

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 **November 4, 2015**

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 sixteen 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 Fire Department, add 4) Discussion of SC-15 form. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Campbell, seconded by Comnick, to approve the Regular Meeting Minutes (10/7/2015), USDA Meeting (10/7/2015) and Fall Road Meeting/P&Z Secretary Replacement Meeting (10/24/2015). Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT:**

Motion by Comnick, seconded by Campbell, to table discussions about investment options until January. **Discussion:** Treasurer Borndal recommended waiting until the fire truck financing has been figured out. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 – 10/31/2015). **Discussion:** The \$25,000 from Proctor ISD was deposited in the general fund. Treasurer Borndal wrote letters requesting reimbursement from the DNR for our \$4,000 AIS grant (which will give us a surplus in the PLA account) and from PLAWCS for the WLSSD allocation money. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Comnick, to approve the treasurer's Electronic Funds Transfer Procedure as the township's official process. **Discussion:** Borndal transfers funds from Money Market into checking to make sure the Money Market account does not go over \$250,000 (to comply with FDIC rules). She prints two copies of the transfer and files those copies with the bank statements. Motion carried unanimously, 3 – 0.

PUBLIC INPUT

Pike Lake Association President Ken Wallace said the PLA is discussing how to continue its AIS inspections partnership with the township even though there will be no DNR grant money available in 2016. The 2015 inspections cost \$11,629 total; the PLA gave us \$7,500 (some of which will be reimbursed once the \$4,000 grant money arrives and we have an account surplus).

OLD BUSINESS

A. FIRE DEPARTMENT:

1. Report

OCTOBER FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	11	
Medical MUA	0	
Township Fire	2	Smell of smoke, smell of gas
MUA Fire	4	1 to Fredenberg, 2 to Hermantown, 1 to Rice Lake
Service	0	
TOTAL	17	
TOTAL FOR 2015		147 (will set a record for the year)

Training: NIMS class for FEMA, weapons of mass destruction training, First Responder classes
The department has applied for a State Fire Marshal grant to purchase a washer/dryer.

The chief submitted the latest version of the mini-pumper technical spec and a separate spec for a chassis. The board will review both documents and bring suggestions to the December meeting or independently contact Chief Stevens between now and then. The tentative goal is still to put the spec out to bid sometime in January, but there are several timeline items to complete before then (finalize spec, legal review, develop/approve potential bidders list, determine financing). A manufacturer confirmed with Laird Erikson the vehicle will likely cost around \$220,000.

Chair Brooks developed a future cash flow chart calculating the estimated money coming in and going out of the Fire Dept. fund over the next 25 years (with assumptions for inflation, levy amounts, grant money and future vehicle purchases).

Chief Stevens, Rec. Director Mike Ellingson and Road Foreman Gary Oswell agreed they will work together to attempt to flood/plow the ice rink every Tuesday.

In regards to the SC-15 fire relief form, Chair Brooks asked why the benefit level reported to the state is still \$1,000 even though the board approved changing the benefit to \$1,200 back in 2013. The FD says the increase does not go into effect until the end of this year, at which point they will change the association bylaws. There was also some discussion about proper procedure: After reading an article from the auditor, Chair Brooks said the fire relief association should change the bylaws first (indicating the benefit will go up), then the town board ratifies the bylaws, and the contribution increases once the ratified bylaws are in place. The FD disagreed stating that the town board needs to approve the increase first, and *then* the bylaws will be updated later to reflect the approved change. Brooks was asked to call Rose Hennessy to confirm the proper process to be used.

B. ROADS

Supervisor Comnick submitted a road report (copy attached to official minutes): Comnick and Road Foreman Gary Oswell are working with Assistant County Engineer Brian Boder in developing a long-term maintenance plan for our township-owned roads. Their detailed recommendations will be presented at the next meeting. Therefore the 2016 project list is on hold until then. Comnick also researched culvert policies (from MAT and from nearby townships); the other supervisors will review his findings this month.

Motion by Comnick, seconded by Campbell, to continue routine inspections by the Road Foreman every ten days on our township roads. Discussion: These road checks are in place for the foreman to look for hazards, rocks, culvert problems, ice patches, dead animals, or other unforeseen problems that could affect public safety. Chair Brooks calculated that it costs \$2,300/year (or less than \$200/month) for this service (there were rumors it was costing a lot more). The board members were all fine with this level of investment and space between inspections and agreed it was not too extreme either way (Resident Dan Jezierski disagreed). Motion carried unanimously, 3 – 0.

C. RECREATION AREA

The township received an email from Sinnott Blacktop, promising that the posts and striping on the rec area courts will be complete this spring. Supervisor Comnick is still in discussion with Hermantown ISD about possible fees for the sports teams using the rec area. The concession stand discussion was tabled.

