

# Canosia Township

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## REORGANIZATION MEETING MINUTES

April 4, 2018

ATTENDING: Supervisors Kurt Brooks, Kevin Connick and Dan Golen, Clerk Susan Krasaway and Treasurer Cheryl Borndal. Chair Brooks called the meeting to order at 6:00 p.m.

### SELECT CHAIR & VICE-CHAIR

Motion by Brooks, seconded by Connick, selecting Golen as Chair for the coming year. Discussion: two years ago, the board established a policy in which the chairmanship would be rotated annually, with the chair preferably being in at least the third year of his/her term. Motion carried unanimously, 3 – 0.

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

### SUPERVISOR DESIGNATIONS

Fire Relief & Airport Zoning Designations: Motion by Brooks, seconded by Connick, to once again designate Brooks and Borndal as the town board representatives to the Fire Relief board and Golen and Connick as the township's Joint Airport Zoning Board members. Motion carried unanimously, 3 – 0.

Supervisor Responsibilities: Motion by Connick, seconded by Brooks, to have the following supervisor assignments:

- Golen: Town Administration, Rec Area
- Brooks: Fire Dept., Cemetery, Recycling
- Connick: Roads, AIS inspections

The assigned supervisor will act as the lead contact person for each area, but major decisions will come before the whole board for pre-approval whenever possible. Motion carried unanimously, 3 – 0.

Spending Limits between Meetings: Motion by Brooks, seconded by Connick, to keep the between-meeting spending limits the same as they have been: Roads = \$5,000 for emergencies or routine maintenance projects that do not warrant an RFP; Other Depts (besides FD) = \$1,000.

Discussion: The supervisors reiterated that everyone should make an effort to have decisions come before the board as whole whenever possible. Between meetings, each supervisor also has the authority to independently contact the township attorney with a single question (if necessary) without getting board approval first. Motion carried unanimously, 3 – 0.

### GOALS & PRIORITIES

The board updated the Goals & Priorities worksheet with these additional goals for 2018:

- Complete hiking/biking trail plan & identify trail project for possible short-term implementation
- Continue implementing five-year road improvement plan and begin future road planning
- Complete documentation of Kehtel Rd. ROW including easements
- Continue anti-blight ordinance process
- Consider P&Z ordinance update

- Upgrade cemetery sign/entrance
- Resolve Christianson Rd. snowplow turnaround issue

### MEETING SCHEDULES

Motion by Brooks, seconded by Comnick, to adopt the May 2017 – April 2018 meeting schedules for the Town Board. Discussion: the town board meetings will again take place on the first Wed. of each month at 7 p.m.; the only exception will be the July meeting which will take place on Monday, July 2, instead of Wednesday, July 4. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Brooks, to adopt the May 2017 – April 2018 Planning & Zoning Commission meeting schedule. The P&Z meetings will again take place on the second Wednesday of each month. Motion carried unanimously, 3- 0.

### WAGES

Supervisor Brooks presented a spreadsheet detailing the town board administration costs over the past several years. Total wages and benefits for 2017 were \$47,888.45 or 34% of our General Fund Disbursement Total. This is an improvement in both the amount and percentage compared to the previous few years.

Motion by Comnick, seconded by Brooks, raise the election judge wage from \$10/hour to \$11/hour, and the head judge wage from \$11/hour to \$12/hour. Discussion: this raise is consistent with pay rates in neighboring townships and the county. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Brooks, to raise the AIS wages from \$12/hour to \$14/hour for inspectors and raise the Landing Manger wage (when she is acting in a managerial capacity) from \$14/hour to \$16/hour. Discussion: this increase is consistent with other inspection programs in our region; the wages will be entirely covered by our AIS grant funding. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Brooks, to raise the P&Z Secretary Wage to \$16/hour. Discussion: the secretary wage had been at \$15.50/hour since 2013. Motion carried unanimously, 3 – 0.

Motion by Comnick, seconded by Brooks, to differentiate between the supervisors' meeting rate and clerk/treasurer meeting rate, and to raise the supervisor meeting rate to \$100/meeting. Discussion: Brooks explained that the supervisors' meeting rate includes their time spent prepping and reviewing meeting documents; this meeting rate constitutes the majority of their pay, while the bulk of the clerk and treasurer's pay is their hourly wage. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Comnick, to approve Resolution #2018-5: Establishing a Policy for the Compensation and Reimbursement of Town Officers. Discussion: this resolution outlines the supervisor meeting rate increase detailed above; the resolution is required whenever the town board changes their compensation. Motion carried unanimously, 3 – 0.

### OTHER: NEWSPAPER, BANK, SIGNATURES

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

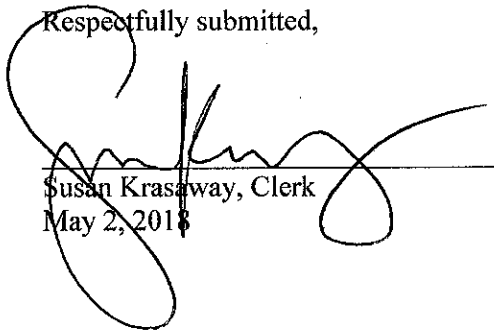
Motion by Brooks, seconded by Comnick, to designate North Shore Bank as the official township bank. Motion carried unanimously, 3 – 0.

Motion by Connick, seconded by Connick, to designate Treasurer Borndal as the township's authorized person to electronically transfer funds. Discussion: Borndal explained that the state requires this annual designation. Motion carried unanimously, 3 – 0.

The clerk updated the town board information on the annual MAT form.

Motion by Brooks, seconded by Golen, to adjourn the Reorganization Meeting. Motion carried unanimously, 3 – 0.

Respectfully submitted,



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Susan Krasaway, Clerk  
May 2, 2018

APPROVED:



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Daniel J. Golen, Chair  
May 2, 2018