

Canosia Township

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Town Board: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Connick
Clerk Susan Krasaway, Treasurer Cheryl Borndal

REGULAR MEETING MINUTES

October 7, 2015

ATTENDING: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Connick, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, P&Z Director Tim Walburg Rec Director Mike Ellingson, and 9 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 Connick, seconded by Campbell, to approve the agenda. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Connick, seconded by Campbell, to approve the regular meeting minutes (9/2/2015). Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT:** Motion by Connick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 –9/30/2015). **Discussion:** Treasurer Borndal made some manual adjustments to correct errors on the insurance claim. Also: \$56,000 was paid to Sinnott for the court reconstruction; the remaining balance from the fixed price quote will be paid when the work is complete in the spring. Motion carried unanimously, 3 – 0.

The board gave their approval to have Borndal shift money from the General Fund so the Parks & Rec fund no longer will show a negative balance. The treasurer will also have a draft of her Electronic Funds Transfer procedure ready for next meeting.

PUBLIC INPUT

- A. **BROADBAND:** Brett VanDerBosch (Sen. Franken's Aide) updated the board on broadband improvements in our area: There is a lot of competition for federal money/resources to bring better service to rural areas. Thanks to a federal grant, CenturyLink will improve some parts of their network within Canosia within the next five years. VanDerBosch also passed along contact information for the Cloquet Valley Internet Initiative (a community advocate group).
- B. **RECYCLING VOLUNTEER:** Motion by Connick, seconded by Campbell, to allow local group home resident Bob to volunteer (with an aide) at the recycling center (from 5 – 6 p.m. on Thursdays) provided the group home can provide the following documents:

- C. 1) A certificate of liability insurance naming Canosia Township as an additional third party insured, and 2) two MAT volunteer service agreements signed by Bob and the aide who will be working with him. Discussion: these requirements are those recommended by MAT. The group home also provided a letter from the Dept. of Human Services absolving the township of liability should the group home staffer be injured while volunteering, and a letter from Bob’s guardians stating they support him volunteering for the township. Bob can start work upon receipt of these documents. Motion carried unanimously, 3 – 0.
- D. Dan Jezierski disagreed with the board’s decision last month to hire Gary Oswell to do the township parking lot snowplowing; he believes RFP’s should have been sent out.

OLD BUSINESS

A. FIRE DEPARTMENT:

| SEPTEMBER FIRE DEPARTMENT RESPONSES | | |
|--|-----------|-------------------------------|
| TYPE OF CALL | # | NOTES |
| EMS | 9 | |
| Medical MUA | 0 | |
| Township Fire | 1 | Power line across road |
| MUA Fire | 2 | Rice Lake |
| Service | 0 | |
| TOTAL | 12 | |

| | |
|-----------------------|------------|
| TOTAL FOR 2015 | 130 |
|-----------------------|------------|

Training and Activities: NIMS class for FEMA, first responder refresher course, Open House, Poster Contest/Fire Prevention education at Pike Lake Elementary School.

The board is considering three options for paying for the new fire dept. vehicle: a USDA loan (est. 3.5% interest), a bank loan (est. 2.5-3% interest) or borrowing the money from other township funds already in house. In order to get a USDA loan we must be unable to get a reasonable rate from a private lender or have the resources to purchase the vehicle ourselves. The board needs to know the estimated price of the truck and will then decide how to proceed.

The board is still waiting on the final draft spec from the fire chief; he has promised it will be done within the next few weeks for their review. The board may need to adjust the scheduled bid date if the spec is still not ready. The Chief later confirmed they are working on the FEMA grant (due in Dec.) and are also asking truck manufacturing companies about in-house financing options.

OTHER: The rink plowing/flooding schedule was tabled. The Fire Relief Treasurer dropped off the necessary forms for the board to review (clerk will make copies). The clerk will contact the state to get a new access code for the Cooperative Purchase Venture and change it so she (instead of the chief) is the contact person for the township.

B. ROADS

Supervisor Comnick read from the road report (copy attached to official minutes): some minor pot holes were filled in the parking lot, all roads seem to be in good shape. The board opted for a fall road tour this year (instead of spring) so they can plan summer road projects during the winter. The road tour/meeting is scheduled for 9 a.m. on Saturday, October 24. Comnick and Oswell will put together a preliminary list of ideas for next year's projects.

Motion by Comnick, seconded by Campbell, to again request that SLC perform sanding and grading at their discretion in 2016, as well as accept specific requests from our Road Foreman. Discussion: The county requires a written request each year detailing what services we want performed (plowing is a separate contract). Motion carried unanimously, 3 – 0.

C. RECREATION AREA

Supervisor Comnick read from the Road Report (copy attached to official minutes): the courts are nearing completion (painting/stripping of tennis courts will be done this spring). The treasurer will send an invoice to the Proctor school district so we can be reimbursed \$25,000.

Motion by Comnick, seconded by Campbell, to accept the \$750 Rec Area donation from the Proctor Lions Club. Discussion: the board confirmed that this (and any future donations) will be put directly into the rec fund and can be used right away to cover costs. Motion carried unanimously, 3 – 0.

Comnick will provide information to the Hermantown School Board regarding the use of our courts/fields and discuss a possible financial investment from them.

Next month, the board will finalize the draft Recreation Director Job Description for the AWAIR book. They are considering the idea of having an Annual Report from the rec director each October to update them on needed maintenance, recommended upgrades, etc.

Motion by Comnick, seconded by Campbell, to accept the \$240 Rec Area Sign quote from Sign Decisions. Discussion: The sign will state the rules for the rec area courts. Steven Oswell will bring the updated version back to the board next month for final approval. The sign will be installed in the spring. Motion carried unanimously, 3 – 0.

