

Canton City Council

April 13, 2022 – 6 p.m.
Regular Meeting Agenda

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda
4. Consent agenda
 - a. Approval of March minutes
 - b. Approval of April disbursements
 - c. Approval of Resolution 2022-06: CCA request for lawful gambling exempt permit
 - d. Approval of 2022-2023 city hall copier/printer maintenance agreement
 - e. Approval of 2022 Opt-In Load Management Program Agreement with MiEnergy Cooperative
5. Public comments
6. Reports
 - a. Mayor
 - b. Clerk
 - c. Public Works
 - i. Discussion on Ford F-250 pickup
 - d. Fire Department
 - i. Discussion on resignation of Tyler Newman
 - ii. Discussion on job announcement for replacement
 - e. Police
 - f. Planning Commission
 - i. Discussion on zoning ordinance review
 - g. Other
7. Unfinished business
 - a. Discussion on classification & compensation study
 - b. Discussion on employee job descriptions
 - c. Other
8. New business
 - a. Discussion on conflict resolution workshop
 - b. Discussion on 2021 financial audit
 - c. Discussion on Sewer Fund finances
 - d. Discussion on Mitson House improvements
 - e. Other
9. Adjourn

Upcoming meetings

Next regular meeting: May 11, 2022 at 6 p.m.

This is a preliminary draft of the March 9, 2022, minutes as interpreted by the city clerk for use in preparing the official minutes. There may be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the city council.

Canton City Council Regular Meeting Minutes March 9, 2022

The Canton City Council held its regular monthly meeting on March 9, 2022, at the Canton Town Hall. Members present: Mayor Nick Prestby, Carl Ernst, Randy Gossman and Josh Nordsving. Cindy Shanks was absent. City staff present: Brock Bergey, Jim Davis, Barb Kerns and Jon Nordsving. Visitors present: Ella Carlson, Jennifer Dowling, Mark Goldberg (video conference) Kevin Graves, Chris Hahn, Daren Sikkink, Melissa Vander Plas and Kristy Ziegler

Mayor Prestby called the meeting to order at 6 p.m., with the Pledge of Allegiance recited by all.

Motion by Ernst, second by Josh Nordsving to approve the agenda; motion carried. Motion by Nordsving, second by Josh Nordsving to approve the consent agenda (approval of February minutes, approval of March disbursements; approval of \$100 donation to Mabel-Canton Post Prom Committee; and approval of Resolution 2020-05 to reestablish precincts and polling places); motion carried.

Public comments: None

Mayor's report: Mayor Prestby reported on the March 7 sentencing of former city clerk, Lolly Melander. She was sentenced to 120 days in jail and ordered to repay the City of Canton nearly \$70,000 in restitution. Mayor Prestby expressed appreciation to the current City staff for their ongoing efforts to restore solid business practices and operations.

Clerk's report: In his clerk report, Bergey expanded upon the Mayor's comments – noting information from the State Auditor, used to prosecute Melander, will assist in determining the use of restitution dollars. He explained he will be working with the City's auditor, Hawkins Ash CPAs, to distribute the funds appropriately. According to the State Auditor's findings, as stated in the criminal complaint, Melander overpaid herself more than \$134,000 in wages between 2011 and 2019. Prior to her resignation, in March 2019, Melander wrote a check to the City in the amount of \$24,000. Her sentence includes additional restitution of nearly \$70,000. The City had a \$10,000 surety bond on Melander. With all of those considerations in play, Bergey stated that roughly 75% (\$104,000) of the misappropriated funds will be returned to the City, assuming Melander makes good on her payments. She has to make a minimum payment of \$2,000 every 90 days. If she fails to do so, she could face prison time. Bergey stressed the complexity of this financial matter since employee wages are paid from three different funds.

Bergey reported two properties sold at the County's tax forfeited land auction on March 1. The former Popplewell property (school site) sold for \$2,000 to Sparrow Valley Properties, LLC. The former Scrabeck property sold for \$7,500 to David Wood and Laurie Schultz. Bergey had conversation with both buyers to discuss their plans for the respective properties. He invited Joel Pfeffer, with Sparrow Valley Properties, to attend an upcoming council meeting to talk about his vision for the former school building.

Bergey noted the 2021 financial audit continues by Hawkins Ash CPAs. The final report will be presented to the council in April, with a March 31 submission deadline to the State Auditor. The cost of the auditing services will be \$10,500.

Due to the rising fuel costs, Bergey explained Richard Sanitation will be adding a 2% fuel surcharge for March services, which is a condition of the current contract with the City.

Lastly, Bergey stated no one took advantage of the additional afternoon business hours at city hall, prior to the council meeting. In February, the council voted to keep the office open until 5 p.m., on the second Wednesday of the month, on a trial basis. The matter will be revisited in May.

Public Works report: Jon Nordsving reported an issue with the emergency siren, which required a new battery charger at a cost of around \$750. Motion by Gossman, second by Josh Nordsving to approve the purchase; motion carried.

Jon Nordsving also noted he continues to look at pricing options for rebuilt transmissions for the Ford F-250 pickup.

Fire Department: None

Police: January and February police calls were reviewed.

Planning Commission: Zoning Administrator Josh Nordsving stated the Planning Commission will be meeting to review and make suggested revisions to the City's zoning ordinances.

Unfinished business:

Motion by Ernst, second by Josh Nordsving to accept donations of LED holiday streetlight displays from the Canton Community Association (1 display), Nick Prestby (1 display) and Evelyn Johnson (4 displays); motion carried.

Motion by Gossman, second by Josh Nordsving to purchase 7 LED holiday streetlight displays at a total cost of \$3,169, with \$2,502 being covered by donations; motion carried.

New business:

Kevin Graves, Daren Sikkink and Ella Carlson, with WHKS, presented the preliminary engineering report (PER) of the City's water and wastewater facilities. The 509 page document was condensed into a PowerPoint presentation outlining the background and needs, recommended improvements and alternatives, and cost summary and funding options. According to WHKS, the "risk of major failure is significant" for the present water system. Installed in the 1910s, most of the original pipes are still in place and have a history of breaks. Additionally, the report cites lead joints and undersize pipes as deficiencies. Well #1 (the well which required a \$40,000 repair last year) is said to be at the end of its useful life. It was drilled in 1918. On the wastewater side, 15% of the sewer piping requires immediate attention and will fail within the next five years. The report goes on to say an additional 15% will fail within 10 years. All said, 75% of the sewer pipe, installed in the 1950s, needs attention based on the report findings. WHKS compiled four options for addressing the water and wastewater system needs. Of those, "Alternative 1" is the recommendation of the engineering firm hired by the council to conduct this study. It includes:

- Replacing all aging water mains with lead joints, increasing sizing for flows/pressures.
- Replacing and rehabbing 75% of the sewer mains.
- Drilling a new well, Well #3, to replace existing Well #1; decommission Well #1.
- Building a new treatment building (well house) for Well #2 and Well #3.
- Rehabilitating the current water tower.
- Replacing aging equipment at the wastewater treatment facility.

