

# 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**

**September 2, 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, Assistant Chief Clyde Mortinsen, P&Z Director Tim Walburg Rec Director Mike Ellingson, and nine 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 (8/5/2015). **Discussion:** Clerk Krasaway will ask the Fire Relief Treasurer for the total assets (vs. total liability) in the Fire Relief fund. Motion carried unanimously, 3 – 0.
- C. **TREASURER'S REPORT:** Motion by Connick, seconded by Campbell, to approve the Treasurer's Report (1/1/15 –8/31/2015). Motion carried unanimously, 3 – 0. **NOTE:** All the missing receipts from last month were handed in and the corresponding checks were mailed (Late fees = \$91 from credit card company). The Treasurer handed out draft 2015 budget reports (she is finalizing some of the formatting). Former Treasurer Dave Beaudette came in to help Borndal with a few issues.

There was some discussion about the negative balances in the Parks & Rec fund and the PLA inspection fund. We are still waiting on the \$25,000 contribution from Proctor ISD (will arrive by Oct. 1) and the DNR grant money for the inspections (will receive \$4,000 after season is complete).

### **PUBLIC INPUT**

Motion by Campbell, seconded by Connick, authorizing township attorney Mike Orman to research/pursue the latest issue involving the Krupp property at 5309 Shady Ln.: The Krupps are advertising their illegal "Beach House" in their real estate For Sale ad. **Discussion:** the Danielsons (5307 Shady Ln) attended the meeting with their attorney, Charles Andresen. This is an ongoing issue and the Krupps have not complied with several past attempts by the township to stop their violations. P&Z Director Tim Walburg has already contacted the county, but there is not much the county can do besides analyzing the septic at the point of sale. Andresen will consult with Orman. Motion carried unanimously, 3 – 0.

**OLD BUSINESS**

**A. FIRE DEPARTMENT:**

<b>AUGUST FIRE DEPARTMENT RESPONSES</b>		
<b>TYPE OF CALL</b>	<b>#</b>	<b>NOTES</b>
<b>EMS</b>	<b>6</b>	
<b>Medical MUA</b>	<b>1</b>	
<b>Township Fire</b>	<b>2</b>	<b>1 gas leak, 1 call for smoke in the area</b>
<b>MUA Fire</b>	<b>4</b>	<b>1 lost boater in Rice Lake, 1 sauna fire in Grand Lake, 1 cancelled call in route to Rice Lake</b>
<b>Service</b>	<b>0</b>	
<b>TOTAL</b>	<b>13</b>	
<b>TOTAL FOR 2015</b>		<b>119 (yearly avg is 120)</b>

Training/Activities: hose testing on tankers, pump training, quarterly SCBA checks, Hoghead Parade, washed the Fire Hall building, and took part in the funeral for the East Brevator fire chief.

The Truck Purchase Schedule was updated to include the following: Final Truck Spec (complete in Oct.), Legal Review (Nov.), Develop Potential Bidders List/Board Review (Nov.), Loan Activity & Research (Oct, Nov. Dec.).

The Fire Dept. will begin writing the FEMA Grant application (for up to 5% of the purchase price) due in early December. For the USDA Rural Development program, there is one application for potential grants (no set amount), loans and loan guarantees. Chair Brooks will arrange for a USDA rep to come talk to the board about the different options prior to next month's meeting.

The apron project is on hold until spring when the board is tentatively planning to send out RFP's. To help prevent mud getting into fire hall, Supervisor Comnick will ask Sinnott to dump any leftover blacktop from the court project onto the hillside near the apron area where the sandbags currently are. OTHER: Fire hall security will be removed from the agenda. Chief Stevens will ask Relief Treasurer Scott Mercier about the overdue SC-15 form.

**B. ROADS**

1. Road Report

Supervisor Comnick submitted a Road Report (attached to official minutes): 1) brush cutting and all other recommended road projects are complete, 2) Comnick recommends implementing a fall road tour, 3) The county is working on a Calcium Chloride study, 4) the Martin Road project fixed some entrances on our township roads. The Old Miller Trunk Hwy project has been delayed until next spring.

## 2. Town Hall/Rec Area/Fire Hall Snow Plowing

Motion by Comnick, seconded by Campbell to again hire Gary Oswell to plow the Town Hall parking lot, the fire hall entrances, and the rec area ice rink for the winter of 2015-2016.

Discussion: The township has paid Oswell an average of \$3,400/year (over the last three years) to plow. He charges \$82/hour and bills in small increments (down to the tenth of an hour).

Supervisor Campbell would like the job advertised in order to find the best possible investment for township funds; by using RFP's on several projects this year, we have saved thousands by choosing the lowest quote submitted. Campbell also drafted a Public Notice/Call for Proposals for the board to consider. Two people (Keith Anderson and Allen Wilson) notified the township in writing they would like to the opportunity to submit a quote.

