

Canosia Township

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

REORGANIZATION MEETING MINUTES

April 6, 2016

ATTENDING: Supervisors Kevin Connick, Kurt Brooks, and Dan Golen, Clerk Susan Krasaway, and Treasurer Cheryl Borndal. Chair Brooks called the meeting to order at 4:30 p.m.

SELECT CHAIR & VICE-CHAIR

Motion by Brooks, seconded by Golen, to establish a policy rotating the town board chairmanship between supervisors on an annual basis. **Discussion:** The supervisors felt this was the most fair and practical option (instead of a “popularity contest” or having the senior supervisor always serve). A supervisor should be in at least the third year of his/her term when they serve as chair. Any supervisor may decline the position. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Connick, nominating Connick as town board chair. Motion carried unanimously, 3 – 0. Golen thanked Brooks for establishing an atmosphere of respect at the meetings during the past year.

Motion by Golen, seconded by Connick, nominating Brooks as vice-chair. Motion carried unanimously, 3 – 0.

SUPERVISOR DESIGNATIONS

Motion by Connick, seconded by Brooks, appointing Golen and Connick to the Joint Airport Zoning Board. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Golen, appointing Brooks and Treasurer Cheryl Borndal as the township’s representatives on the Fire Relief Association Board. Motion carried unanimously.

Motion by Brooks, seconded by Golen, to make the following supervisor assignments:

- **Connick** = Town Administration, Roads and AIS Inspections
- **Brooks** = Cemetery, Fire Department and Recycling.
- **Golen** = Rec Area and MS4

Discussion: Brooks will assist Golen with the MS4 process. Golen will be involved in roads too, given his background. The supervisor assigned to each department will act as the lead contact person, but most decisions will come before the board for pre-approval. Motion carried unanimously, 3 – 0.

Motion by Golen, seconded by Comnick, to maintain the \$1,000 emergency spending limit for supervisors between meetings. Discussion: whenever possible, decisions on major expenditures should come before the board for pre-approval; however, the supervisors can authorize up to a \$1,000 expenditure between meetings in emergency situations. This applies to all departments. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Comnick, stating that the township supervisors do not need credit cards. Discussion: the current credit cards are issued to the clerk and fire chief; former supervisor Scott Campbell's card was shredded and his name was removed from the account. The clerk will continue to act as the Authorized Representative with the credit card company. Motion carried unanimously, 3 – 0.

MEETING SCHEDULES

Motion by Brooks, seconded by Golen, to adopt the draft schedule for the town board meetings from May 2016 – April 2017. Discussion: the meetings will again take place on the first Wed. of each month at 7 p.m. There were no conflicts with holidays. Motion carried unanimously, 3- 0.

Motion by Brooks, seconded by Golen, to adopt the draft schedule for the Planning & Zoning Commission meetings from May 2016 – April 2017. Discussion: the meetings will again take place on the second Wednesday of each month at 7 p.m. There were no conflicts with holidays. Motion carried unanimously, 3-0

WAGES

Motion by Brooks, seconded by Comnick, to keep all township employee wages the same as they were the previous year. Discussion: Brooks stated that 36% of general fund expenditures last year were for wages (compared to 46% the previous year). However, wage costs actually went up by \$5,000. Brooks reiterated that the meeting rate for supervisors covers their prep time reviewing the meeting documents as well as the actual meeting. Motion carried unanimously.

OTHER: NEWSPAPER, BANK, SIGNATURES

Motion by Comnick, seconded by Brooks, to designate the Duluth News Tribune as the official newspaper. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Golen, to designate North Shore Bank as the official township bank. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Comnick, approving Resolution #2016-3: “North Shore Bank Corporate Authorization Resolution” updating the township signatures on file at the bank and designating the banking authority of the treasurer, supervisors, clerk and deputies. Motion carried unanimously, 3-0.

The supervisors signed an updated life insurance policy sheet as well as the MAT form updating the names/contact information for all town board members.

Motion by Brooks, seconded by Golen, to adjourn the Reorganization Meeting at 5:22 p.m.
Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
May 4, 2016

Kevin Comnick, Chair
May 4, 2016