded by Campbell, to accept the \$50 rebate check from Motorola. Motion carried unanimously, 3 – 0.

Several companies have touched base with the clerk and/or fire chief to say they may submit a bid for the mini-pumper. Bids will be open on April 6.

Other items: The department will bring two quotes for water softeners. There will be a bill coming soon for a costly garage door repair (one of the trucks took out three panels). The board is still waiting on the amended Fire Relief bylaws/written minutes from the relief meeting where the bylaws were approved by the association.

B. ROADS

Motion by Connick, seconded by Brooks, to award Asphalt of Duluth the contract for the asphalt approaches on Alder and Townline Rds. Discussion: Three quotes were submitted (Asphalt of Duluth = \$12,375, Sinnott Blacktop = \$11,750, and KTM = \$18,056.86). Connick argued that Sinnott and KTM's quotes should not be accepted since the RFP stated the quotes should be sent via US Mail and received by March 1. (KTM emailed theirs on March 1 and Sinnott dropped theirs off on March 2). Chair Brooks pointed out the board has some latitude since this is not a sealed bid process; he believed all quotes should be considered. The board is also under no obligation to choose the lowest quote.

Connick argued that he had some issues (scheduling/reliability/prioritizing the township) with Sinnott this past summer when they were doing the courts. Campbell argued that Sinnott should get the job since their quote was the cheapest by \$600, and he had never heard these complaints about them before now.

Connick asked to call the vote (limit discussion) but it was voted down 1 to 2.

Connick also argued that Asphalt of Duluth has been very helpful in lending us their expertise free of charge on several occasions; plus, they have done approaches for the county and similar projects for us with no problems. Campbell agreed these were valid reasons to go with Asphalt of Duluth on this project.

Motion to accept Asphalt of Duluth's quote carried unanimously, 3 – 0.

Road Foreman Job Description: The clerk will compile the suggested changes from all three supervisors into one cohesive document for review/approval next month.

Resident Dan Jezierski gave an update on the county ATV ordinance likely going into effect later this year.

C. PLANNING AND ZONING

P&Z Director Tim Walburg issued one permit last month and is expecting a Conditional Use Permit hearing sometime soon. The Board of Adjustment denied a variance on Shady Ln. The P&Z commission has completed six articles of the new zoning ordinance; 7 & 8 are in progress.

The board discussed the Dale Cich property on Martin Rd. The FD was called today after an excavator was leaking diesel fuel; they shut off the valve. The board recommended the chief call the MPCA just to be on the safe side. Cich does not need a permit to dig on his property; only if he is building a structure. Walburg is checking with the county about wetland issues.

D. REC AREA

Motion by Brooks, seconded by Campbell, to approve submitting a grant application to the DNR for the demolition and replacement of the two baseball dugouts and for performing any necessary electrical work, assuming the total estimated project cost does not exceed \$30,000.

Discussion: This is a matching grant, so the total township contribution would be a maximum of \$15,000. The board is no longer considering adding an extra storage building.

From Comnick's research, the estimated cost is \$10,000 in labor (from Harbor City Masonry), \$3,600 for materials (from Arrowhead Concrete) and possibly additional amounts for demo and roofs. One potential issue is that the DNR requires all electrical work on the entire site to be underground which could be a costly project. Comnick will compile all the final numbers and take responsibility for making sure the grant application meets the necessary criteria and finalizing submission to the DNR.

Motion carried unanimously, 3 – 0.

The board discussed the difference between "Seasonal Employees" and "Permanent Part-time Employees" who do not have any work to do during the winter. The supervisors all agreed that groundskeepers Laird Erikson and Jeff Lundholm fall into the latter category. Therefore they can continue to cut grass this summer; they do not need to be "re-hired" and the positions do not need to be posted, etc.

