

Canosia Township

Annual Meeting Minutes

March 10, 2020

The 2020 Canosia Township Annual Meeting was held at the Town Hall on Tuesday, March 10. Twelve people were in attendance. Clerk Susan Krasaway called the meeting to order at 8:30 p.m. and the pledge of allegiance was recited.

The clerk announced the election results: Kevin L. Connick was re-elected to the office of Supervisor (3-year term). There were 63 total votes: 58 for Connick, 3 write-in votes for Tammy Sundbom and two additional write-ins for fictional names/characters.

Kevin Connick nominated Kurt Brooks as moderator for the meeting. Millicent O'Connell seconded the nomination. After three calls, there were no additional nominations and Brooks was unanimously elected.

AGENDA, MINUTES & FINANCIAL REPORTS

Agenda: Moderator Brooks read through the agenda; there were no requested changes

2019 Annual Meeting Minutes: Motion by Connick, seconded by Gene Stevens, to approve the 2019 Annual Meeting Minutes as written. Motion carried unanimously.

Financial Reports: The clerk read the annual Board of Audit Report (attached to official minutes) prepared by Treasurer Cheryl Borndal. There were no comments or questions.

ANNUAL REPORTS

All reports are attached to the official meeting minutes

Canosia Volunteer Fire Department: Chief Gene Stevens said it was another record year for the Canosia Volunteer Fire Department: they responded to 189 calls in 2019; the majority were medical calls within the township. The FD members spend at least 6 hours per month training, in addition to responding to emergencies. There are 19 Fire Department members, plus one additional member joining soon. New members are always welcome.

Roads: Connick explained the upcoming road summer projects and the ongoing road improvement plans the township developed in partnership with St. Louis County. He thanked the FD for their willingness to work with the town board when determining the past two levy amounts; by temporarily reducing the FD levy, the township was able to increase road funding to accomplish some needed road projects.

Recreation Area: Rec Director Mike Ellingson summarized some recent rec area projects including repairs to the pavilion and addition of a practice wall at the tennis courts. Ellingson and Dan Golen said they are still looking for input on the ice rink (the township did not open it this past winter) as well as ideas for enhancing the rec area; there is still money left from a resident donation as well as Proctor Referendum funds.

Historical Society: Millicent O'Connell summarized the group's annual report. Of special note, the Historical Society is now working with the elementary school to educate students on the history of the area.

Planning & Zoning: St. Louis County provided the township with the number of permits, Conditional Use Permits and Variances issued last year (attached to official minutes); Brooks clarified that "subdivision permits" are not new subdivisions, but rather permits issued for work done within existing subdivisions. The estimated market value of Canosia Township is up to \$251,000,000, a 1% increase from 2019.

GENERAL DISCUSSION

Proctor School District: Proctor School Board Member Amy Pocrnich gave an update on district projects, including enrollment numbers, career planning initiatives and communication enhancements.

Public Input: Rita O'Connell asked if the township would consider a noise ordinance given the concerns she has heard about the waste wood recycling facility and a related jake-braking incident at the intersection of Midway Rd and Martin Rd. The supervisors said they would look into it. They also plan to discuss sign options with St. Louis County to address both the braking issue as well as a potential "trucks entering" sign at the entrance to the waste wood facility.

COMMUNITY EXPENDITURES

Community Donations: Motion by Connick, seconded by Stevens, recommending a \$300 donation to both Proctor and Hermantown's Chemical-Free Graduation Parties in 2021. Motion carried unanimously.

National Night Out: Motion by M. O'Connell, seconded by Connick, recommending the board spend up to \$2,000 on National Night Out this August. *Discussion:* last year's event was a big success and cost roughly \$700. The board is hoping it will grow in popularity this year and plan to possibly get an additional bounce house, more food/drinks, etc. Motion carried unanimously.

Community Recognition Expenditures: Motion by Connick, seconded by Stevens, to allow Community Recognition expenditures from the General Fund up to \$2,600 throughout the year to encompass the National Night Out, the chem-free grad party donations and any other minor community recognition activities. *Discussion:* Townships are required to get community approval in order to spend money on community celebration activities or recognition efforts. In the past, this amount has been set at \$1,000; however, with the National Night Out plans, those in attendance agreed it should be increased. Motion carried unanimously.

