

Canosia Township

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Town Board: Chair Daniel L. Golen, Supervisor Kevin L. Connick, Supervisor Penny Dieryck
Clerk Amber Madoll, Treasurer Cheryl Borndal

REORGANIZATION MEETING MINUTES

April 7, 2021

ATTENDING: Supervisor Dan Golen, Supervisor Kevin Connick, Supervisor Penny Dieryck, Clerk Amber Madoll, Treasurer Cheryl Borndal, and Fire Chief Gene Stevens. The meeting was held in person at the Canosia Town Hall and virtually due to the pandemic. All individuals were present in person at the town hall.

Dan Golen called the meeting to order at 6:01 p.m.

- A. **SELECT TOWN BOARD CHAIR & VICE CHAIR: Motion** made by Kevin Connick, seconded by Penny Dieryck to elect Dan Golen as Canosia Township Board Chair. Motion carried unanimously, 3 – 0. Motion made by Penny Dieryck, seconded by Dan Golen to elect Kevin Connick as Canosia Township Board Vice-Chair. Motion carried unanimously, 3 – 0.
- B. **DESIGNATE REPRESENTATIVES TO AIRPORT ZONING BOARD AND FIRE RELIEF BOARD: Motion** made by Kevin Connick, seconded by Penny Dieryck, to appoint Kevin Connick to the Airport Zoning Board. Motion carried unanimously, 3 – 0. **Motion** made by Kevin Connick, seconded by Penny Dieryck, to appoint Penny Dieryck and Treasurer Cheryl Borndal to the Fire Relief Board. Motion carried unanimously, 3 – 0.
- C. **DESIGNATE SUPERVISOR'S AREAS OF RESPONSIBILITY:** Dan Golen will supervise town administration, recycling, and cemetery, Kevin Connick will supervise the roads and AIS, and Penny Dieryck will supervise the rec area and fire department.

Board discussed spending limits for township departments. Connick stated that he would like to see spending limits removed for items that do not need an RFP. Golen stated that most departments bring potential purchases to the board prior to spending, however emergencies do happen. He stated that he is ok with the fire department having a 10K limit for monthly expenses without board approval, however, he would prefer others to have a 1K limit. Connick stated that 1K doesn't cover much. He stated that the board needs to trust those managing those departments. Golen stated that the board has a legal obligation to how funds are spent as it is tax payer money. Connick stated that if they do not spend the money correctly then access can be taken away or staff can be fired. Dieryck stated that she agrees that 1K does not go far. Connick stated that he did not, and does not agree with limits as he views them as micromanaging. He used the fire department as an example of a good partnership where they bring big purchases to the board and keep the board abreast of expenses. Chief Stevens agreed and stated that anything over 10K needs an RFP anyhow. Golen agreed that the fire department did a good job but is still concerned about making sure that potential projects are brought to the board prior to expenditure. He stated that the limits help ensure that expenses are in the best interests of the township. Dieryck stated that there are two issues- emergency spending and regular spending. Connick agreed but stated that emergencies should have no limits, as when they occur, they need to be addressed right away. Golen stated that they could raise the limit to 10K but still thinks that limits are important. Connick stated that the board does not need limits as it needs to trust others. Golen stated that a special meeting could be held if something routine came up that was higher than the limit. Connick stated that a special meeting

would cost money. Golen stated that there is a difference between trust and accountability. Dieryck asked if there were restrictions within MAT. Comnick stated no and that many townships do not set limits. Dieryck stated that it is good for departments to bring larger expenditures to the board. Comnick stated that those over the departments know best how money should be spent much better than board members. Golen asked when board responsibility steps in. Comnick stated that the board hires staff and need to not micromanage their responsibilities. Golen stated that some departments have very small budgets that could be spent quickly. He stated that monthly spending limits are important and the board should provide some oversight. He would prefer for departments come to the board. **Motion** made by Kevin Comnick, seconded by Penny Dieryck to recommend that township departments report monthly to the board any proposed/expected large expenses and have a single item/project spending limit of \$10,000. Emergency expenses do not have a limit, but should be reported to the board at the next monthly meeting. Motion carried unanimously, 3 – 0.

- D. GOALS AND PRIORITIES:** Treasurer Borndal provided the list of goals and priorities from 2019. Comnick stated that specific goals are not needed at this time. Board discussed some of the items on the list. Board agreed to leave goals and priorities as is.
- E. ADOPT 2021 TOWN BOARD SCHEDULE:** **Motion** made by Kevin Comnick, seconded by Dan Golen to approve the 2021 Town Board Schedule as written. Motion carried Unanimously, 3 – 0.
- F. SET COMPENSATION FOR TOWN OFFICERS AND EMPLOYEES:** Comnick recommended that compensation stay the same for the upcoming year. Golen stated that he would like to review the current amounts paid. Treasurer Borndal stated that Board Officers receive \$100/meeting and \$20/hr; Clerk and Deputy Clerk receive \$95/meeting and \$21/hr; Road Supervisor receives \$40/meeting and \$20/hr; Recycling and Maintenance receives \$13/hr; AIS inspectors receive \$14/hr and the manager \$16/hr; Rec Director receives \$225/month; Everyone else \$40/meeting. Board agreed to keep compensation the same for the upcoming year.
- G. DESIGNATION OF OFFICIAL COMMUNICATIONS:** Clerk Madoll stated that the Duluth News Tribune is the official communication and the two posting sites are on Lavaque and the town hall. Comnick stated that he would prefer for the communications to be based local, and the DNT is no longer local. Board agreed, however, recognized that there are not many local papers left and it is important to chose a source that local residents use. **Motion** made by Kevin Comnick, seconded by Penny Dieryck to have the Duluth News Tribune be the primary source for official communication for the township. Motion carried unanimously, 3 – 0.
- H. DESIGNATION OF BANKING PARTNER:** **Motion** made by Kevin Comnick, seconded by Penny Dieryck to designate North Shore Bank as the township’s banking partner. Motion carried unanimously, 3 – 0.
- I. DESIGNATION OF TREASURER AS ELECTRONIC FUNDS TRANSFER ADMINISTRATOR:** **Motion** made by Kevin Comnick, seconded by Penny Dieryck to appoint Treasurer Cheryl Borndal as the electronic funds transfer administrator. Motion carried unanimously, 3 – 0.
- J. OTHER:** Comnick stated that MAT provided an email offering life insurance for board members and staff. Treasurer Borndal stated that the township already has life insurance and that it will need to be updated with the onboarding of Penny Dieryck and Amber Madoll. She will make sure that the paperwork

J. OTHER: Comnick stated that MAT provided an email offering life insurance for board members and staff. Treasurer Borndal stated that the township already has life insurance and that it will need to be updated with the onboarding of Penny Dieryck and Amber Madoll. She will make sure that the paperwork is updated.

K. ADJOURN: Motion made by Kevin Comnick, seconded by Penny Dieryck to adjourn at 6:53 p.m.
Motion carried unanimously, 3 – 0.

Respectfully submitted,



Amber Madoll, Clerk
May 5, 2021

APPROVED:



Town Board Chair
May 5, 2021