Total costs associated with “Alternative 1” come to \$11,326,000. Of that figure, all but around \$1,000,000 would be eligible for federal funding through USDA Rural Development. Based on 2010 Census information, Canton will likely meet Rural Development’s classification criteria for poverty-level qualification. Under this scenario, should the City’s application for funding be approved, 25% of the \$10,422,000 in project eligible costs would be funded through a 40 year low-interest loan, with 75% (\$7,816,500) in grant dollars. WHKS explained additional funding and/or cost-sharing options may be available.

Motion by Ernst, second by Josh Nordsving to apply for funding through Rural Development; motion carried.

Mark Goldberg, with David Drown Associates Human Resources, joined the council via video conference. In December 2021, the council approved hiring the company to complete an employee classification and compensation study. The \$6,700 project was deemed necessary by the council to establish an employee pay grade schedule. The existing schedule hasn’t been updated since the 1990s and does not reflect current employee earnings. Goldberg informed the council the study is designed to ensure jobs are classified appropriately and meet Fair Labor Standards Act (FLSA) guidelines. He reminded councilmembers of the 23 area communities they previously approved for salary comparatives. Based on a methodology referred to as JET (Job Evaluated Tool), seven different factors were used establish grades for City of Canton positions. It was stressed that JET focuses on the job and not the person. It takes into account job qualifications, decision making, problem solving, relationships, effort, hazards, and environment. Goldberg presented a salary structure with four grades, with nine steps within each grade. He called the range width of 24% as being “competitive in the market.” As for the salary comparatives, the data shows the City of Canton has one employee above the salary range maximum, with three employees falling below it. In order to bring those three employees into the proposed structure, Goldberg noted a nearly 8% increase to total employee wages for 2022, or approximately \$9,500. The wages of the employee above the proposed structure would be “frozen.” Goldberg said reducing an employee’s current wages would be “toxic” and would never recommend such action. After hearing the presentation, the council discussed next steps and what to do with the information. Bergey reminded the council of their previous statements in support of a wage study, as it is a critical component to creating and implementing a pay grade schedule. He stressed there has been no request by current employees for a wage increase. The council decided to refrain from taking any action on the matter and also delayed discussion on the proposed employee job descriptions created by David Drown Associates Human Resources.

Chris Hahn, with Community Economic Development Associates (CEDA), in his role with Fillmore County, introduced himself to the council. He discussed potential options for the council to consider to help grow Canton’s business community. Hahn noted the importance of having a current comprehensive plan to serve as the catalyst for future planning. (The last such plan dates back to 1975.)

Motion by Ernst, second by Josh Nordsving to adjourn at 8:13 p.m.; motion carried.

April 2022 Disbursements

DRAFT

General Fund

Acentek	218.93	City hall, town hall services	
Amazon	17.68	Audio cable for town hall system	EFT
Amazon	20.48	W-2C forms	EFT
Ancom	1,007.92	Warning siren repairs	
Bergey, Brock	17.55	Mileage to/from Preston to pickup Melander court files	
Bergey, Brock	67.86	Mileage to/from Rochester to pickup up audit files	
Canton American Legion	45.00	Avenue of Flags fee	
Canon Financial Services	44.00	Copier lease	
David Drown Associates	6,700.00	Classification/Compensation Study	
Hawkins Ash CPA	10,500.00	2021 audit	
MiEnergy	75.55	City hall electric	
MiEnergy	92.67	Town hall electric	
MiEnergy	39.48	Bus shed electric	
MiEnergy	483.19	Street lights electric	
MiEnergy	57.41	Welcome sign electric	
MiEnergy	30.51	Ball field electric	
Minnesota Energy Resources	122.90	City hall gas	
Minnesota Energy Resources	202.84	Maintenance shop gas	
Minnesota Energy Resources	337.80	Town hall gas	
Nethercut Schieber Attorneys	75.00	March services (.5 hours)	
Nordsving, Jon	50.00	Cell phone stipend	
Preston DMV	21.00	Replacement plates for plowtruck	
SPS Works	122.75	Animal license tags/licenses	
Tri-State Business Machines	45.38	Copier monthly contract	
Village Farm & Home	213.58	Supplies	
Windridge Implement	2,800.00	Lawn mower trade-in	
Total General Disbursements	23,409.48		

Mitson Fund

Canton American Legion	45.00	Avenue of Flags annual fee	
MiEnergy	30.51	Mitson electric	
Total Mitson Disbursements	75.51		

Water Fund

Acentek	39.98	Dailer system	
Gopher State One Call	2.70	March locates	
MiEnergy	595.52	Pump house electric	
US Postmaster	5.10	Water sample postage	EFT
Total Water Disbursements	643.30		

Sewer Fund

Acentek	38.98	WWTF services	
MiEnergy	1,167.39	WWTF electric	
USA Bluebook	159.04	WWTF supplies	
Team Lab	539.00	WWTF supplies	
Utility Consultants	817.14	WWTF samples	
Total Sewer Disbursements	2,721.55		

Garbage Fund

Richard's Sanitation	2,594.66	March collection	
Total Garbage Disbursements	2,594.66		

Fire Department

Acentek	64.95	Internet service	
Consolidated Energy (Preston Dairy & Farm)	125.00	Fuel	EFT
MiEnergy	76.59	Fire hall electric	
MiEnergy	30.51	Cooler electric	
Minnesota Energy Resources	244.58	Fire hall gas	
Total Fire Dept. Disbursements	541.63		

Total Disbursements **29,986.13**

*EFT = Electronic Funds Transfer

City of Canton
***Cash Balances**

04/08/22

Cash Account: 10100
 April 2022

Fund	2022 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
<u>10100 - CHECKING</u>								
101 - GENERAL FUND	\$200,687.87	\$5,008.44	(\$130,431.39)	0		(\$10,494.00)	\$64,770.92	lt
102 - MITSON HOUSE FUND	\$1,473.71	\$21,419.98	(\$511.58)	0	\$0.00		\$22,382.11	lt
105 - FIRE DEPARTMENT	\$33,041.64	\$900.00	(\$4,195.82)	0			\$29,745.82	lt
601 - WATER FUND	\$52,412.87	\$25,781.23	(\$31,000.37)	0	\$0.00	(\$7,928.56)	\$39,265.17	lt
602 - SEWER FUND	\$32,021.31	\$22,468.51	(\$76,424.65)	0	\$0.00	(\$9,275.66)	(\$31,210.49)	lt
603 - GARBAGE FUND	(\$951.19)	\$7,311.86	(\$6,821.13)	0			(\$460.46)	lt
	\$318,686.21	\$82,890.02	(\$249,384.94)	\$0.00	\$0.00	(\$27,698.22)	\$124,493.07	

