

# 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**

**October 1, 2014**

**ATTENDING:** Chairman Scott Campbell, Supervisor Kevin Connick, Supervisor Jeff Lundholm, Clerk Susan Krasaway, Treasurer Angela Christianson, Road Foreman Gary Oswell, Fire Chief Gene Stevens, P&Z Director Tim Walburg and 11 residents.

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 to approve the agenda, with the following changes: move Pike Lake Liquor Issue to public input section, add "Township Email Policy" and "Plowing and Sanding" under new business. Motion carried unanimously, 3-0.
- B. MINUTES: Motion by Lundholm, seconded by Campbell, to approve the regular meeting minutes (9/3/2014). Motion carried unanimously, 3 – 0.
- C. TREASURER'S REPORT

- 1. Approve Report

Motion by Connick, seconded by Lundholm, to approve the Treasurer's Report (1/1/14 – 9/30/2014). Motion carried unanimously, 3 – 0.

- 2. Information from Treasurer

Treasurer Angela Christianson said the issue mentioned last month (sending the correct amount of money to PLAWCS) has still not been entirely resolved; however, she now has updated information from Nancy Johnson and plans to look at it this week.

She still needs the correct documentation (driver license copies, minutes, charter) to open the account at HFCU. Chairman Campbell suggested contacting the Secretary of State for a copy of the town's charter.

Treasurer Christianson said the Pike Lake Landing inspectors were not paid this month since their timesheets were not submitted on time, despite several reminders from Christianson.

## **PUBLIC INPUT**

### A. Tom Werner, Duluth Airport Exec. Director

Mr. Werner discussed the economic impact the airport has on our region, as well as the recent and future projects included in the facility's master plan. He also mentioned the joint airport zoning board on which our township supervisors serve. The zoning board's job is to draft a new ordinance that will address planning and zoning issues within the communities surrounding the airport as the master plan becomes a reality. As a zoning board member, Supervisor Connick said the airport authority has been great to work with. The ordinance is in the final draft stages and will soon be submitted to MnDOT for review.

### B. Pike Lake Liquor Issue

In reference to Pike Lake Liquor's recent citation for selling alcohol to a minor, Supervisor Connick said this was the store's first violation in 25 years and the owners have since invested in a new ID scanner and training for their employees. According to the SLC Sheriff's office, typical first-time occurrences result in a 10-day suspension of the liquor license (with nine days stayed) and \$1,000 fine stayed as long as there are no similar violations for one year.

Motion by Connick to place Pike Lake Liquor on probation for one year from this date (October 1, 2014 – October 1, 2015); If there is a violation during the probationary period, the township will impose a ten day suspension of the license (with nine days of that stayed) plus a \$1,000 fine. Motion carried unanimously, 3 – 0. The owners were present at the meeting and confirmed they understood the terms of the probation.

### C. Other

Resident Thomas Amendola asked if the minutes could be made available from the various meetings the board members attend (i.e. PLAWCS, DAT, ACTS, airport zoning, SLCATO, etc). Clerk Krasaway said she will put the minutes out if they are available (often times they aren't sent to the township for a long time or at all). There was also some discussion about creating links on our website to the various groups' websites if they exist. Supervisor Connick said these types of meetings are often informative and well worth the cost of the supervisors attending (i.e. their attendance at the SLCATO meetings ultimately resulted in the township saving \$20,000 a year on assessments from the county).

Resident Kurt Brooks asked if the supervisors could contact the county to inquire about the delayed mowing of Ugstad Road. Road Foreman Gary Oswell said the county has five mowers, but only one is currently working; however, they are making progress on getting all roads mowed.

## **OLD BUSINESS**

### **A. SUPERVISOR APPOINTMENTS/ AUTHORITY**

This was in regards to last month's discussion regarding the supervisors' appointment to various areas. Supervisor Comnick said that after researching the issue, any necessary changes should be made at the reorganizational meeting in March. The appointments will remain in place for the time being.

### **B. CARMEN'S WAY LANDING PROJECT**

The DNR sent an updated estimate for the proposed project at the Pike Lake Landing. They estimate it will cost \$10,000 - \$15,000 to do the following:

- Reclaim south lane for temporary parking for tie-downs, AIS inspections
- Improve north side parking
- Improve design for ADA access
- Restripe lanes
- Rebuild launch ramps and dredge/deepen if possible
- Install floating dock
- Relocate the toilet
- Improve signage

The DNR will cover the majority of the cost, but is asking to township to contribute \$1,000 - \$2,000 for the following:

- Class 5 gravel and rip rap rock (est. \$1,500)
- Paint for striping asphalt (est. \$200)
- Crack-sealer material for asphalt (est. \$300)

Motion by Comnick, seconded by Lundholm, to contribute funding toward this project with a roughly 70% (DNR) -30% (Canosia) cost breakdown. Discussion: The supervisors all commented that this was a good deal for the township. However, Supervisor Comnick wondered why they wouldn't be doing an RFP for the gravel since it was over \$1,000. Chairman Campbell said the board never decided they would use RFP's for anything. Supervisor Lundholm said they only decided that any project/purchase over \$1,000 should come before the board as a whole.

