

# Canosia Township

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

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## REORGANIZATION MEETING MINUTES

April 3, 2019

ATTENDING: Supervisors Kurt Brooks, Kevin Comnick and Dan Golen, Clerk Susan Krasaway and Treasurer Cheryl Borndal. Chair Golen called the meeting to order at 5:30 p.m.

### SELECT CHAIR & VICE-CHAIR

Motion by Brooks, seconded by Golen, designating Comnick as Chair for the coming year. Discussion: the established policy is for the chairmanship 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.

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

### SUPERVISOR DESIGNATIONS

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

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

- Comnick: Town Administration, Roads, AIS
- Brooks: Fire Dept., Cemetery, Recycling
- 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 between-meeting spending limits will remain the same: Roads = \$5,000 for emergencies or routine maintenance projects that do not warrant an RFP; Other departments (besides the FD) = \$1,000. Motion carried unanimously, 3 – 0.

### GOALS & PRIORITIES

The board updated the Goals & Priorities worksheet with the following initial goals for 2019:

- Identify Parks & Rec uses for the remaining Proctor ISD referendum money
- Finalize 2020-2023 Road Improvement Plan with St. Louis County
- Decide whether to pursue the Hazardous Buildings Ordinance
- Organize old P&Z office and improve main office filing (clerk)
- Organize and host a National Night Out gathering in August
- Review options for clean drinking water at town hall/fire hall
- Enhance skating rink or close it
- Complete initial work on Industrial Rd. Loop 1 Trail
- Review need for DNR Outdoor Grant to further develop Loop 1 Trail (decide by Dec. 1)
- Consider Phase 2 for trails

- Research options/costs for additional maintenance, storage and PLAWCS office space
- Research underground electrical work for the township recreation area

The Goals & Priorities Worksheet will remain a fluid document the board can revise as needed throughout the year.

### MEETING SCHEDULES

Motion by Brooks, seconded by Comnick, to adopt the May 2018 – April 2019 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. with the following exceptions:

- The June meeting will be held on Thursday, May 30, to accommodate a supervisor scheduling conflict on June 5. However, the meeting will be recessed on May 30 after the majority of the business has been conducted and reconvened on June 5<sup>th</sup> with the remaining two supervisors for the sole purpose of paying bills. The financial reports, bills, etc. cannot be fully compiled until after the first of the month
- The January meeting will be held on Thursday, January 2, instead of Wednesday January 1

Motion carried unanimously, 3 – 0.

### WAGES

The board reviewed a spreadsheet compiled by Treasurer Borndal detailing the township's spend on wages/salaries over the past ten years.

Clerk & Treasurer Wage Increase: Motion by Comnick, seconded by Golen, to raise the clerk and treasurer wage from \$20/hour to \$21/hour, effective immediately. The meeting rate will stay the same. Discussion: the clerk/treasurer excused themselves from this portion of the meeting to allow the supervisors to speak freely. Motion carried unanimously, 3 – 0. Krasaway and Borndal both thanked the supervisors for the pay increase. The board will pass the mandatory compensation/reimbursement resolution (#2019-6) next month to reflect this change.

Recycling Attendant Wage: Motion by Golen, seconded by Brooks, to raise the Recycling Attendant wage from \$12/hour to \$12.50/hour effective January 1, 2020. Discussion: the recycling wages must be decided in advance in order to incorporate the correct amounts into our WLSSD operating grant application. Motion carried unanimously, 3 – 0.

All other township wages will remain the same as detailed in the chart stored in the policy binder in the office.

### 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 Comnick, seconded by Brooks, approving Resolution #2019-5 which updates the signatures on file at North Shore Bank and adds the clerk and treasurer as additional authorized signers on banking activities. Discussion: this was the bank's recommendation after the Treasurer was told she was not authorized to sign for a

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recent CD investment and needed to have all three supervisors sign the form. With this change, three signatures are still needed but only one needs to be a supervisor. Golen asked that it be clearly noted in the minutes that all banking decisions of this nature must be approved by the board before proceeding. Motion carried unanimously, 3 – 0.

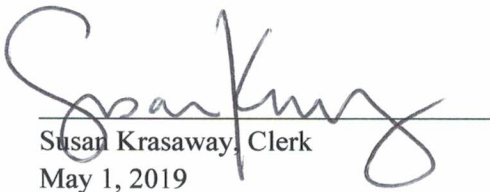
Motion by Comnick, seconded by Brooks, to designate Treasurer Borndal as the township's authorized person to electronically transfer funds. Discussion: Borndal explained that the state requires this annual designation. Motion carried unanimously, 3 – 0.

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

Motion by Comnick, seconded by Golen, to adjourn the Reorganization Meeting at 6:53 p.m. Motion carried unanimously, 3 – 0.

Respectfully submitted,

APPROVED:

  
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Susan Krasaway, Clerk  
May 1, 2019

  
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Kevin Comnick, Chair  
May 1, 2019