City of Canton

Resolution #2022-06

RESOLUTION OF SUPPORT FOR THE CANTON COMMUNITY ASSOCIATION TO APPLY FOR A MINNESOTA LAWFUL GAMBLING EXEMPT PERMIT

Whereas, the Canton Community Association wishes conduct lawful gambling on five or fewer days, and will award less than \$50,000 in prizes during a calendar year; and

Whereas, an exempt permit may be issued to a nonprofit organization by application to the Minnesota Gambling Control Board; and

Whereas, the application requires approval by the city council before submission to the Minnesota Gambling Control Board; and

Whereas, a non-refundable application fee of \$100.00 must accompany the application; and

Whereas, a financial report form will be mailed with an approved exempt permit and is to be returned to the Minnesota Gambling Control Board within 30 days after the gambling activity is completed;

Now, therefore, be it resolved, that the Canton Community Association's request for a gambling premises located within Canton city limits be approved.

Passed and adopted by the Canton City Council this 13th day of April 2022.

Nicholas Prestby, Mayor

ATTEST:

Brock Bergey, City Clerk



Tri-State Business Machines, Inc.

Guaranteed Maintenance Agreement

COVERING THE MACHINE ID NUMBER: T2564

MODEL: IC MF820CDN-HY
SERIAL: SYV02472

AND ITS SERIALIZED ATTACHMENTS AS FOLLOWS:
CFUAJ1 SYW00507

TERM OF CONTRACT: 12 MONTHS

EFFECTIVE DATE: 4/17/2022

EXPIRATION DATE: 4/16/2023

INITIAL BILLING TERMS:

\$35.45 per Month
Includes 800 B/W & 200 Color
Copies per Month
801-up B/W copies @ \$.021 each
201-up Color copies @ \$.0933 each

ITEMS COVERED:

Drum, Heat Rollers, Web/Oil,
Blk &Clr Tnr & Dev., Wst Tnr Box,
Parts, Labor & Trip Charge.

ITEMS NOT COVERED:

SUPPLIES, PAPER, STAPLES

MACHINE LOCATION:

106 N MAIN ST
CANTON, MN 55922

COMMENTS:

CONTRACT RENEWAL

X

Customer Signature

Printed Name

X

Tri-State Business Machines Representative Signature

ISSUED ON: 4/17/2022

Bill To:

City of Canton
106 N Main St
Canton, MN 55922

CONTRACT TERMS:

- The machine(s) listed on this form will receive inspection(s) during the term of this agreement, unless otherwise specified, to include the inspection, adjusting, cleaning and lubrication of the machine(s) so covered. This agreement also includes interim service calls, during normal business hours, 8:00 AM to 5:00 PM, Monday through Friday excluding Holidays as reasonably requested by causes other than carelessness or improper handling of the equipment. Any unnecessary calls or extra calls requested that are covered by the master operator training will be billed at the current service labor rate.
- All parts will be replaced without charge, with the exception of parts damaged by carelessness or misuse. This agreement does not cover work or replacement of parts made necessary by your carelessness or misuse, abnormal conditions, accident or relocation of the equipment. Our responsibility ceases if the equipment is repaired or adjusted by any person other than a representative authorized by the manufacturer or Tri-State Business Machines, Inc.
- Tri-State Business Machines, Inc. cannot be held legally responsible for parts which are not available from the manufacturer.
- To maintain copy quality, the consumable items listed below will be supplied or replaced without an initial charge, with the exception of consumable items damaged by carelessness or misuse, during the term of this GMA unless otherwise noted in this agreement:
For Copiers - Drums, Heat Roller Kits, Masters, Web/Oil, Waste Toner Bag/Box
For Microfilm Equipment - Lamps, Mirrors, Screens, Filters or Copy Boards
For Fax Equipment - N/A
For Laser Printers - N/A
- 4A. Drums, heat rollers and other consumable items listed above remain the property of Tri-State Business Machines, Inc. If the machine is sold to a third party, is moved by the customer to a location outside the TSBM servicing area or the GMA is cancelled by the customer, the GMA terminates and the cost of the parts listed above will be billed to the customer at the current retail price, prorated for actual usage based on the manufacturer's estimated service life.
- If toner is included under this agreement, pricing is quoted per 8 1/2 X 11 copy with toner yield based on 5% image coverage per copy. Excess toner consumption will be billed at Tri-State Business Machines, Inc. pricing less a 20% discount.
- Tri-State Business Machines, Inc. reserves the right to deny service if a customer does not keep their open account balance in a current position. Late charges of 1 1/2% per month (18% per annum) will be charged on all balances over 30 days old.
- We understand that your liability with respect to any property damage or injury (including death) to persons arising out of, or connected with services performed under this agreement, is limited strictly to that imposed by law and that there is no contract imposing any greater degree of liability.
- The transfer of equipment covered by this agreement to a location outside of the Tri-State Business Machines' normal servicing area will invoke the conditions set forth in Paragraph 4. The charges on machines transferred to a different zone within the normal servicing area or different department within the same firm or Government during the term of this agreement will be adjusted to the applicable rate for the new zone or department. Cancellation of this contract during the life of the contract will not be pro-rated. This contract will be pro-rated in the event of purchasing new equipment from Tri-State Business Machines, Inc.
- There shall be added to the fee for this agreement, any tax now or hereafter imposed on, or in connection with, the sale or delivery or furnishing of such services or materials described herein.
- Tri-State Business Machines, Inc. reserves the right to establish and increase the contract base rate charge and the contract overage charge on an annual basis.
- Tri-State Business Machines, Inc. reserves the right to impose additional fees or charges (e.g. fuel surcharge) in response to extraordinary market conditions.
- This agreement assures the customer of complete servicing of the equipment itemized on this agreement with periodic inspection according to manufacturers' specifications, unless otherwise herein provided.
- When determined by Tri-State Business Machines Inc. that an in-shop reconditioning is required because normal maintenance, repair and parts replacement cannot keep a unit of equipment in satisfactory working condition, Tri-State Business Machines Inc. will provide a cost estimate of needed repairs, which cost will be in addition to the maintenance charges provided for above. If the customer does not authorize and pay for such work, Tri-State Business Machines Inc. may refuse to renew this agreement for the unit or may exclude the unit from this agreement after giving the customer thirty (30) days written notice.
- The term of this agreement shall automatically renew for successive like periods unless customer sends written notice of cancellation at least thirty (30) days prior to the end of any term. However, Tri-State Business Machines Inc. may terminate this agreement at any time by giving customer thirty (30) days prior written notice.
- This Contract must be returned to Tri-State Business Machines, Inc. bearing a duly authorized signature. Failure to return such document shall result in denial of service and/or supplies.