Comnick plans to meet with Arrowhead Concrete Owner Jerry Carlson regarding the concrete needs for the dugouts at the rec area. The board discussed what repairs are needed, but no decisions were made. The DNR outdoor grant application is due March 31.

D. PIKE LAKE LANDING: DNR IMPROVEMENTS

The launch area was dredged out and the ramp reset. Dock will be installed this spring. The board also discussed the dumpster which is kept at the landing year-round to keep the landing area free of garbage (no changes made).

E. PIKE LAKE LANDING INSPECTIONS:

The inspections are over for the year, and the landing manager will get the final reports to the DNR so we can be reimbursed for our grant.

F. PLANNING & ZONING:

P&Z Director Tim Walburg reported there were four permits issued in September (checks given to treasurer). There will likely be another variance hearing soon. Our township attorney is still reviewing the Krupp issue. The ordinance book re-write was tabled at the last meeting.

G. AIRPORT ZONING: Meeting again first Thursday in December (3:30 p.m. at airport)

H. TECH COMMITTEE

Motion by Comnick, seconded by Campbell, to approve the draft newsletter: Discussion: Supervisor Campbell felt Supervisor Comnick's article was unfairly negative/insulting to the past board. The supervisors agreed to remove one sentence and change two words to avoid comparison between the past and present boards. Some minor updates will be made to other articles before being sent to the printer. Motion carried 2 – 1, with Comnick voting against it.

The clerk provided the board with a tally of newsletter advertising revenue over the past three years (total = \$745) and asked whether the board wanted her to spend time seeking out additional advertisers or if her time should be spent elsewhere. The discussion was tabled until next month.

I. CEMETERY: Cemetery Administrator Gary Oswell plans to stake the cemetery before the ground is too frozen but after the grass is done being mowed for the year.

J. RECYCLE SHED: Shed Attendant Frank Bolos attended the WLSSD meeting for attendants and said it was informative and worthwhile.

K. MPCA- MS4: The board will tentatively meet with the MPCA for an MS4 meeting on Nov. 4 from noon- 2 p.m. at the town hall. No one is planning to attend this month's RSPT meeting.

NEW BUSINESS

A. GOALS & PRIORITIES

The G&P worksheet is up to date: the board will continue to tackle job descriptions one at a time (Planning & Zoning Official will likely be next once the Rec Director is complete). The treasurer included information in the meeting binders regarding Certificates of Deposit (CD's) for the board to review. She will present her investment recommendations next month. Comnick asked Sinnott to take a preliminary look at the fire hall apron.

B. PLAWCS RESOLUTIONS

Motion by Cornick, seconded by Campbell, to approve Resolution #2015-7 Certifying Unpaid PLAWCS User Fees to Property Taxes. Motion carried unanimously, 3 – 0.

Motion by Cornick, seconded by Campbell, to approve Resolution #2015-8: Authorizing Insulation of Sanitary Line and Replacement of a driveway for PLAWCS. Discussion: estimated cost is \$28,000 (the joint powers agreement requires all PLAWCS expenditures over \$10,000 to come before both town boards). Motion carried unanimously, 3 -0.

Motion by Cornick, seconded by Campbell, to approve Resolution #2015-9: Authorizing Repair/Replacement of Residential Grinder Stations for PLAWCS. Discussion: estimated cost is \$17,000 (the joint powers agreement requires all PLAWCS expenditures over \$10,000 to come before both town boards). The board also discussed if the name of the joint powers board in the resolutions 'The Pike and Caribou Lake Joint Powers Board' was correct. Motion carried unanimously, 3 -0.

C. COMPUTDYNE REMOTE BACK UP QUOTE

Motion by Cornick, seconded by Campbell, to authorize the purchase of two external hard drives which will be used to back up the clerk and treasurer's computers each month. Discussion: The board reviewed a quote from Compudyne for remotely backing up CTAS and other files (\$40 per month for Cheryl's computer, \$15 for an additional computer. \$150 installation fee). However, the board felt that manually backing up the computers in house was a better option. The State Auditor's Office recommends using flash drives or external hard drives to back up CTAS. Motion carried unanimously, 3 – 0.

D. BINGO AT ST. RAPHAEL'S

Motion by Cornick, seconded by Campbell, to approve the annual Knights of Columbus bingo event scheduled for November 22 at St. Raphael's church. Motion carried unanimously, 3 – 0.

E. MEETING/SEMINAR RECAPS

Cornick said the Community Development Block Grant program does not apply to us. Brooks said the TAP (Transportation Alternatives Program) grant applications are due by Oct. 30; they should be added to our calendar for next year since there may be funding available for pedestrian trails, etc.

F. OTHER

The treasurer said she would like to keep the billing due date as one week before the meeting date (Gary Oswell had asked if it could be moved closer to the meeting date).

The board will review the draft "Employee Separation Checklist" next month.

CORRESPONDENCE

- A flyer from the SLC Assessor's Dept. stating that the town hall property had been routinely re-evaluated on 9/28/2015 and is tax exempt.
- Flyer about the Local Government Innovation Awards
- MATIT notice that new township officers can attend the MAT short courses for free (the registration fee will be credited against our liability insurance renewal).
- Solway, Lakewood, Rice Lake and Fredenberg newsletters
- Proctor Community Education newsletter
- SCI Broadband flyer

MOTIONS TO PAY BILLS/ADJOURNMENT

Motion by Comnick, seconded by Campbell, to pay bills #18393–18417. 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,

Susan Krasaway, Clerk
November 4, 2015

APPROVED:

(Kurt Brooks, Chair)

(Date)