### **C. PIKE LAKE INSPECTIONS**

Clerk Krasaway said that Landing Manager Corrine Maki had provided the board with employee reviews of all the inspectors along with her recommendation for who should take over as Landing Manager next year. Chairman Campbell said the board would continue this dialogue throughout the winter.

After asking, Clerk Krasaway was told there were no year-end tasks she needed to complete regarding the inspections. Treasurer Christianson said there would likely be some money left over from the Pike Lake Association \$8,500 contribution. Once the amounts are finalized, the remaining money will be issued back to the PLA.

#### D. FIRE DEPARTMENT

##### 1. Report

SEPTEMBER FIRE DEPARTMENT RESPONSES		
TYPE OF CALL	#	NOTES
EMS	6	
Medical MUA	0	
Township Fire	0	
MUA Fire	2	Rice Lake Township, Brevator Township
Service	0	
<b>TOTAL</b>	<b>8</b>	

<b>TOTAL FOR 2014</b>	<b>108</b>
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Training: This month, Gold Cross came in to give a refresher course on airways and vitals. The firefighters also cleaned the hall for their open house on Tuesday, October 7, from 5:30 – 8 p.m.

##### 2. Other

Chief Stevens asked for clarification about what the department is allowed to spend without board approval. Chairman Campbell said the board does not want to micro-manage the department or infringe on their daily operational needs (batteries, rubber gloves, ink, etc); however, the big purchases they can anticipate should come before the board for pre-authorization.

Motion by Comnick, seconded by Lundholm, to authorize the purchase of a radio base station on the state bid (\$1,944) and antenna (\$100). Motion carried unanimously, 3 – 0.

Motion by Campbell, seconded by Lundholm, to accept the \$2067.22 quote from KTM to temporarily fix the fire hall apron. Discussion: The Assistant Chief will contact KTM. Supervisor Comnick reminded them that the company will need to provide a certificate of insurance and sign a hold harmless agreement. When asked, the board decided the money for this project should come from the road fund. Road Foreman Gary Oswell said he does not want to be involved in supervising this project. Motion carried unanimously, 3 – 0.

#### E. PARKING ORDINANCE ENFORCEMENT

Chairman Campbell said he will poll other supervisors at the upcoming SLCATO meeting regarding parking enforcement in their various townships.

## **F. RECREATION FACILITY:**

Recreation Director Mike Ellingson said he replaced the roof on the warming shed and ended taking the old roof off instead of just covering it up.

## **G. ROADS**

Report Road Foreman Gary Oswell said he inspected the roads from time to time, but there were no significant problems.

Clerk Krasaway contacted St. Louis County regarding the installation of a new Dead End sign on Shady Lane. SLC Engineer Vic Lund said the sign would cost roughly \$100, plus another \$150 if the county installs it.

Motion by Lundholm, seconded by Connick, to order the Dead End sign for Shady Lane and have Road Foreman Gary Oswell install it. Motion carried unanimously, 3 – 0.

Later in the meeting, Oswell asked what he should do if a problem arises on the roads between meetings. He was told that his responsibilities have not changed and that he should still contact Supervisor Connick with any questions.

Resident Dan Jezierski asked about roadside cutting/mowing. Oswell said Jake's Mowing won't do it and the company is putting its equipment up for auction. He does not know of anyone else who has the necessary equipment. Chairman Campbell said they would deal with this issue next year.

## **H. PLANNING AND ZONING**

P&Z Director Tim Walburg said he issued five permits in September and two so far in October.

Three residents submitted letters of interest in joining the Planning & Zoning Commission: Dave Evanson, Kyle Anderson and Deanna Nordeen. Supervisor Connick said he knows of two other people who are also interested.

Supervisor Lundholm said he has talked with the state about a pending investigation of Dale Cich. He did not want to say more at this time. Supervisor Connick said this was the first he had heard of this issue.

Supervisor Lundholm asked whether there could be an hourly pay option for the P&Z Director for when he goes to training events, attends additional meetings, etc. Chairman Campbell said this could be considered at the reorganization meeting.

Supervisor Lundholm said all the P&Z members have been given "homework" assignments as they redo the ordinance book.