Return this document promptly to ensure continuous service.



Tri-State Business Machines, Inc.

1-800-544-2679

www.tsbm.com

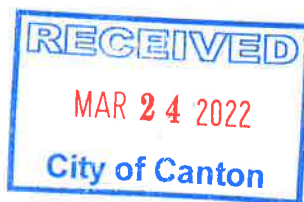
3310 Highway 157
P.O. Box 1807
La Crosse, WI 54602
(608) 781-2100

4300 Highway 52 N., W. Frontage Rd.
Rochester, MN 55901
(507) 285-1513



Your Touchstone Energy® Cooperative 

This institution is an equal opportunity provider and employer.



Iowa Office
Street Address: 24049 Highway 9, Cresco, IA 52136
Mailing Address: PO Box 90, Cresco, IA 52136
Local: 563.547.3801 | Fax: 563.547.4033

Minnesota Office
Street Address: 31110 Cooperative Way, Rushford, MN 55971
Mailing Address: PO Box 626, Rushford, MN 55971
Local: 507.864.7783 | Fax: 507.864.2871

Toll-Free: 800.432.2285 | Website: www.MiEnergy.coop

March 18, 2022

Dear Member:

The US Environmental Protection Agency (EPA) rules for Reciprocating Internal Combustion Engines (RICE) went into effect in 2014. Dairyland Power Cooperative has agreed to continue to offer the Peak Alert load management program for another one-year period (starting June 1, 2022 and ending May 31, 2023) based on the EPA ruling. Beyond that period there is no guarantee that there will be a program for MiEnergy Cooperative to offer to you. Enclosed is important information regarding MiEnergy Cooperative's Load Management program.

Please review the material carefully as you are being asked to make a commitment to "Opt-In" to the Peak Alert program allowing you to be on the Peak Alert rate tariff or "Opt-Out" of the program, in which case your account would be placed in the appropriate (non-load management) rate tariff. To remain in the program, you will need to certify that your standby generator is certified for "Non-Emergency" use and that you will comply with all of the EPA's RICE rules.

This is an unfortunate financial decision that is being forced by the EPA and is totally out of MiEnergy Cooperative's control. I encourage you to contact a qualified service provider to help you make an informed decision as to what it would take for you to be in compliance with the regulations. Essentially, if you have an LP or natural gas generator, or a diesel unit less than 200 kW, you should not have to spend additional money on equipment upgrades for non-emergency status. However, you will need to continue the record keeping and maintenance required under the RICE rules.

Note: This is a renewal. If your generator qualified last year and there are no changes to the equipment, your status should be the same. Please fill out the form, sign and return it to MiEnergy Cooperative by April 15, 2022 to meet the April 30, 2022 deadline.

If you would like to discuss any of this information, please contact me at 800-432-2285 or askalet@MiEnergy.coop.

Sincerely,

Audra Skalet
Member Services Coordinator

**MiEnergy Cooperative's
Consumer-owned Generator Load Management Program
2022 Opt-Out/Opt-In Enrollment Agreement**

Please indicate your intention to opt-out or opt-in to participate as a generator owner in MiEnergy Cooperative's Load Management Program for the period of June 1, 2022 – May 31, 2023 below. Deadline for selecting this option is **April 15, 2022**:

Option Selection

___ I choose to **Opt-Out** of the program for the period of June 1, 2022 – May 31, 2023. I understand that I will be exempted from all load control obligations with respect to generator operation and will receive no financial incentives during this term.

___ I choose to **Opt-In** to the program for the period of June 1, 2022 – May 31, 2023. By selecting the Opt-In option, the undersigned, on behalf of the member participating in and benefiting from MiEnergy Cooperative's consumer owned generator load management program ("Owner"), hereby acknowledges, agrees and certifies that:

1. Owner has made an independent determination of its compliance obligations as a RICE owner/operator under all federal and state laws, rules, regulations, orders and permits pertaining to air emissions (collectively "Regulations"). MiEnergy Cooperative makes no representation or warranty concerning Owner's technical compliance obligations under said Regulations.
2. Owner is solely responsible for all engineering, procurement, operation, maintenance, reporting and recordkeeping as may be required for compliance with said Regulations.
3. At all times during the period of participation, Owner will ensure compliance with all applicable EPA emission standards under the Clean Air Act pertaining to reciprocating internal combustion engines (RICE) operated on a non-emergency basis.
4. Owner shall not operate, lease, control, supervise or permit the operation (including remote start operation) of any RICE operated for the purpose of obtaining the benefit of MiEnergy Cooperative's peak alert rate unless the RICE is in full compliance with all applicable Regulations. Owner's responsibility under this paragraph includes but is not limited to overriding/disabling the remote start capability of a non-compliant engine.
5. Owner acknowledges that MiEnergy Cooperative's ability to offer financial incentives for consumer owned generators is based on the favorable wholesale rate, terms and conditions offered by its power supplier, Dairyland Power Cooperative. Owner agrees to indemnify, defend and save harmless MiEnergy Cooperative and Dairyland Power Cooperative from and against any and all claims, demands, actions, judgments, penalties, costs and expenses, including attorneys' fees, in any manner arising from Owner's violation of said Regulations.

**MiEnergy Cooperative's
Consumer-owned Generator Load Management Program
2022 Opt-Out/Opt-In Enrollment Agreement**

6. Owner shall notify MiEnergy Cooperative in writing within 24 hours of the receipt of any formal citation or informal notice by EPA or other regulatory authority based on noncompliance of any of Member's facilities in MiEnergy Cooperative's consumer owned generator load management program. Non-compliance with applicable Regulations shall subject Owner to termination from the load management program without further notice.

Dated: _____ By: _____

Print Name: _____

On Behalf of: Canton City
Generator Owner/Member

The attached appendix titled Participating Generator Data shall be completed for each account location and updated as needed with current generator nameplate capacity (kW) and corresponding load management receiver serial numbers.

Return original, signed copy to: MiEnergy Cooperative
Attn: Audra Skalet
PO Box 626
Rushford, MN 55971

Participants who fail to sign and return the form to opt-in by April 15, 2022 will be automatically removed from the program as of June 1, 2022.

**MiEnergy Cooperative's
Consumer Owned Generator Load Management Program
Appendix to 2022 Opt-Out/Opt-In Enrollment Agreement**

Participating Generator Data

(attach a separate sheet for each account location)

Canton City

82-20-033

Account Name

Map Location No.

