

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 MINUTES **March 4, 2015**

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

ABSENT: P&Z Director Tim Walburg

Chairman Campbell 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 Lundholm, seconded by Connick, to approve the agenda. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Lundholm, seconded by Connick, to approve the minutes from the Regular Meeting (2/4/2015), Board of Audit Meeting (2/19/2015) and Budget Meeting (2/19/15).

Discussion: In regards to the Budget Meeting minutes, Supervisor Connick asked for clarification about the \$72,000 the fire department said they earned on their own; he wanted to know if that amount took into consideration things like hourly wages, gasoline or equipment wear and tear. Chief Stevens said the hourly wages were minimal and explained that the DNR provides everything (i.e. gas and safety gear) when volunteering at large forest fires, so those items did not need to be counted.

Also in regards to the Budget Meeting Minutes, the clerk explained that the board's recommended levy amounts were improperly added up at the Budget Meeting; therefore the supervisors need to decide where to put an additional \$100 if they want the total levy to equal \$297,700.

Motion by Connick, seconded by Lundholm, to allocate the additional \$100 to the General Fund account (go from \$88,500 → \$88,600) within the General Revenue Levy amount (go from \$112,500 → \$112,600). Motion carried unanimously, 3 – 0.

Motion to approve the amended meeting minutes passed unanimously as well, 3 – 0.

C. TREASURER’S REPORT

1. Approve Report: Motion by Lundholm, seconded by Comnick, to approve the Treasurer’s Report (1/1/15 –2/28/2015). Motion carried unanimously, 3 – 0.
2. Information from Treasurer: Angela passed around additional Board of Audit forms for the supervisors to sign.
3. QuickBooks:

Motion by Campbell, seconded by Lundholm, to switch the township accounting system from CTAS to QuickBooks/Quicken as the treasurer requested to do at the last meeting.

Discussion: Chairman Campbell spoke in favor of the switch and noted that 40% of Minnesota’s townships (including Grand Lake) use something other than CTAS. Christianson confirmed she would rescind her resignation if the change was made.

Supervisor Comnick said one-thousand Minnesota townships use CTAS successfully and he was not comfortable switching. He also did not like that an employee was stating that she would quit unless the town board did what she wanted.

Resident Kurt Brooks said he spoke to the state auditor’s office and they recommended staying with CTAS; he mentioned the free training and support offered by the state and the end of year reports which are easier to submit with CTAS.

Treasurer Christianson said she respectfully disagreed and again stated the disadvantages of using CTAS (i.e. hand-typing reports, inadequate help/training from the state, etc.) She reiterated that the year-end reports might be easier (a few hours quicker) with CTAS but literally everything else would be quicker and better for the township with QuickBooks. She also noted that the township would need to spend several hours putting together a new chart of accounts whether they use QuickBooks or CTAS 8.

Fire Chief Gene Stevens said the treasurer does a great job and noted that the township would need to spend a substantial amount of money if they had to go through the hiring process to find a new one.

Motion carried, 2 to 1, with Comnick voting against it. Christianson rescinded her resignation.

PUBLIC INPUT

Resident Dan Jezierski asked about the status of the damaged posting sign on the corner of Martin and Lavaque. Supervisor Comnick said the county is going to fix it even though they believe the power company damaged it (not a county snowplow). After consulting the MAT township manual, it was determined we need to have “one or more official posting spots”, so we are not in violation by currently only having one.

OLD BUSINESS

A. PIKE LAKE INSPECTIONS

Chairman Campbell said the township is still waiting to hear whether our grant request from the DNR has been approved. As for watercraft inspection employees, we will likely need three new inspectors if we follow the recommendations from the former landing manager. Canosia will work in tandem with Grand Lake in the hiring process.

B. FIRE DEPARTMENT:

FEBRUARY FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	8	
Medical MUA	2	
Township Fire	1	
MUA Fire	5	1 to Rice Lake, 2 to Grand Lake, 2 to Solway
Service	0	
TOTAL	16	

TOTAL FOR 2015	30
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Training: This month the firefighters were re-certified on AED and CPR.

Chief Gene Stevens said the firefighters saved an estimated \$6,000 by fixing a leak on the tanker instead of bringing it somewhere to be repaired.

Motion by Lundholm, seconded by Comnick, to purchase four radios at roughly \$2,000 each. Motion carried unanimously, 3 – 0.

Motion by Lundholm, seconded by Comnick, to approve the fire department’s recommendations for Chief (Gene Stevens) and Assistant Chief (Clyde Mortinsen). Motion carried unanimously, 3- 0.

C. TOWN HALL SECURITY: No progress to report

D. RECREATION AREA

Rec Director Mike Ellingson said he replaced the rope by the skating rink. Supervisor Comnick suggested making a maintenance/plowing/flooding schedule next year so the rink can be used more frequently. Resident Dan Jezierski suggested using the warming shed as a concession stand during the summer.

The next newsletter will also contain an article asking if any person or groups want to run the concession stand this summer. There were no new ideas/plans for replacing or repairing the existing structure.

E. ROADS

Motion by Connick, seconded by Lundholm, authorizing Road Foreman Gary Oswell to contact Rick's Tree Service to remove a dead tree in the right-of-way on Daniels Road. Motion carried unanimously, 3 – 0.

In regards to the updated contractors list, Clerk Krasaway will contact each business asking them to submit their insurance certificate to have on file.

F. PLANNING AND ZONING

Chairman Campbell asked that it be noted in the minutes that P&Z Director Tim Walburg was again not in attendance.