Fire Dept. Recognition & Retention: Motion by Stevens, seconded by Connick, to once again to allow recognition & retention expenditures from the Fire Department Fund to be used for volunteer firefighter recruitment/retention (e.g. awards dinner, special recognition, Fire Prevention Week Open House, etc.); up to \$1,000. *Discussion:* This would not change the levy and would only be used if needed. Motion carried unanimously.

2021 LEVY

For 2021, the Canosia Town Board recommended the following:

| Fund | 2020 Actual Levy | 2021 Recommended Levy |
|-----------------|------------------|-----------------------|
| General | \$117,200 | \$117,200 |
| Fire Department | \$82,00 | \$102,000 |
| Road & Bridge | \$98,000 | \$78,000 |
| TOTAL | \$297,200 | \$297,200 |

General Fund Levy: Motion by Connick, seconded by Stevens, to set the 2021 General Fund levy at \$117,200. Motion carried unanimously.

Fire Department Levy: Motion by M. O'Connell, seconded by Brian Macallister, to set the 2021 Fire Department levy at \$102,000. Motion carried unanimously.

Road & Bridge Levy: Motion by Golen, seconded by M. O'Connell, to set the 2021 Road & Bridge Fund levy at \$78,000. *Discussion*: R. O'Connell questioned whether this decrease from previous years would still allow the township to take adequate care of the roads. Connick explained that we have planned and budgeted accordingly so it won't be a problem; there is also road funding from the state that is added to the Road & Bridge fund. Motion carried unanimously.

{Total 2020 Levy Amount = \$297,200. The levy has been at this amount since 2011}

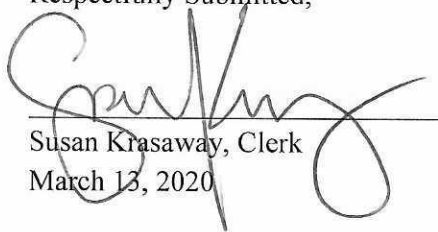
2021 ANNUAL MEETING/ELECTION


Motion by Connick, seconded by Mortinsen, to hold the 2021 Election and Annual Meeting at the Canosia Town Hall on the second Tuesday in March. Voting will be from 12:00 noon to 8 p.m. with the Annual Meeting to follow at 8:30 p.m. In case of inclement weather, the Election and Annual Meeting will be held on the third Tuesday in March. Motion carried unanimously.

ADJOURNMENT

Motion by Macallister, seconded by Connick, to adjourn the meeting at 9:20 p.m. Motion carried unanimously.

Respectfully Submitted,


Susan Krasaway, Clerk
March 13, 2020


Kurt Brooks, Moderator
March 13, 2020

Canosia Township

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



ANNUAL REPORTS

- Fire Department
- Roads
- Recreation Area
- Historical Society
- Planning & Zoning

March 10, 2020

Canosia Volunteer Fire Department

January 2, 2020

TOTAL FIRE DEPARTMENT RESPONSES FOR 2019

| | |
|-------------------------|-----|
| Medical EMS Calls: | 149 |
| Medical MUA - EMS Calls | 8 |
| Fire Calls: | 12 |
| Fire Calls MUA: | 16 |
| Service Calls: | 4 |

| | |
|----------------------|-----|
| Total calls in 2019: | 189 |
|----------------------|-----|

There are 19 highly devoted Canosia Fire Department members at this time. Each member puts in many hours Away from their families each year to provide our Township with exceptional service. Training is conducted 2 days a month 3 hours each night. Training consists of medical and fire emergencies. This has been a record breaking year for us for calls with 189.

We were given a grant from Yamaha and RJ Sport and Cycle for the use of side by side for the year. We put tracks on it and also got a rescue sled to pull behind it. In the first couple days it was used on Pike Lake for an emergency call. It is a great addition for our Department allowing us better access lakes, snowmobile, and walking trails.

We are looking for new members! If interested, come to our monthly meeting on the second Tuesday of each month at 7 pm.

Submitted by:

Gene Stevens
Chief
Canosia Volunteer Fire Department
5694 Martin Rd.
Duluth MN. 55811

Roads: A Look Ahead to 2020

Canosia again has partnered with St. Louis County to perform our upcoming road projects.