Provide the following information for each participating generator at the above location. In the event of any change or addition to this information during the enrollment period that may result from the installation of new or replacement generators and/or load management receivers, please update with a full replacement appendix for the affected location.

(attach additional sheets if necessary)

Generator 1: **100**

1130323

Nameplate Capacity (kW)

Load Management Receiver Serial No.

1130324

Load Management Receiver Serial No.

Generator 2:

Nameplate Capacity (kW)

Load Management Receiver Serial No.

Load Management Receiver Serial No.

MiEnergy Cooperative Representative
Audra Skalet
Member Services Coordinator

(Date)

Clerk's Report
April 13, 2022

By the numbers (will be updated day of meeting)

- Current delinquent accounts: XX totaling \$XX
- Water service disconnections: 1
- ACH accounts: 44
- 2022 pet licenses: XX total; XX cats, XX dogs
- 2022 chicken permits: 1
- 2022 ATV/UTV/golf cart permits: 5

Citizen communications

- Letter about setback violation for fence

Updates

- Melander
 - Apology letter
 - Restitution
 - Surety bond
- Tax forfeited properties revenue
- Garbage and recycling service costs
- Additional city hall hours

Canton City Clerk

From: Lolly Melander
Sent: Friday, April 1, 2022 7:32 AM
To: canton@acegroup.cc
Subject: Apology letter

Dear Canton Mayor, Council Members and Residents,

First, I want to sincerely apologize to all of Canton's residents, Mayor and Council Members for my mistrust of the oath of office.

I also want to take a moment to hopefully highlight to each of you, that there is more to my story.

For those of you who know me, they would probably describe me with words such as; compassionate, loving, hardworking, funny, and a person that helps whomever is in need to name a few.

In my tenure as the city clerk/treasurer, I valued the ability we had to work as a team, even if it meant getting dirty, to get the job done or solve a problem. More so, what I really cherished were those that I was able to help. Providing a safe space for those needing confidentiality, volunteering as an EMT, and helping the elderly were the cornerstones of what my time with the city were to me. Each of these individual actions created the opportunity to build upon one another and establish lasting memories by helping to give back to the community I love so much.

I am a mother, sister, daughter, friend and neighbor to the amazing citizens of this city. I look to you to see me for who I am, vice the mistakes that I made. I hope that you will find the strength to forgive me and know that I never intentionally did anything to cause anyone heartache or pain. It takes a strong person to admit when they are wrong and apologize, and an even stronger one to forgive them.

My Sincere & heartfelt apologies,

Lolitta Melander (Lolly)



**CERTIFIED TRUE COPY
OF AN ORIGINAL DOCUMENT**
SIGNED Brake Beyer
DATE 4-1-2022

2021 Tax Forfeiture Land Sale Settlement

City	Township/City	School District	Sale Amount
Rushford City - 06.0196.000	Rushford City	239	\$ 1,000.00
Cost of Forfeiture Sale			\$ (231.45)
Subtotal			\$ 768.55
20% County Park Fund			\$ (153.71)
Subtotal			\$ 614.84
Less 40% to Rushford-Peterson School District			\$ (245.94)
Less 40% to County			\$ (245.94)
Less 20% to Rushford City			\$ (122.97)
Funds Paid			\$ (614.84)
Rushford City - 06.0103.020	Rushford City	239	\$ 100.00
Cost of Forfeiture Sale			\$ (100.00)
Subtotal			\$ -
20% County Park Fund			\$ -
Subtotal			\$ -
Less 40% to Rushford-Peterson School District			\$ -
Less 40% to County			\$ -
Less 20% to Rushford City			\$ -
Funds Paid			\$ -
Canton Township - 08.0156.010	Canton Twp	238	\$ 100.00
Cost of Forfeiture Sale			\$ (100.00)
Subtotal			\$ -
20% County Park Fund			\$ -
Subtotal			\$ -
Less 40% to Mabel-Canton School District			\$ -
Less 40% to County			\$ -
Less 20% to Canton Township			\$ -
Funds Paid			\$ -
Canton Township - 08.0181.020	Canton Twp	238	\$ 100.00
Cost of Forfeiture Sale			\$ (100.00)
Subtotal			\$ -
20% County Park Fund			\$ -
Subtotal			\$ -
Less 40% to Mabel-Canton School District			\$ -
Less 40% to County			\$ -
Less 20% to Canton Twp			\$ -
Funds Paid			\$ -
Canton City - 09.0195.020	Canton City	238	\$ 2,000.00
Cost of Forfeiture Sale			\$ (231.45)
Expense to Secure Property			\$ (45.42)
Subtotal			\$ 1,723.13
20% County Park Fund			\$ (344.63)
Subtotal			\$ 1,378.50
Less 40% to County			\$ (551.40)
Less 40% to Mabel-Canton School District			\$ (551.40)
Less 20% to Canton City			\$ (275.70)
Funds Paid			\$ (1,378.50)
Canton City - 09.0172.000	Canton City	238	\$ 7,500.00
Expense to Secure Property			\$ (45.42)
Cost of Forfeiture Sale			\$ (231.45)
Subtotal			\$ 7,223.13
20% County Park Fund			\$ (1,444.63)
Subtotal			\$ 5,778.50
Less 40% to County			\$ (2,311.40)
Less 40% to Mabel-Canton School District			\$ (2,311.40)
Less 20% to Canton City			\$ (1,155.70)
Funds Paid			\$ (5,778.50)
Lanesboro City - 19.0136.000	Lanesboro City	229	\$ 46,000.00
Expense to Secure Property			\$ (45.42)
Cost of Forfeiture Sale			\$ (231.45)
Less Lanesboro City Special Assessment (19220)			\$ (574.60)
Subtotal			\$ 45,148.53
20% County Park Fund			\$ (9,029.71)
Subtotal			\$ 36,118.82
Less 40% to County			\$ (14,447.53)
Less 40% to Lanesboro School District			\$ (14,447.53)
Less 20% to Lanesboro City			\$ (7,223.76)
Funds Paid			\$ (36,118.82)
Forestville Township - 28.0385.000	Forestville Twp	2137	\$ 5,000.00
Expense to Secure Property			\$ (45.42)
Cost of Forfeiture Sale			\$ (231.45)
Less Forestville Township Special Assessment (28000)			\$ (40.27)