Supervisor Comnick spoke in favor of Oswell, noting the good job he has done for several years, his responsiveness and ability to make the township his #1 priority. Comnick also had an email from MAT attorney Eric Hedtke reiterating that any contracts under \$25,000 do not need public advertisement/quotes submitted, etc.

Chair Brooks said Oswell's demonstrated high level of service (and not just price) should be considered when making this decision. He also felt the potential for cost-savings is not high on such a relatively small project. Brooks also gave an example from the PLAWCS board: they recently chose not to price-shop for new accountants since they are happy with the service they are getting with the one they already have.

Motion to hire Oswell carried 2 to 1, with Campbell voting against it.

## **C. RECREATION AREA**

Comnick reported: The court project is underway with a slight delay due to recent rains. The Dinehery fence costs will be lower than projected. The check from Proctor School District will arrive this month.

Comnick drafted a Rec Area fundraising letter to put in the newsletter. The board will review the final version next month. All donations will be accepted by the board, then deposited and earmarked for the rec area; a special "sustainability account" was deemed unnecessary.

Rec Director Mike Ellingson believes Mike Amendola never sold any concessions during the soccer season. The board will continue to hold off any plans for the concession stand/dugout.

## **D. PIKE LAKE LANDING (DNR PROJECT): Nothing to Report**

## **E. PIKE LAKE INSPECTIONS: Nothing to Report**

## **F. PLANNING & ZONING**

P&Z Director Tim Walburg issued two permits in August. Chair Brooks said they located the 2008 changes made to the ordinance (which were never included in the book). They plan to include these changes in the *new* ordinance book. The commission is currently reviewing/editing Articles 1&2.

**G. AIRPORT ZONING:** Meeting Sep. 17 at 3:30 p.m. for updates on runway project and 148<sup>th</sup> deployment. Will meet quarterly after that.

**H. HISTORICAL SOCIETY:** this will be taken off the agenda

**I. TECH COMMITTEE:** The board discussed potential articles; final newsletter will come before the board for approval in October.

**J. CEMETERY:** There is a burial (Michael Weiler) scheduled for Sept. 3. (Shelton digging).

**K. RECYCLE SHED:** The grant money was received; attendant job description was drafted/sent to WLSSD as requested

## **L. MPCA: MS4**

Supervisor Campbell attended a seminar held by MSA: as part of the second half of the MS4 application, we will need to develop an ordinance, Best Management Practices, and possibly GPS all relevant areas. There may be grant funding available.

Comnick and Brooks learned at DAT: an MPCA rep will come talk to the township this fall. With their help, the MPCA believes we will not need to hire a consultant (hand drawn maps are acceptable instead of GPS). They have model ordinances available for our use. Chair Brooks will draft an MS4 schedule.

## **NEW BUSINESS**

### **A. GOALS & PRIORITIES**

The G&P worksheet was updated: Policies & Procedures will be tackled one by one (Treasurer Borndal will draft her Electronic Funds Transfer procedure for next month). The pavilion repairs are complete. Chair Brooks and the clerk will review job descriptions in the AWAIR book and pick one to update this month. Investment Options will be added as well (Borndal will research).

### **B. NEW EMPLOYEE CHECKLIST**

Campbell suggested adding “Background Check” info to the New Employee Checklist drafted by Brooks and Krasaway. Brooks also drafted a “Separation Checklist” for the clerk to finalize.

### **C. FALL MEETING SCHEDULES/ATTENDANCE**

All three supervisors will attend the DAT meeting in Oct., Campbell will attend SLCATO and the October legal seminar in Cotton. DAT may change/rotate locations due to Rice Lake's upcoming incorporation.

Chair Brooks will contact an aid from Rep. Nolan's office to learn more about broadband funding/plans/grants for rural areas. (The rep was at the MAT District 10 meeting).

### **CORRESPONDENCE**

- Notice that Rice Lake Township's incorporation petition has been granted
- Caribou Lake Association Newsletter: Comnick took issue with some of its sewer claims and plans to write a response.
- Lakewood, Duluth and Fredenberg Newsletters
- Notices for: the Minnesota Fall Maintenance Expo, CSS Emeritus College, A Couri & Ruppe Legal Seminar, MSA MS4 workshop
- MDH drinking water notices: the town hall nitrate and coliform results are in compliance

### **MOTIONS TO PAY BILLS/ADJOURNMENT**

Motion by Comnick, seconded by Campbell, to pay bills #18348-18371. Motion carried unanimously, 3 - 0.

Motion by Comnick, seconded by Campbell, to adjourn the meeting at 9:20 p.m. Motion carried unanimously, 3 - 0.

Respectfully submitted,

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Susan Krasaway, Clerk  
October 7, 2015

**APPROVED:**

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(Kurt Brooks, Chair)

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(Date)