

# Canosia Township

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

---

Town Board: Chair Daniel J. Golen, Supervisor Kurt Brooks, Supervisor Kevin Comnick  
Clerk Susan Krasaway, Treasurer Cheryl Borndal

## **REGULAR MEETING MINUTES**

**November 8, 2018**

**ATTENDING:** Chair Dan Golen, Supervisor Kurt Brooks, Supervisor Kevin Comnick, Deputy Clerk Amber Madoll, Treasurer Cheryl Borndal, Road Foreman Gary Oswell, Fire Chief Gene Stevens, Assistant Fire Chief Clyde Mortinsen, P&Z Director Tim Walburg, Rec Director Mike Ellingson, and three residents.

Chair Golen called the meeting to order at 7:00 p.m., and the pledge of allegiance was recited.

### **AGENDA, MINUTES, TREASURER'S REPORT & BILLS**

- A. **AGENDA:** Motion by Brooks seconded by Comnick, to approve the agenda as written. Motion carried unanimously, 3-0.
- B. **MINUTES:** Motion by Brooks, seconded by Comnick, to approve the minutes from the Regular Meeting (10/3/2018) and Public Hearing (10/30/2018) as written. Motion carried unanimously.
- C. **TREASURER'S REPORT:** Motion by Comnick, seconded by Brooks, to approve the Treasurer's Report (1/1/18 –10/31/2018). Motion carried unanimously, 3 – 0.

#### Information from Treasurer:

- Borndal stated that all reimbursements submitted to date for AIS have been received.
- Borndal stated that the Road & Bridge Fund does not reflect the receipts yet to be submitted.

- D. **PAY BILLS:** Motion by Comnick, seconded by Brooks, to pay bills #20103-20143 and MA-2018-14. Motion carried unanimously, 3 – 0.

### **PUBLIC INPUT**

Dan Jezierski stated his concerns in relation to signage on his road. He requested that the town board relook at putting the signage back up. Chairman Golen stated that the township just completed a sign plan and that they should stick to it for a while, collect any concerns, and then address them once the plan had a chance to be utilized. Oswell stated that he measured the distance from the sign and it is 500ft. He took pictures to show that the sign could be viewed from the correct distance. Mr. Jezierski stated that during the summer it is impossible to see the signage due to foliage. Comnick recommended tabling the discussion indefinitely unless Vic Lund, the traffic engineer from St. Louis County, recommended something different. Brooks stated that they did collect public input during the development of the sign plan and that any changes should be discussed once the plan had a chance to be implemented. Mr. Jezierski stated that he received an email from Vic Lund stating that Comnick asked him to write a letter addressing the sign policy. Comnick stated that he did and that there is nothing wrong with making that request.

---

**OLD BUSINESS**

**A. PLANNING & ZONING**

P&Z Director Tim Walburg issued one permit in October (21 total for the year).

There were two CUP hearings over the past month. St. Germain Cabinets, Inc was approved. Kevin Middleton's CUP was also approved for a small excavating business. Oswell thanked everyone for the thorough process of the Middleton's CUP, of which he was one of the owners. He was appreciative that it went smoothly.

Chair Golen stated that they held a hearing to discuss residents' thoughts on turning over the planning and zoning for Canosia Township to St. Louis County. The town board voted to proceed. A Finding of Facts was drafted. Motion by Comnick, seconded by Golen to approve the Finding of Facts that will turn over township planning and zoning duties to St. Louis County. Motion carried unanimously, 3-0.

Comnick will contact Barb Hayden with the county to set up a meeting. The county will then set up a public hearing to discuss the transition plan and any zoning changes that might occur during the transition. Comnick will notify the Clerk on the hearing date.

Mark Johnson is retiring from St. Louis County at the end of the year.

There is a new owner for the Krupp property. They want to use the building by the lake. It has old holding tanks for septic and water. Comnick stated that the tanks used to leak into the yard. He recommended referring them to the county.

5483 Shady Ln: The property was taken off the market so no letter was sent re: the real estate listing.

Waste Wood Recycling: Walburg wrote an October 2018 report on Waste Wood Recyclers. The reclamation is moving forward. With the wet weather there is no issue with dust. There have been no violations. They are on track for their February 2018 review. The owners built a home within the community.

