

Canosia Township

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Town Board: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick
Clerk Susan Krasaway, Treasurer Angela Christianson

SPECIAL MEETING MINUTES: TRANSITION PLAN FOR TREASURER OPENING

June 10, 2015

ATTENDING: Chair Kurt Brooks, Supervisor Scott Campbell, Supervisor Kevin Comnick,
Clerk Susan Krasaway.

Chair Brooks called the meeting to order at 5:30 p.m. at the Canosia Town Hall. He stated the purpose of the meeting was to develop a transition plan for the treasurer opening (Angela Christianson submitted her resignation on June 4).

The board decided not to contact any of the candidates who applied for the position last year; they agreed it would not set a good precedent since more than a year has passed.

The board discussed Christianson's plans: her resignation stated she did not want to attend the July meeting and hoped to have someone trained and in place before then. Due to the limited window of time, the board is hoping she will be able to pay the bills/cut checks before the July meeting and possibly stay on until early July to help train the new hire. Brooks will call Christianson to discuss her willingness to help. If we are unable to pay bills at the July meeting, a special meeting will have to be called for the sole purpose of doing so (either before the July meeting when Christianson can attend or after when the new person is in place). According to Chair Brooks, former Treasurer Dave Beaudette will be willing to help out during the transition (if needed) in a limited capacity, but not as an official "interim treasurer."

The board decided to publish the agreed upon job ad in *the Duluth News Tribune* for two Sundays (June 14 and 21) and one Wednesday (June 17). The ad will also run on our website, Facebook page and on Craigslist. The deadline to send a resume/cover letter is Tuesday, June 23. In order to avoid having another costly special meeting, the supervisors opted to recess this meeting and reconvene to review the applications/plan interviews on Wednesday, June 24 at 5:30 p.m.

The board discussed the township accounting systems: currently we are using QuickBooks and Quicken; the transition from CTAS 7 was made in March. The board discussed why we made the switch: Supervisor Comnick said he would like the minutes to reflect that the change was made because Christianson was planning to quit if we did not; he stated he was never involved in any discussion to do so. Supervisor Campbell said Quickbooks was part of an ongoing discussion for months and was not based solely on stopping Angela from leaving; he believed it to be a smart decision since Christianson had extensive experience with the program and other townships have had success with it as well. He does not believe enough time has passed to adequately judge whether Quickbooks is working for our town.

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Campbell also said the board should reflect on how township employees are treated so we do not lose anyone else; he believes the volatility of the board meetings is also playing a part in Christianson's decision to resign.

The clerk suggested that if the board believes they will switch to CTAS in the next few months, then they should do it now instead of waiting until Christianson is no longer here; the treasurer has told the clerk she would be willing to enter all the remaining months (April, May, June) into CTAS if that's the direction the board takes. Chair Brooks will also follow up with Christianson to confirm she is willing to do this. The clerk said it would be beneficial to have Christianson on hand if/when we switch back since there are a few quirky things with the chart of accounts which were causing some problems at the end of last year. (The problems were the result of some necessary account number updates in preparation for CTAS 8).

Motion by Comnick, seconded by Brooks, to revert the township's financial accounting system back to CTAS 7 from QuickBooks/Quicken.

Discussion: Comnick said CTAS has worked well for years for our township and hundreds of others in Minnesota. Brooks reiterated that CTAS support and upgrades are free from the state, while finding help for a customized version of QuickBooks is more difficult. He also expressed frustration that QuickBooks/Quicken have not been able to generate a budget or the reports needed each month (Cash Balance Statement, Receipts Register, Disbursements Register) for both the clerk and treasurer, making reconciliation more difficult. He also said the treasurer has clocked more hours in the first five months of 2015 than the treasurer typically has for an entire year so this change has not saved us the promised amount of time. The board discussed whether they should switch to CTAS 8, but decided to stay with CTAS 7 for the time being since that's where the first three months of 2015 were entered; the new treasurer can switch to version 8 once everything is in order.

Motion carried 2 to 0, with Campbell abstaining.

Motion by Comnick, seconded by Brooks, to recess the meeting at 6:41 p.m. with plans to reconvene on June 24 at 5:30 p.m. Motion carried unanimously.

MEETING RECONVENED

June 24, 2015

Chair Brooks reconvened the meeting on Wednesday, June 24 at 5:30 p.m. at the Canosia Town Hall and re-stated the purpose of the meeting (to develop a transition plan for the treasurer opening).

The board members reviewed and discussed each of the treasurer applications, including the candidates' education and relevant accounting and computer experience. They narrowed the field

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to the most qualified applicants and planned to interview these top choices on Monday, June 29 starting at 6 p.m. The board will meet shortly beforehand to discuss the questions they'd like to ask.

The board also discussed:

- The township's obligation to contact the candidates who are not selected for the job (a letter or email will be sent to each of them once the hiring process is complete).
- The confidentiality of the applications, applicants and the selection process (All supervisors agreed the applications are confidential, but the interviews are open to the public. No definitive answer regarding the selection process).
- The township's obligation to accept/deny late applications past the posted deadline. Supervisor Comnick felt we should not accept any late applicants; Chair Brooks believes it should be handled on a case by case basis.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
July 1, 2015

Kurt Brooks, Chair
July 1, 2015