E. PIKE LAKE INSPECTIONS

St. Louis County is likely awarding us a \$10,000 grant for AIS inspections (final SLC board approval pending). This includes money for inspections at Pike and Caribou Lakes and our admin costs. The total estimated project cost is \$17,300; we have some money left over from the PLA from last year; it's unclear how much additional money they will contribute for this season.

Campbell said Grand Lake will not be involved in the hiring process, etc. this year. Therefore the 6-7 seasonal inspectors will be Canosia employees only. The clerk will be drafting a job posting for the board to review in April. The DNR training will take place sometime later in the spring.

F. AIRPORT ZONING: meets tomorrow (March 3) to discuss AAR concerns

G. CEMETERY: Nothing to report

H. RECYCLE SHED

The operations grant has been submitted; expecting a response this summer. The ideas generated last month for the “Improvement Grant” don’t meet the WLSSD requirements. However, the board discussed the possibility of adding blacktop in front of the dumpsters to make it less mucky for customers dropping off recycling. They will gather info for next year’s grant.

I. MPCA MS4

The township will need to start working on this soon. The spring meeting with the MPCA was delayed.

J. NEWSLETTER

The clerk expressed frustration that the newsletter has not been sent out yet; ShelDon has promised it will arrive tomorrow or Friday.

K. WEBSITE

Motion by Cornick, seconded by Campbell, to approve the rate increase proposal from website developer Deanna Nordeen (\$20/hour, one hour minimum per month), effective March 1. Motion carried unanimously, 3 – 0.

L. GOALS & PRIORITIES: No updates.

M. BROADBAND

The supervisors attended a Cloquet Valley Internet Initiative meeting last month where CenturyLink discussed their tentative plans to improve broadband services in our area in 2019. The company has \$250 million from the Connect America Fund to spend over the next five years.

NEW BUSINESS

A. RICE LAKE ORDERLY ANNEXATION AGREEMENT

Motion by Cornick, seconded by Campbell, to have township attorney Michael Orman review the Orderly Annexation Agreement sent to us by Rice Lake. Discussion: the agreement states the City of Rice Lake will not attempt to annex us for at least 20 years, unless Canosia wants them to. There are a lot of unknowns: Would this agreement prevent any other cities from annexing us? What if we want another city to annex us...would this preclude that? The board did not feel comfortable proceeding without a legal opinion. Motion carried unanimously, 3 – 0.

B. DEPUTY CLERK: CERTIFICATE OF APPOINTMENT

The clerk provided the board with a certificate of appointment naming Joe Marie Wass as her Deputy Clerk. Treasurer Borndal will do the same for her Deputy Treasurer (Angela Christianson).

C. ANNUAL MEETING REPORTS

The clerk asked for all reports (Roads, FD, P&Z, Rec Area) to be submitted ASAP.

D. SET DATE FOR REORGANIZATION MEETING

Motion by Connick, seconded by Campbell, to schedule the reorganization meeting for 6 p.m. on Wednesday, April 6. Motion carried unanimously, 3 – 0.

E. WLSSD LETTERS OF SUPPORT

Motion by Campbell, seconded by Connick, to send letters from the township to Minnesota legislators in support of WLSSD’s Combined Heat and Energy Project. Discussion: This was a request from WLSSD since this potential project would benefit our area and is in need of bonding money. The letters will be ready for the board to sign next week. Motion carried unanimously, 3 – 0.

CORRESPONDENCE

- A fundraising request from South Ridge PTSO.
- Thank you note from the Proctor School District for our donation to their grad party
- Notice from the MN Dept. of Health regarding the revised Total Coliform Rule
- Public hearing notice from MN Energy Resources regarding rate increases
- Centurylink request to notify them of any road projects which could affect their lines
- Fredenberg Township Newsletter

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Connick, seconded by Campbell, to pay bills #18615 –18654 and MA-2016-1. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Campbell, to adjourn the meeting at 9:23 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
April 6, 2016

Kevin Connick, Chair
April 6, 2016