Supervisor Lundholm said there were no public comments at a recent P&Z public hearing. They are still waiting on the county to approve its ordinance book this spring before finalizing the township version.

The board decided to wait to review/interview the P&Z secretary candidates until after the election so the new supervisor could take part in the hiring process. Clerk Krasaway asked that they reconsider this decision: secretary Jenna Palumbo's last day will be April 1 and they should try to have someone trained and in place before she leaves.

G. AIRPORT ZONING

Supervisor Connick said JAZB will be submitting the draft ordinance to MNDOT in April which will likely not be approved.

When asked by Chairman Campbell, Supervisor Connick said the ordinance does not need to be reviewed by our township attorney.

H. HISTORICAL SOCIETY

Motion by Connick, seconded Lundholm, authorizing Connick to contact T&C Hardwoods to solicit a quote for re-coating the town hall floors. Motion carried unanimously, 3 – 0.

Clerk Krasway said the historical society recently found maps of Amendola Acres and Pike Lake Grove within the society's files; they have now been moved to the map cabinet if anyone wants to review them.

I. TECH COMMITTEE

Clerk Krasaway said the next newsletter will likely be ready for town board approval in May.

J. CEMETERY

Gary Oswell reported there is an issue with a snow fence along a neighboring property.

K. RECYCLE SHED

Treasurer Christianson said she has just begun working on the WLSSD recycling shed grant. Supervisor Comnick said he would like to work with the treasurer on this process. He already contacted the sanitary district and asked to be copied on all correspondence, etc.

NEW BUSINESS

A. JOINT POWERS BOARD RESOLUTION: ORMAN RESPONSE

Motion by Campbell, seconded by Lundholm, to table this resolution indefinitely.

Discussion: Supervisor Comnick read part of township attorney Mike Orman's response doubting the legality of the resolution as it is currently written. Several other lawyers are also weighing in on this topic. Motion carried unanimously, 3 – 0.

B. SLC TAX FORFEIT LAND CLASSIFICATION

The board members reviewed the St. Louis County Land and Minerals Department's list of tax forfeited properties in the township which have been classified as non-conservation (280-0014-00220, 280-0014-00230). By law, the township has the right to purchase the property if they wish before the county sells it to anyone else. The town board reviewed the properties listed but took no action, giving the county the right to sell the land.

C. MPCA: MS4 PERMITTING UPDATE

Motion by Campbell, seconded by Comnick, to move forward with the MS4 process by having Campbell begin filling out the preliminary application due April 25. A \$400 check will be issued to the MPCA next month as well. Motion carried unanimously, 3 – 0.

The more in-depth part of the MS4 process is due in October 2016.

D. ELECTION REMINDER

Clerk Krasaway reminded everyone that the polls will be open from noon to 8 p.m. on Tuesday, March 10. The town hall will also be open on Saturday, March 7, from 10 a.m. to 12 p.m. for absentee voting.

E. ANNUAL MEETING

The annual meeting will take place on March 10, 2015 starting at 8:15 p.m. The clerk said she still needed annual reports from Roads, P&Z, Rec Area and FD.

F. SCHEDULE REORGANIZATION MEETING

Motion by Campbell, seconded by Comnick, to schedule the annual Reorganization Meeting for April 1 at 6 p.m. (the regular meeting will follow at 7 p.m.) Motion carried unanimously, 3 – 0.

SUPERVISOR COMMENTS

Sometime in the coming year, Chairman Campbell would like the board to update the job descriptions/responsibilities for township positions such as the Parks & Rec Director, Road Foreman, etc.

CORRESPONDENCE

- Newsletters from Duluth, Fredenberg, Rice Lake and Midway Townships
- An informational packet on Duluth & St. Louis County Days at the state capitol
- A thank you letter from the Hermantown All Night Grad Party for the township's \$300 donation
- Requests for donations from the South Ridge PTSO and the South Ridge elementary football program
- A letter from FEMA regarding the flood Risk MAP program and upcoming meetings
- WLSSD Biosolids Digest
- Supervisor Comnick said he received an email from a resident asking for speed limits/signage on Kehtel Road; the board will look into it this spring.

MOTIONS TO PAY BILLS/ADJOURNMENT

Chairman Campbell thanked Supervisor Lundholm for his service during his time on the board.

Motion by Campbell, seconded by Lundholm, to pay bills #18045 –18081.

Discussion: Supervisor Comnick took issue with three P&Z members getting paid to attend a public hearing on the draft SLC zoning ordinance. He said it was never approved by the town board ahead of time, and that P&Z Director Tim Walburg had previously asked to be paid for a similar meeting and his request was denied. Chairman Campbell said it was necessary and appropriate for the commission members to attend the hearing and it was consistent with past practices for them to be paid for it. He added that the P&Z Director is given a monthly stipend for his time, which includes attendance at meetings/hearing like this one.

Supervisor Comnick also took issue with Campbell being paid to attend meetings for the Hermantown YMCA project; he believes Campbell should be acting as a volunteer liaison and that no township money should be used to support it. Campbell said he is acting in the capacity of a township official on this project and clarified that he submits an hourly rate (not a meeting rate) to work on it. Comnick said he would not initial/sign off on the payroll claims this month.

Motion to pay bills carried, 2 - 1 with Comnick voting against it.

Motion by Cornick, seconded by Campbell, to adjourn the meeting at 8:20 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

Susan Krasaway, Clerk
April 1, 2015

APPROVED:

(Town Board Chair)

(Date)