

Canosia Township

4896 Midway Road
Duluth, Minnesota 55811
Voice/Fax 218-729-9833

REORGANIZATION MEETING MINUTES

April 1, 2020

Note: this meeting took place during the Covid-19 pandemic and was conducted via conference call. All decisions were made by roll call vote.

ATTENDING: Supervisors Kurt Brooks, Kevin Connick and Dan Golen, Clerk Susan Krasaway, Treasurer Cheryl Borndal, Fire Chief Gene Stevens, Road Foreman Gary Oswell and Rec Director Mike Ellingson. Chair Connick called the meeting to order at 6:30 p.m.

VIRTUAL MEETING LOGISTICS

Virtual Meeting Resolution: Motion by Brooks, seconded by Connick, approving Resolution 2020-4, authorizing the board to conduct virtual meetings during the Covid-19 pandemic. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

Signature Policy: Motion by Brooks, second by Golen, to revise the signing procedures during the pandemic: Once the bills/checks are approved by the board by roll call vote, only one signature on a check is needed (either the treasurer, chair or clerk) instead of all three typically required by township policy; to avoid confusion, the treasurer will notify the bank of this temporary change. Also, Payroll, Claims, Authorization pages, do not need in-person signatures. *Discussion*: this change is in line with MAT recommendations. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

SELECT CHAIR & VICE-CHAIR

Chair: Motion by Connick, seconded by Golen, nominating Brooks as Town Board Chair for the coming year. *Discussion*: the established policy is for the chair position to be rotated on annual basis, with the chair typically being in the third year of his/her current term. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

Vice Chair: Motion by Connick, seconded by Brooks, nominating Golen as Vice-Chair. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

SUPERVISOR DESIGNATIONS

Joint Airport Zoning Designations: Motion by Brooks, seconded by Connick, to once again designate Golen and Connick as the township's Joint Airport Zoning Board members. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

Fire Relief Designations: Motion by Connick, seconded by Golen, to once again designate Brooks and Borndal as the town board representatives to the Fire Relief Association Board. Motion carried unanimously Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

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

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

Discussion: 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. The supervisors also clarified that township employees (Rec Director, Road Foreman, etc.) can contact other supervisors if the lead supervisor is not available to give the go-ahead for necessary emergency/routine projects or purchases. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

DEPARTMENT BETWEEN-MEETING SPENDING LIMITS

Various Depts: Motion by Connick, seconded by Golen, allowing the Road Supervisor between meetings to authorize up to \$5,000 in spending on road emergencies and routine maintenance projects that do not warrant RFPs; for all other areas of responsibility (e.g., rec area, town admin, etc.), the designated supervisor can authorize up to \$1,000 for routine maintenance and emergencies. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

Fire Department: Motion by Brooks, seconded by Connick, setting the Fire Department’s between-meeting spending limit at \$10,000 for emergency purchases/repairs and routine/ongoing expenditures (medical equipment, etc.) Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

MEETING SCHEDULES

Motion by Connick, seconded by Golen, to adopt the May 2020 – April 2021 meeting schedule for the Town Board. *Discussion:* the regular town board meetings will again take place on the first Wednesday of each month at 7 p.m. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Connick: aye, Golen: aye)

WAGES

Wages: Motion by Brooks, seconded by Golen, to leave all township wages as is, except for the Recycling attendant wage will increase by fifty cents per hour (to \$13.00/hr.) at start of 2021. *Discussion:* the recycling attendant wage needs to be decided well in advance to include the change in the following year’s recycling grant application. Connick was not in favor of raising the wage for the attendant again, while not considering wage increases for other employees (groundskeepers, AIS inspectors, etc.). Motion carried, 2 - 1 via roll call vote Brooks: aye; Connick: nay, Golen: aye)

The board noted that wage changes are typically decided at the Reorganization Meeting, but they can be discussed and implemented at any other meeting as well; this will be kept on the agenda.

Fire Dept. Meeting Rate: Motion by Connick, seconded by Brooks, to pay the Fire Chief and Assistant Chief a \$40 meeting rate for all town board meetings they attend. *Discussion:* the supervisors discussed that the FD meeting attendance is valuable, and they should be compensated for their time. Golen was in favor of the concept of paying one FD representative, but believed that paying two was not necessary. Motion carried 2 – 1 via roll call vote (Brooks: aye; Connick: aye, Golen: nay)

OTHER

Official Newspaper: Motion by Comnick, seconded by Golen, to designate the *Duluth News Tribune* as the official newspaper. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Comnick: aye, Golen: aye)

Official Bank: Motion by Comnick, seconded by Golen, to designate North Shore Bank as the official township bank. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Comnick: aye, Golen: aye)

Fund Transfer Authority: Motion by Comnick, seconded by Golen, to designate Treasurer Borndal as the township’s authorized person to electronically transfer funds. *Discussion*: the state requires this annual designation. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Comnick: aye, Golen: aye)

ADJOURN

Motion by Comnick, seconded by Golen, to adjourn the Reorganization Meeting at 7:03 p.m. Motion carried unanimously 3 – 0 via roll call vote (Brooks: aye; Comnick: aye, Golen: aye)

Respectfully submitted,

xSK

APPROVED:

(approved by roll call vote)

Susan Krasaway, Clerk
May 6, 2020

Kurt Brooks, Chair
May 6, 2020