Motion by Comnick, seconded by Campbell, to accept the \$25,000 contribution from Proctor ISD for the rec area improvements. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Comnick, to accept the latest draft of the Recreation Center Coordinator job description. Discussion: the board opted to ask the rec director for monthly updates on maintenance problems instead of an annual fall report. Campbell said he would like to revisit this decision if there were communication issues. Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Comnick, to approve the final draft of the rec area court sign from Sign Decisions (wording updated, color changed to blue). Motion carried unanimously, 3 – 0.

D. PIKE LAKE INSPECTIONS: (discussed earlier in meeting)

E. PLANNING & ZONING: P&Z Director Tim Walburg issued one permit last month.

Motion by Campbell, seconded by Comnick, to notify (verbally and in writing) property owner Landon Carlberg that he has thirty days to move his recently built structure at 5722 Miller Trunk Highway since it is in violation of the setback requirements in the

township zoning ordinance. Discussion: Carlberg said he did not intentionally violate the ordinance. However, his permit application indicated the building would have a setback of 148 ft, but the building was put within the road right-of-way on Hwy 53. Carlberg said he may consider getting a variance; however, the board informed him that no variances could be issued for a structure in the ROW. The building must be moved at least 135 feet from the center line. Walburg presented the board with an email from MN-DOT stating that ROW violations are misdemeanor crimes. Carlberg was verbally asked to move his building at least 135 feet off the center line in the next 30 days to comply with the ordinance. Motion carried unanimously, 3 – 0.

Carlberg asked to file a complaint against Road Foreman/P&Z Commission Member Gary Oswell for inspecting/questioning some of the construction/blacktop work done at Carlberg's property. Oswell said he was only trying to prevent future problems (i.e. repeat flooding at the adjacent township cemetery; he provided pictures of past problems). It was noted that better communication could have prevented any confusion.

In regards to the Krupp property:

Motion by Comnick, seconded by Campbell, to utilize the civil lawsuit process recommended by township attorney Michael Orman in his letter dated October 7, 2015. Discussion: The owners of the property in question (Amy Krupp, 5309 Shady Lane) is currently advertising online to rent half of the "single family dwelling"; she also has an ad online to sell the property with an illegal "beach house" and the main building divided into two separate living spaces. Chair Brooks will send a letter to Orman authorizing the lawsuit. Motion carried unanimously, 3 – 0.

The board will interview all three applicants for the P&Z secretary position on Monday, Nov. 9. The board reviewed the clerk's draft "P&Z Record Keeping Procedures". More information will be added about backing up the files/electronic database with an external hard drive monthly.

Chair Brooks provided the board with a table of all appointment dates/terms for all current members of the P&Z Commission and the Board of Adjustment. Next month, the board will decide how many appointments will need to be made in January; they will also determine the appointment process (postings? interviews?).

F. AIRPORT ZONING: Nothing to report

G. TECH COMMITTEE: Newsletter advertising discussion tabled.

H. CEMETERY: The cemetery is staked for winter; flags come down after Veteran's Day.

I. RECYCLE SHED: Still waiting on insurance paperwork and signed volunteer forms for the shed volunteer.

J. MPCA/MS4 MEETING RECAP: Chair Brooks recapped the supervisors' earlier meeting with the MPCA representative (see MPCA meeting minutes for additional information).

NEW BUSINESS

A. GOALS & PRIORITIES WORKSHEET: The clerk and Chair Brooks will draft the P&Z Director Job Description for the AWAIR book, using Rice Lake’s version as a starting point.

B. PLAWCS

Motion by Comnick, seconded by Campbell, to approve Resolutions #2015-9B (amending previous grinder station resolution) and #2015-10 (authorizing purchase of pumps for inventory) Discussion: Brooks said the resolutions clarify that the correct names are the “Pike and Caribou Joint Powers Agreement” and the “Pike Lake Area Wastewater Collection System Joint Powers Board”, as questioned last month. Motion carried unanimously, 3 – 0.

C. EMPLOYEE SEPARATION CHECKLIST: The board okayed the final draft.

D. TOWN HALL FLAGS: Comnick and the clerk will order new flags to fly at the town hall.

E. OTHER: The broadband discussion will be tabled until January/February.

The board will host a working session (posted, but not a “meeting”) at 6 p.m. on Wednesday, Dec. 2 to brainstorm ideas for hiking/biking trails. The three residents who have expressed interest in helping will be invited to attend.

A part has been ordered for the men’s restroom; Laird Erickson will fix it. The recycling shed garage door is not working right; Chair Brooks has some replacement parts that may work.

CORRESPONDENCE

- An email from resident Scott Hansen asking to file a formal complaint regarding the violations at the Krupp property
- Duluth and Fredenberg Township Newsletters; Proctor ISD Community Ed Newsletter
- Proctor Chem-Free grad party donation request (given to treasurer to pay \$300)
- P&Z Secretary Christi Capra’s resignation letter
- ACTS meeting minutes

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Campbell, seconded by Comnick, to pay bills checks #18418- 18456. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Campbell, to adjourn the meeting at 10:00 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
December 2, 2015

Kurt Brooks, Chair
December 2, 2015