- **Scrub Seal: Kehtel Rd.**
- **Route & Seal, Crack Repair Special: Carmen's Way**
- **Crack Repair Special: S. Pike Lake Rd., Shady Lane, Spruce Lane**

The 2020 projects are part of the next three-year Road Project Pro-gram we have decided on, with the assistance of the St Louis County Public Works Department. Working with St Louis County has been extremely beneficial to Canosia in keeping our costs lower, as well as working within our budgets. In addition, we will continue our ongoing Gravel Road Maintenance Program.

In response to complaints about snow plowing, Canosia contracts with St. Louis County on the vast majority of Township Roads. Canosia contracts with Asphalt of Duluth for Holly Lane, Birchway Road, Pike Lane, and a portion of Kehtel Road. These are roads the County no longer plows. The County has assured me that they plow our roads in accordance with the procedures outlined by them. The procedure is one that maximizes equipment, manpower, and determined needs. If anyone has a concern, they can contact a County Road Superintendent and they will be happy to review their procedures.

We will be seal coating the Town Hall Parking Lot, along with the Fire Department Entry this summer as well. We will be painting Handicapped Parking Spots in Front of Town Hall Side Entrance. We have also scheduled the Basketball Court to be Seal Coated and new lines put down. I look forward to seeing these upgrades take place this summer and we will keep our residents posted as we are notified of potential time lines.

2019 Canosia Township Recreational Area Report

The Canosia Township Recreational Area had a good year in 2019. There weren't a lot of improvements but a lot of catching up on some of the smaller projects. The bricks were repaired in the pavilion along with some additions to the dugout recently built the previous year. There was also a lot of time spent on the practice court of the tennis court.

Baseball had a good year with steady activity on the front and back fields. The front field where the bases are 60 feet apart is used primarily for the young kids. The back field where the bases are 75 feet apart is used for the intermediate age group of kids. Both fields used the score boards which were put up and wired the previous year. This project was funded by the Canosia Twp. Board which has received money from the Proctor School Board.

The soccer season had a lot of activities. The season primarily got started in August for the younger kids with the older kids starting early in the year. The fields are primarily used for the lower division with a lot of kids in the upper division using the fields for practice earlier in the year.

The tennis courts have had some repairs during the year. There were a lot of cuts in the surface of the tennis court. They were repaired but we will have to watch to see how the repairs hold up. There was also a lot of time spent on the practice tennis court. The line was drawn and they are ready to use.

The basketball courts had some repairs to the rims and the nets. They were new and definitely in need of repair. They were used quite extensively and finished the year in good shape.

The playground has seen some usage throughout the year. Even with the snow we had earlier in the year the kids trudged through the snow which made the usage very popular.

The posts in the pavilion were repaired this past year. With the pavilion lifting a little bit every year, the bricks on the posts are being put out of place. They were repaired on the north side of the building.

The skating rink didn't have any ice placed on it this past year. We will wait to see if there is any demand and decide what we are going to do in the future.

The volleyball court had some usage this past year but we would like to see more. The pickle ball court had some limited use but we would definitely like to see some more usage.

If you have any suggestions please call Mike Ellingson at (218)260-5599.

2019 Canosia Township Historical Society Report

- We had an Open House in conjunction with Canosia Township's celebration of National Night Out on August 6th.
- We collaborated with the Pike Lake Elementary School to present Canosia Township history to Fifth Grade students.
- We submitted various history articles that appeared in the Canosia Township newsletter, as well as the Pike Lake Association newsletter.
- We received donations of articles and artifacts from various individuals.
- We participated in Work Days held occasionally throughout the year to record, inventory, organize, label, and display historical items in the Town Hall. Work Days are the second Saturday of the month, from 9 a.m. to 12:00 noon, January through October.
- Several CDs of the Pike Lake and Canosia Township Pictorial History Book were sold. We still have CDs of the books available for purchase.
- A Historical Society member attended the Memorial Day Service by the Proctor American Legion at the Canosia Township Cemetery, which is always at 1:30 p.m. All are welcome!
- We meet at 6 p.m. on the fourth Thursday of each month, and new members are always welcomed.

NOTE: Please contact Wilson Spence at (218) 729-7746 before coming to a Work Day or Regular Meeting in case there is a cancellation. Wilson can also be contacted if you would like to purchase a CD of the Pike Lake and Canosia Township Pictorial History Book.