CITY OF CANTON ZONING ORDINANCE ORDINANCE 201

Adopted

2012

April 4th

~~Updated~~

Updated

Version

TABLE OF CONTENTS

Section 1	Title
Section 2	Intent and Purpose
Section 3	Rules and Definitions
301.000	Word Usage
302.000	Definitions
Section 4	General Provisions
401.010	Scope
401.020	Interpretation
401.030	Uses Not Provided in any Zoning District
401.040	Land Use Permits
401.050	Applications; Fees
400.060	Schedule of Fees, Charges, and Expenses
400.070	Complaints Regarding Violations
400.080	Amendment Procedures
Section 5	Administration and Enforcement
500.000	Administration
500.010	Penalties for Violation
501.000	Zoning Administrator
502.000	Planning Commission
502.010	Establishing a Planning Commission
502.020	Composition and Terms of Planning Commission
502.030	Organization; meetings
502.040	Powers and Duties of the Commission
502.050	Discharge of Powers
502.060	Conditional Use Permits; Procedures
502.061	Application
502.062	Public Hearings; Notification
502.063	Findings of Fact
502.064	Conditions and Safeguards
503.000	Board of Adjustment
503.010	Appeals for Variance or Zoning Administrators Decision
503.020	Public Hearing; Notification
503.030	Actions on Appeal
504.000	Nonconformities
504.010	Interpretation
504.020	Nonconforming Lots of Record
504.030	Discontinuance
Section 6	Zoning Districts and Map
600.000	Establishment of Districts
600.010	Zoning Map
601.000	R-1 One and Two Family Residential District
601.010	Purpose
601.020	Permitted Principle Uses (Home Occupation)

601.030	Permitted Accessory Uses
601.040	Conditional Uses
602.000	C-1 Commercial District
602.010	Purpose
602.020	Permitted Principle Uses
602.030	Permitted Accessory Uses
602.040	Conditional Uses
602.050	C-1 District Provisions
602.060	General Regulations
603.000	I-1 General Industrial District
603.010	Purpose
603.020	Permitted Principle Uses
603.030	Prohibited Uses
603.040	General Regulations
605.000	A-1 Agriculture District
605.010	Purpose
605.020	Permitted Principle Uses
605.030	Conditional Uses
605.040	Prohibited Uses
605.050	General Regulations

Section 7 General Regulations and Performance Standards

701.000	scope of Regulations
702.000	No More than One Principle Use
703.000	Accessory Buildings
704.000	Height Regulations
705.000	Yard Regulations
706.000	Vision Clearance
707.000	Essential Services
708.000	Access to Structures
709.000	Sign Regulations
709.010	General Provisions for all Districts
709.020	Signs in Residential Districts
709.030	Signs in Commercial Districts
709.040	Signs in General Industrial District.
710.000	Extraction of Materials and Minerals
711.000	Landscaping, Lighting, Storage and Outdoor Displays
712.000	Performance Standards
713.000	Campgrounds
714.000	Nuisances
714.010	Identification and Abatement
714.020	Enforcement

Section 8 Separability, Supremacy and Effective Date

APPENDIX

SECTION 1

Title

101.000 This Ordinance shall be known, cited and referred to as the City of Canton Zoning Ordinance.

SECTION 2

Intent and Purpose

201.000 This Ordinance is adopted for the purpose of:

- 1) Protecting the public health, safety, comfort, convenience and general welfare;
- 2) Protecting and preserving agricultural land;
- 3) Promoting orderly development of the residential, commercial, industrial, recreational and public areas;
- 4) Conserving the natural and scenic beauty and attractiveness of the city;
- 5) Conserving the natural resources in the city;
- 6) Providing for the compatibility of different land uses and the most appropriate use of land throughout the city;
- 7) Conserving the value of properties; and
- 8) Protecting the environment.

SECTION 3

Word Usage and Definitions

301.000. Word Usage

Board of Adjustment: The “Board of Adjustment” shall mean the City of Canton Board of Adjustment.

Commission: The “Commission” shall mean the City of Canton Planning Commission.

Distances: Unless otherwise specified, distances shall be measured horizontally.

Lot: The word “lot” shall include the words piece, parcel, and plot.

Masculine and Feminine Gender: The masculine gender includes the feminine and neuter genders.

Person: The word “person” includes a firm, association, organization, partnership, trust, company or Corporation as well as an individual.

Shall and May: The word “shall” is mandatory and not discretionary; the word “may” is permissive.

Singular and Plural: Words used in the singular shall include the plural and the plural the singular.

Tenses: Words used in the present tense shall include the future. In the event of conflicting provisions, the more restrictive provision shall apply. All words not specifically defined herein shall be defined according to common usage.

302.000 Definitions

For the purpose of this ordinance the following definitions shall apply, unless the context clearly indicates or requires a different meaning.

AGRICULTURE: The science of cultivating the soil and activities incidental thereto; the growing of soil crops in the customary manner on open tracts of land; farming. The term shall include incidental retail selling by the producer of products raised on the premises, provided that space necessary for parking of vehicles of customers shall be furnished outside the public right-of-way.

ALLEY: A public or private right-of-way less than 30 feet in width, which affords secondary means of access to abutting property.

ALTERATION: As applied to a building or structure, a change or rearrangement in the structural parts or the exit facilities, or an enlargement, whether by extending on a side or by increasing in height, or the moving from one location or position to another.

APARTMENT: A room or suite of rooms designed for, intended for, or used as a residence for one family or individual and equipped with cooking facilities.

APARTMENT BUILDING: Three or more apartments grouped in one building.

AUTOMOBILE OR TRAILER SALES AREA: An open area, other than a street, used for the display, sale or rental of new or used motor vehicles or trailers in operable condition and where no repair work is done.

AUTOMOBILE REPAIR, MAJOR: General repair, rebuilding or recondition of engines, motor vehicles, or trailers; collision services including body, frame, or fender straightening or repair; overall painting or paint shop and vehicle steam cleaning. Incidental body or fender work, or other minor repairs, painting and upholstering, replacement of parts and motor service to passenger cars and trucks not exceeding 1½ tons capacity, but not including any operation named under Automobile Repair, Major, or any other similar use, thereto.

AUTOMOBILE SERVICE STATION or FILLING STATION: A place where gasoline, kerosene or any other motor fuel or lubricating oil or grease for operating motor vehicles is offered for sale and delivered directly into motor vehicles, including greasing and oiling but excluding Automobile Repair, Major and Automobile or Trailer Sales Area.

BASEMENT: A story having part but not more than one-half its height below the average level of the adjoining finished grade. A basement is counted as a story for the purpose of height regulations, if subdivided and used for commercial or dwelling purposes.

BLOCK: A tract of land bounded by streets or a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines, waterways, or boundary lines of the corporate limits of the city.

BOARD: The Zoning Board of Adjustment.

BOARDING HOUSE: A building other than a hotel or motel, where for compensation and by prearrangement for definite periods, meals, or lodging and meals, are provided for three or more persons, but not exceeding ten persons.