5197 Lavaque Rd. Multiple Addresses: Cich provided a map of his property. It still may not list all of the dwellings on the 80 acre property. Fire Chief Stevens and PZ Director Walburg will visit the site together to determine if any dwellings are missing.

**B. ANTI-BLIGHT:** There were no written responses from the newsletter. The board will wait one more month for responses.

**C. FIRE RELIEF:** Clerk Krasaway sent in the paperwork. Comnick stated the auditor said the Canosia VFD overpaid a retired FD employee. He wanted to know how it was repaid and whether it was repaid through the general fund. He stated that he understood that the bylaws would need to be updated to prevent it from occurring in the future. Stevens stated that the bylaws were updated and had their initial reading. He stated they were to be read one more time during their next meeting and then they would go to the town board for review and approval. Borndal asked if she could write a check for the fire relief fund at the same time as the state aid check. She asked if the board needed to pass a motion enabling her to do so. Brooks stated that they needed to review the minutes to see if a

motion had already been passed. He thought that there was to be a motion in August of each year. The township's contribution is 12K annually. Borndal stated that once the state aid check comes in, she has 30 days to write a check to the fire relief fund. Motion by Comnick, seconded by Brooks to authorize the payment of \$12,000 to the fire relief fund. Motion carried unanimously, 3-0.

**D. FIRE DEPARTMENT:**

2018 FIRE DEPT. RESPONSES			
Call Type	September #'s	Notes	Total for 2018
EMS	6		114
Medical MUA	0		7
Twp Fire	5		22
MUA Fire	1	Industrial Township	23
Service	0		1
<b>TOTAL</b>	<b>12</b>		<b>167</b>

The department conducted medical training, winterized trucks, and are currently returning/swapping out an ATV. Report is attached.

Comnick stated that the Pike Lake Elementary principal Mark Hughes asked that the town hall be the evacuation location for the school's lockdown/active shooter procedures. They would like to hold a couple of drills. Stevens stated that he will contact Dewey Johnson first to discuss a plan and then contact Hughes. Brooks will work with them on planning. The school will need the combination codes to the town hall.

Chief Stevens stated that the St. Germain Cabinets building that is being constructed on Miller Trunk Highway brings up the discussion of lock boxes that will enable the fire department to enter a building quicker, and with less damage. He would like for there to be lock boxes on all businesses. He wanted to know if an ordinance was needed to require all businesses to participate. The town board agreed to send a letter to businesses requesting their participation in the installation of lock boxes within the next year. Golen will write the letter. Motion made by Brooks, seconded by Comnick for Golen to write a letter requesting area businesses to agree to lock boxes on the outside of their businesses within the next year in order to improve fire service and safety. Motion carried unanimously, 3-0.

The cover on the #8 fire truck has Velcro instead of snaps. It blew off and the department was unable to find it. They believe that the tarp should be under warranty due to its construction. They now have a new tarp but have not paid for the invoice as they believe it should be under warranty.

**E. ROADS**

There is nothing new to report. There was some wash out on Holly Lane. They believe that it is due to heavy rains and not a repeat issue.

2018-2019 Snowplowing: Comnick stated that the snowplowing for this year will be per event for this season. However, hours will be tracked to determine if there is a better solution next season.

**F. RECYCLE SHED: None**

## **G. RECREATION AREA**

Rec Director Mike Ellingson reported that the area has been cleaned up, plywood is in the dug out, and everything is winterized. He stated that there had been a complaint about people cursing on the tennis court while students were on the playground. Comnick stated that he talked with Mark Hughes at Pike Lake Elementary and reminded him that the playground, tennis courts, etc are community owned and must be shared with residents, even during school hours. Stevens asked if there was thought on building a garage for additional space. Comnick stated that at some point in the future there might be site measurements and cost estimates. Borndal wanted to know the amounts of donations for the score board for tracking purposes. Golen asked but hasn't received a response. Comnick will ask the Proctor School superintendent for the information.

## **H. AIS/CD3**

Comnick submitted an AIS report the county and DNR. A decision on an agreement with CD3 and funding through the county does not need to be addressed until Spring, when county grants are due. They might use some of the remaining funding from this season to put up additional signage. Comnick has a copy of the final report. He will give it to Clerk Krasaway so that she can distribute to the town supervisors.