Clr 02/27/2020

2019 Planning & Zoning Recap from St. Louis County

- Land use permits issued: 25
- Variances approved: 2 (**Broman, Carlberg**)
- Variances denied: 0
- Conditional use permits approved: 3 (**Peterson Landscaping, Geoff Parsons, Aaron Lewis**)
- Conditional use permits denied: 0
- Subdivision permits: 9
- Performance standard permit: 1

Value Added to Canosia Township Taxable Market in **2019**: \$2,498,848

2020 Taxable Market Value: \$251,936,097

2020 Market Value Increase (compared to 2019): 1%

Canosia Township

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

Town Board: Chairman Kevin Connick, Supervisor Kurt Brooks, Supervisor Dan Golen
Clerk Susan Krasaway, Treasurer Cheryl Borndal

ANNUAL STATEMENT of Cheryl Borndal, Treasurer of the Town of Canosia, County of St. Louis and State of Minnesota, of the money received in the Town Treasury from the county Treasurer, and from all other officers and persons; and also of all money paid out by such Treasurer for the fiscal year ending December 31, 2019.

| | |
|---------------------------------|--------------|
| BEGINNING BALANCE 1-1-19 | \$527,458.73 |
| REVENUE RECEIPTS | \$494,028.52 |
| DISBURSEMENTS | \$332,036.93 |
| BALANCE ON HAND 12-31-19 | \$689,450.32 |
| CHECKING ACCOUNT BALANCE | \$ 15,237.87 |
| LESS CHECKS OUTSTANDING* | \$ 749.46 |
| SAVINGS ACCOUNT BALANCE | \$471,955.89 |
| LESS DEPOSITS IN TRANSIT | \$ 0.00 |
| CERTIFICATES OF DEPOSIT BALANCE | \$203,006.02 |
| TOTAL BALANCE 12-31-18 | \$689,450.32 |

*OUTSTANDING CHECKS INCLUDE
VOIDED CHECKS FROM 2016 & 2017 TALLING \$62.50

As of 1/30/2020

Fiscal Year: 2019

| <u>Name of Fund</u> | <u>Beginning Balance</u> | <u>Total Receipts</u> | <u>Total Disbursements</u> | <u>Ending Balance</u> |
|---------------------------------|--------------------------|-----------------------|----------------------------|-----------------------|
| General Fund | \$103,619.52 | \$115,286.27 | \$77,148.64 | \$141,757.15 |
| Road and Bridge | \$95,915.88 | \$110,322.80 | \$48,319.55 | \$157,919.13 |
| Parks & Rec | \$40,953.51 | \$26,925.88 | \$6,942.13 | \$60,937.26 |
| WLSSD | \$4,714.62 | \$7,946.56 | \$7,254.00 | \$5,407.18 |
| Recycling Shed | (\$2,568.55) | \$14,224.77 | \$11,403.74 | \$252.48 |
| AIS Inspections | \$935.65 | \$25,760.71 | \$25,805.26 | \$891.10 |
| Fire Department | \$144,038.15 | \$25,058.18 | \$44,747.99 | \$124,348.34 |
| Fire Relief | \$852.33 | \$12,027.94 | \$0.00 | \$12,880.27 |
| Fire Truck Replacement | \$90,503.26 | \$45,104.69 | \$0.00 | \$135,607.95 |
| General Debt Service (Identify) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Debt Service - PLAWCS | \$48,494.36 | \$111,370.72 | \$110,415.62 | \$49,449.46 |
| Total: | \$527,458.73 | \$494,028.52 | \$332,036.93 | \$689,450.32 |

CLERK'S REPORT

JANUARY 1, 2019 – DECEMBER 31, 2019

The foregoing summary of receipts, disbursements and statements on the following pages
have been explained and audited by and hereby approved on this
5th day of February, 2020.