## **I. AIRPORT ZONING**

Supervisor Comnick said there is an airport zoning meeting tomorrow, during which they will hear from the Duluth City Attorney.

## **J. HISTORICAL SOCIETY:**

Nothing to report

## **K. TECH COMMITTEE**

Clerk Krasaway asked for ideas for the upcoming newsletter which will be sent out in late October. Supervisor Comnick said he would submit articles about the township and airport. Supervisor Lundholm said he would do a fire safety article. Chairman Campbell said he was unsure whether he would write anything. Clerk Krasaway said she would likely attend the Fire Dept. Open House and poster contest judging to get pictures, etc for the newsletter.

## **L. CEMETERY**

Supervisor Lundholm was tasked with researching a job description for a Cemetery Manager. Once the requirements/compensation for the job are established, the board will decide if they will post the job, etc.

Motion by Comnick, seconded by Lundholm, to employ Oswell Co., Inc. to put in the stakes for winter burials at the cemetery. Oswell said it typically takes him about 1.5 hours to complete. Motion carried unanimously, 3 – 0.

Supervisor Comnick reported on the passing of resident Bob Brooks, the resident who was responsible for the township sign out front as well as the angels on the cemetery pillars. Comnick called him a wonderful citizen who was committed to the township.

## **M. RECYCLE SHED**

Motion by Comnick, seconded Lundholm, to approve the purchase of a \$120 sign from Sign Decisions (the sign will hang above the shelf displaying items which cannot be recycled). Motion carried unanimously, 3 – 0.

Former Recycle Shed Attendant Deanna Nordeen said she provided the clerk with the monthly calendar sheets she'd made to tally the recycling amounts for WLSSD. Her sheets will be good through December.

## **NEW BUSINESS**

### **A. PIKE LAKE LIQUOR ISSUE:**

This was moved to public input.

**B. RESOLUTION #2014-7: CERTIFY UNPAID PLAWCS USER FEES TO PROP. TAXES FOR 2015**

Motion by Comnick, seconded Lundholm, to approve Resolution #2014-7 which certifies unpaid PLAWCS user fees to property taxes for 2015 (list of delinquent users is attached to the official resolution). Discussion: the supervisors noted there may be changes to the list before November. Motion carried unanimously, 3 – 0.

**C. APPOINT ELECTION JUDGES**

Motion by Comnick, seconded by Lundholm, to appoint the following election judges for the November 4, 2014, general election: Barb Misgen, Barb Erikson, Nancy Cameron, Linda Bashawa, Kristin Walch, Jeri Georges, Suzanne Voss and one other to be determined by the clerk. Motion carried unanimously, 3 – 0.

**D. TOWNSHIP EMAIL POLICY**

After talking with a MAT attorney, Supervisor Comnick said he would like to establish a policy which would allow only the clerk to read the township email and disseminate them to the supervisors as needed. Comnick said he felt it was an invasion of privacy if his emails to the clerk were being read by other supervisors. He plans to draft a policy for board review.

**E. PLOWING AND SANDING AT TOWN HALL**

Supervisor Lundholm said the township should get quotes this fall from people interested in plowing/sanding the town hall parking lots, fire hall entrances and skating rink.

If the township decides to do this, Supervisor Comnick said he would like to make sure the Township is the contractor's number one priority and that they could be billed at a ¼-hour rate or per event.

Gary Oswell said he (as Oswell Company, Inc.) has handled the plowing and sanding for many years and that if it was ever done unsatisfactorily, it was never brought to his attention. He also cautioned the township to balance service vs. price, and noted that automatically going with the cheapest option can ultimately result in extra time and problems.

Chairman Campbell said it was the township's responsibility to do due diligence on finding the lowest prices since they are spending the residents' money. Supervisor Lundholm said he will research the situation and submit an article for the newsletter regarding the request for quotes.

The board gave the go-ahead for Oswell Co, Inc. to plow/sand if there is a major snow event between now and the November meeting.

**CORRESPONDENCE**

- Newsletters from Rice Lake, Fredenberg, Duluth and Solway Townships
- A notice from Cardmember Service that the township's credit card limit has been lowered (as requested) to \$8,000.
- Notice from the Minnesota Dept. of Health that no coliform and a normal amount nitrates were detected in the town hall/fire hall water
- A brochure about fall courses available at the Emeritus College at CSS.

**MOTIONS TO PAY BILLS/ADJOURNMENT**

Motion by Comnick, seconded by Lundholm, to pay bills #17800-17835. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Lundholm, to adjourn the meeting at 8:32 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

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Susan Krasaway, Clerk  
November 5, 2014

**APPROVED:**

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(Scott Campbell, Chair)

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(Date)