## **I. TRAILS**

Brooks submitted a trail application to the county. They had a couple of questions. They wanted proof of insurance which Clerk Krasaway can provided. They wanted to know if signs were going to be posted. If so, they wanted to know size, etc. The board discussed possible locations for signage. They agreed that any signage would follow the township's sign guidelines. The county also wanted to know the plan for trail maintenance. Comnick stated that they had not discussed using township funds for maintenance. Brooks stated that he would be in support of using township funds to mow the trails 2-3 times a year. Comnick stated that he wants to discuss the topic further in the future. There is a 12' right-of-way and the trails are 8'. Golen stated that a different mower would be needed than what the township owns. Comnick stated that he would like to see a grant for the first year to see how much maintenance would actually cost. Oswell stated that Garrett Campbell with Waste Wood Recylers was interested in helping with area trails. He offered assistance during previous PZ commission meetings. Brooks stated that Megan is looking at grants. He hasn't heard back from her as of yet.

**J. CEMETERY:** None

**K. NEWSLETTER:** The newsletter went out.

**L. WEBSITE:** None

**M. PLAWCS:** PLAWCS Clerk Madoll provided Clerk Krasaway with a copy of the 1999 PLAWCS ordinance.

**N. TOWN HALL WELL:** The Department of Health and Golen met. They requested that the well be disinfected again and retested. Golen will need the help of the fire department to run through the

---

lines. The disinfectant will need to sit for 24 hours. Connick asked if a new well needed to be drilled. Golen stated that they believed that the well was still good if they could clear up the coliform. Brooks stated that there was a stub with a valve that likely didn't get cleaned. It should probably be plugged as it hasn't been used in years. The fire department will plug it.

**O. PFC WATER CONTAMINATION:** None

**P. RSPT:** None and can be removed from future agendas.

**Q. FINE SHARING:** The process is complete. Leave on the agenda until March 2019.

**R. GOALS & PRIORITIES:** None

**S. NOXIOUS WEEDS**

Connick and Oswell met with Kristin Fogard to discuss grant options. They applied for a grant and will know in January 2019 if it is granted. They requested 7K. This is not a matching grant. If received, the grant would start in March 2019 and information could go out to residents in a spring newsletter.

**T. AIRPORT ZONING:**

Connick met with the airport executive director and others about upcoming legislation and the airport zoning ordinance. There is a draft ordinance in process with an aggressive timeline. They are meeting in December to review safety zones, etc. Connick stated that it would be a standalone piece of legislation. Brooks stated that they should be able to use pieces of the old ordinance. Connick agreed and stated that it had already been red-lined. They are now focused on what needs to be added. There will be letters sent to area mayors to invite them to future meetings.

**U. MEETINGS & TRAININGS**

Brooks stated that he will be attending part of the MAT Conference at the DECC. At the DAT meeting Canosia Township shared an update on their planning and zoning plans. Rice Lake discussed their new Kwik Trip and a possible turn around at Martin Road and Highway 4. Midway Township discussed the court case surrounding their annexation. They are trying to secure future speakers.

**V. BUILDING MAINTENANCE:**

Two toilet paper holders were purchased. Ice melt and paper towels were also ordered. The generator needs an oil change.

**NEW BUSINESS**

**A. ANNUAL POLLING PLACE**

Motion by Brooks, seconded by Connick to pass Resolution 2018-10 that the Canosia Town Hall will be Canosia Township's annual polling place. Motion carried unanimously 3-0. Connick stated that Clerk Krasaway did a phenomenal job on election day. She worked long hours and managed the event well. 1,053 residents voted, which was an excellent turn out.

**B. SIGN POLICY**

Golen would like to schedule that the sign policy be reviewed annually. Comments and concerns related to signage can be sent to Clerk Krasaway. She can then provide them during an annual review. Oswell cautioned that there are many rule with signage. If signs are updated, replaced at different intervals, they will each need to be tracked.

**C. FIRE DEPARTMENT ANNUAL MEETING**

Motion by Connick, seconded by Brooks for the fire department to use the town hall on December 15, 2018 for an awards ceremony. Motion carried unanimously, 3-0.

**ADJOURNMENT**


Motion by Brooks, seconded by Connick, to adjourn the meeting at 9:05 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

---

Amber Madoll, Deputy Clerk  
December 5, 2018



---

Daniel J. Golen, Chair  
December 5, 2018