Kevin L. Connick, Chair



Kurt Brooks, Supervisor



Daniel J. Golen, Supervisor

Please note that a fiscal agent, The Pike Lake Area Wastewater Collection System (PLAWCS), holds claim to \$49,449.46
(Balance of the Debt Service - PLAWCS Fund)

TOWN OF CANOSIA
Financial Report
SUMMARY OF PROPOSED
LEVY FOR 2021

Prepared January 2020
Cheryl Borndal, Treasurer

| | 2020 | | 2021 | |
|--------------------------|----------------------|------------|----------------------|------|
| | | % | | % |
| GENERAL REVENUE | \$ 117,200.00 | | \$ 117,200.00 | |
| GENERAL | \$ 104,700.00 | 35% | \$ 104,700.00 | 35% |
| PARKS & RECREATION | \$ 10,000.00 | 3% | \$ 10,000.00 | 3% |
| WLSSD | \$ 2,500.00 | 1% | \$ 2,500.00 | 1% |
| FIRE DEPARTMENT | \$ 82,000.00 | | \$ 102,000.00 | |
| FIRE DEPARTMENT | \$ 25,000.00 | 8% | \$ 45,000.00 | 15% |
| FIRE RELIEF | \$ 12,000.00 | 4% | \$ 12,000.00 | 4% |
| FIRE TRUCK | \$ 45,000.00 | 15% | \$ 45,000.00 | 15% |
| ROAD & BRIDGE | \$ 98,000.00 | 33% | \$ 78,000.00 | 26% |
| TOTAL | \$ 297,200.00 | 100% TOTAL | \$ 297,200.00 | 100% |
| None Levied Funds | | | | |
| RECYCLE SHED | | | | |
| DEBT SERVICE FUND-PLAWCS | | | | |

Canosia Township

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

Town Board: Chair Kevin Connick, Supervisor Kurt Brooks, Supervisor Dan Golen
Clerk Susan Krasaway, Treasurer Cheryl Borndal

Minutes: Budget Meeting February 5, 2020

Attending: Chair Kevin Connick, Supervisor Kurt Brooks, Supervisor Dan Golen, Clerk Susan Krasaway, Treasurer Cheryl Borndal, and Fire Chief Gene Stevens. Connick called the meeting to order at 6:28 p.m.

The board reviewed documents provided by the treasurer, as well as a year-over-year balance & disbursements comparison spreadsheet prepared by Brooks which included the following data:

| Year-End Balances | | | | | |
|-------------------|--------------|--------------------|------------|------------------|---------------|
| | General Fund | Road & Bridge Fund | Fire Dept. | Total YE Balance | Disbursements |
| 2016 | \$71,753 | \$199,943 | \$266,255 | \$537,951 | \$407,477 |
| 2017 | \$79,065 | \$120,441 | \$177,401 | \$376,907 | \$622,840 |
| 2018 | \$147,655 | \$95,916 | \$235,394 | \$478,964 | \$326,496 |
| 2019 | \$209,245 | \$157,919 | \$272,837 | \$640,001 | \$221,621 |

The 2019 data is slightly skewed because it does not include the \$82,000+ just paid (in 2020) for the 2019 road work; it also does not include the annual \$12K fire relief contribution since we are waiting on the state fire aid to come in. However, the board agreed the finances are still in good shape, thanks to responsible spending as well as generous community donations, referendum money and grants in the recent years.

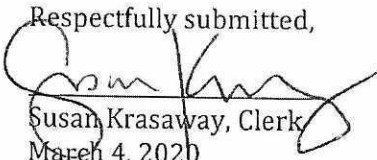
Given this data, and the fact that there are no daunting major expenditures on the horizon, the board is recommending no increase to the township levy in 2021. The levy has held steady at \$297,200 for over a decade. Motion by Brooks, seconded by Connick, to recommend the following 2021 levy amounts:

| Recommended 2021 Levy | |
|-----------------------|-----------|
| General | \$117,200 |
| Road & Bridge | \$78,000 |
| Fire Department | \$102,000 |
| (Total = \$297,200)* | |


Discussion: These divisions reflect the agreement between the township and FD to return the FD levy to \$102,000 after two years of increased road levies. Motion carried unanimously, 3 - 0. *NOTE: The residents at the Annual Meeting only vote on the total levy amounts for the three major umbrella funds (General, Road & Bridge and FD); they do not have the ability to make a binding vote on any specific accounts/expenditures within those three funds (i.e. Parks & Rec, Fire Relief, etc).

Motion by Golen, seconded by Brooks, to adjourn. Motion carried unanimously, 3 - 0.

Respectfully submitted,


Susan Krasaway, Clerk
March 4, 2020

Approved:


Kevin Connick, Chair
March 4, 2020