BUFFER: Open spaces, landscaped areas, fences, walls, berms or any combination thereof, used to physically separate or screen one use or property from another so as to visually shield or block noise, lights, or other nuisances.

BUILDABLE AREA: The area of a lot remaining after the minimum yard or setback requirements of this ordinance has been met.

BUILDING: Any structure for the shelter, support or enclosure of persons, animals, chattel, or property of any kind; and when separated by party walls without openings, each portion of the building so separated shall be deemed a separate building.

(1) **BUILDING, ACCESSORY:** A subordinate building or structure on the same lot, or part of the main building, exclusively occupied by or devoted to a use incidental to the main use.

(2) **BUILDING, PRINCIPAL:** A building which is conducted, or which is intended to be conducted, as the main or principal use of the lot on which it is located.

BUILDING HEIGHT: The vertical distance from the average contact ground level at the front wall of the building to the highest point of the coping of a flat roof, or to the deck line of a mansard roof, or to the mean height level between eaves and ridge for gable, hip or gambrel roofs.

CONVALESCENT OR REST HOME: A home designed and licensed to provide care for aged or infirm persons requiring or receiving personal care or custodial care complying with the standards established by the State Board of Health.

COUNCIL: The City Council of the City of Canton, Minnesota.

DWELLING: A building or portion thereof designed or used exclusively for residential occupancy with a continuous frost-free footing, including one-family, two-family, and multiple-family units, but not including hotels, motels, boarding or lodging houses.

(1) **DWELLING, MULTIPLE-FAMILY:** A dwelling containing three or more dwelling units, designed with more than one dwelling unit connecting to a common corridor or entranceway, originally constructed for that purpose; and not including converted dwellings or attached row dwellings (party- wall-type) as defined in this section.

(2) **DWELLING, SINGLE-FAMILY:** A detached dwelling containing accommodations for and occupied by one family only.

(3) **DWELLING, TWO-FAMILY:** A dwelling designed exclusively for occupancy by two families living independently of each other.

EASEMENT: A grant of one or more of the property rights by the property owner to and for the use by the public, or corporation, or another individual entity.

ESSENTIAL SERVICES: The erection, construction, alteration or maintenance by public utilities or municipal or other governmental agencies, of underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipe, conduits, cables, traffic signals, hydrants, and other similar equipment and accessories in connection therewith; reasonably necessary for the furnishing of adequate service by such public utilities or governmental agencies or for the public health or safety or general welfare, but not including buildings.

FRONTAGE: All the property fronting on one side of a street between the nearest intersecting streets, or between a street and a right-of-way, waterway, or other similar barrier.

GARAGE, PRIVATE: An accessory building designed or used for the storage of automobiles owned and used by the occupants of the building to which it is accessory.

GARAGE, PUBLIC: Any premises used for the storage or care of motor-driven vehicles except private garages, or premises where any vehicles are equipped for operation, are repaired, or are kept for remuneration, for hire or for sale.

HOME OCCUPATION: Any use customarily conducted entirely within a dwelling and carried on by members of a family, residing therein, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof. Clinics, hospitals, barber shops, mortuaries, beauty parlors, motor vehicle repairing for hire, welding, animal hospitals and kennels shall not be deemed to be home occupations.

HOTEL: A building occupied as a temporary abiding place of individuals who are lodged with or without meals, in which there are more than five sleeping rooms, and wherein no provisions are made for cooking in any individual room or apartment.

JUNK YARD: Land or buildings where waste, discarded or salvaged materials are bought, sold, stored, exchanged, cleaned, packed, disassembled or handled, including, but not limited to scrap metal, rags, paper, hides, rubber products, glass products, lumber products and products resulting from the wrecking of automobiles or other machinery.

KENNEL: Any structure or premises on which five or more domestic animals over four months of age are kept.

LAND USE PERMIT: A document issued by the Zoning Administrator authorizing buildings, structures, or uses consistent with the terms of this ordinance and for the purpose of carrying out and enforcement its provisions.

LOT: Land occupied or to be occupied by a building and its accessory buildings, together with such open spaces as are required under this ordinance, and having its principal frontage upon a street or officially approved place.

LOT AREA: The land area within the lot lines.

MANUFACTURED HOME PARK: Any park, manufactured park, manufactured court, manufactured camp, court, campsite, lot, parcel or tract of land designed, maintained, or intended for the purpose of supplying a long-term location or accommodations for any manufactured home, and upon which any manufactured home, coach, or manufactured home coaches are parked, and shall include all buildings used or intended for use as a part of the equipment thereof, whether or not a change is made for the use of the manufactured home park and its facilities. MANUFACTURED HOME PARKS shall not include automobile or manufactured home sales lots on which unoccupied manufactured homes are parked for the purpose of inspection, display, and sale.

NONCONFORMING BUILDING: A building or portion thereof lawfully existing at the time of adoption of this ordinance, which was designed, erected, or structurally altered for a use that does not conform to the use regulations of the district in which it is now located.

NONCONFORMING LOT: A lot which does not comply with the minimum lot area or frontage requirements of the district in which it is located.

NONCONFORMING USE: A use lawfully in existence on the effective date of this ordinance and not conforming to the regulations for the district in which it is situated, except that such a use is not nonconforming if it would be authorized under a conditional use permit where located.

OBSTRUCTION: Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel rectification, bridge conduit, culvert, building, wire, fence, rock gravel, refuse, till, structure or matter in, along, across, or projecting into any channel, watercourse, or regulatory flood hazard area, which may impede, retard or change the direction of the flow of water, either in itself or by catching or collecting debris carried by water, or that is placed where the flow of water might carry the same downstream to the damage of life or property.

ORDINARY HIGH WATER MARK: A mark delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape. The normal HIGH WATER MARK is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial.

PLANNING COMMISSION: The Planning Commission of the City of Canton, Minnesota.

PUBLIC UTILITY: Any person, firm, corporation, municipal department, or board fully authorized to furnish and furnishing under municipal regulation to the public electricity, gas, steam, communication services, telegraph services, transportation, or water.

PUBLIC WATERS: A body of water capable of substantial beneficial public use. This shall be construed to mean, for the purposes of these regulations, any body of water which has the potential to support any type of recreational, pursuit or water supply purpose. A body of water created by a private user where there was no previous shoreline for a designated private use authorized by the Commissioner of Natural Resources shall be exempt.

RECREATIONAL CAMPING VEHICLE CAMP: Any area used on a daily, nightly or weekly basis for the accommodation of three or more occupied tents, expandable camp trailers, travel trailers and converted buses or trucks or Recreational Camping Vehicles; whether privately or publicly-owned; and whether use of the accommodations is granted free of charge or for compensation.

REST HOME or NURSING HOME: A private home for the care of children or the aged or infirm, or a place of rest for those suffering bodily disorders. Such a home does not contain equipment for surgical care or for treatment of disease or injury.

ROAD: A public right-of way affording primary access by pedestrian and vehicles to abutting properties, whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, lane place or however otherwise designated.

SIGN: A name, identification, description, display, illustration or device which is affixed to or represented directly or indirectly upon a building, structure or land in view of the general public, and which directs attention to a product, place, activity, person, institution or commercial. Warning signs or public identification signs such as street signs shall be exempt from these regulations when fewer than two square feet in size.

SIGN, SURFACE AREA: The entire area within a single continuous perimeter, enclosing the extreme limits of the actual sign surface, not including any structural elements outside the limits of the sign and not forming an integral part of the display. Only one side of a double-face or V-type structure shall be used in computing total surface area.

STORY: That portion of the building included between the surface of the next floor above it, or, if there is no floor above it, the space between the floor and the ceiling next above it.

STREET: A public or private right-of-way 40 feet or more in width approved or accepted by the public authority or user, which provides a primary means of public access to abutting property. The term STREET shall include avenue, drive, circle, road, parkway, boulevard, highway, thoroughfare or any other similar term.

STRUCTURE: Anything constructed or erected, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground. When a structure is divided into separate parts by an unpierced wall, each part shall be deemed a separate structure.

STRUCTURAL ALTERATION: Any change in the supporting members of a building, such as bearing walls, columns, beams, or girders, or any substantial changes in the roof and exterior walls.

SUBDIVISION: A described tract of land which is to be or has been divided into two or more lots or parcels, any of which resultant parcels is less than five acres in area and 300 feet in width, for the purpose of transfer of ownership or building development, or if a new street is involved, any division of a parcel land. The term includes resubdivision, and, where it is appropriate to the context, relates either to the process of subdivision or to the land subdivided.

TOWNHOUSE: A multiple-family dwelling which maintains private ingress and egress, attached to its own foundation, contains independent dwellings by a common wall.

USE: The purpose, for which land or premises or a building thereon is designated, arranged or intended, or for which it is or may be occupied or maintained.

(1) **USE, ACCESSORY:** A use subordinate to the main use on the same lot and used for purposes customarily incidental to those of the main use.

(2) **USE, CONDITIONAL:** A use which, because of unique characteristics, cannot be classified as a permitted use in any particular district. After due consideration, in each case, of the impact of the use upon neighboring land, and of the public desirability for the particular use at the particular location, a conditional use permit may or may not be granted. If granted, the Zoning Board of Adjustment may attach conditions and guarantees upon the zoning permit deemed necessary is for the protection of the public interest.

(3) **USE, PERMITTED:** A use which conforms with the purposes, requirements, regulations and performance standards of a particular district.

(4) **USE, PRINCIPAL:** A use which is permitted outright in a district for which a Land Use Permit may be issued by the Zoning Administrator in accordance with the provisions of this ordinance

VARIANCE: A modification or variation of the provisions of this code, as applied to a specific piece of property. A **VARIANCE** from the literal provisions of this code may be granted only in instances where the strict enforcement of these provisions would cause undue hardship because of circumstances unique to the individual property under consideration. **VARIANCES** shall be granted only when it is demonstrated that the granting of the variance will be in keeping with the spirit and intent of this code. **UNDUE HARDSHIP** as used in connection with the granting of a variance means the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the ordinance. Undue hardship also includes, but is not limited to, inadequate access to direct sunlight for solar energy systems. **VARIANCES** shall be granted for earth sheltered construction as defined in M.S. § 216C.06, Subdivision 2, as it may be amended from time to time, when in harmony with the ordinance. A use that is not permitted under the code for property in the zone where the affected person's land is located shall not be permitted by the granting of a variance. The temporary use of a one-family dwelling as a two-family dwelling may be permitted by a variance. Conditions may be imposed in the granting of variances to insure compliance and to protect adjacent properties.

YARD: An open space on the same zoning lot with a building or structure, which yard is unoccupied and unobstructed from its lowest level to the sky.

(1) **YARD, FRONT:** A yard extending across the front of the lot between the side yard lines and lying between the front street line of the lot and the nearest line of the building.

(2) **YARD, REAR:** An open space occupied except for accessory buildings on the same lot with a building between the rear lines of the building and the rear line of the lot, for the full width of the lot.

(3) **YARD, SIDE:** An open, unoccupied space on the same lot with a building, between the building and the side line of the lot, and extending from the front lot line to the rear yard.

ZONING ADMINISTRATOR: The designated Zoning Administrator of the city or his or her authorized representative.

ZONING DISTRICT: An area or areas within the limits of the community for which the regulations and requirements governing use are uniform.

ZONING MAP: The map or maps incorporated into this ordinance as a part hereof, designating the zoning districts.

SECTION 4

GENERAL PROVISIONS

400.010 SCOPE.

From and after the effective date of this ordinance, the use of all land and every building and the erection or structural alteration of any building or portion of a building in the city shall be in conformity with the provisions of this ordinance. Any structure or use lawfully existing at the passage of this ordinance, but not in conformity with the regulations of the appropriate zoning district, may be continued, subject to the regulations of this ordinance, Nonconforming Uses.

400.020 INTERPRETATION.

The provisions of this ordinance shall be interpreted as the minimum requirements for the promotion of the public health, safety, morals, convenience and general welfare. Where the provisions of this ordinance impose greater restrictions than those of any statute, other ordinance or regulations, this ordinance shall apply. Where the provisions of any statute, other ordinance or regulation impose greater restrictions than this ordinance, those restrictions shall apply.

400.030 USES NOT PROVIDED IN ANY ZONING DISTRICT

Whenever a use is neither specifically permitted nor denied, the use shall be considered prohibited.

400.040 LAND USE PERMIT.

A Land Use Permit shall be required in all zoning districts, for all construction activities, including but not limited to new construction, additions, and structural remodeling. Any Land Use Permit issued shall be valid for one year, for completion of the project for which the certificate was issued.

400.050 APPLICATION; FEES.

- 1) Application for a Land Use Permit, Conditional Use Permit, or a Variance shall be made to the city on blank forms to be furnished by the city. Each application for a permit to construct or alter a building shall be accompanied by a plan drawn to scale, showing the dimensions of the lot to be built upon and the size and location of the building and accessory buildings to be erected. Applications shall contain other information as may be deemed necessary for the proper enforcement of this ordinance or any other ordinance.
- 2) The city shall issue or may direct the Zoning Administrator to issue the Land Use Permit only after determining that the building plans together with the application comply with the terms of this ordinance.
- 3) An application is not complete unless accompanied by all supporting data and a fee as required by the City Council.

400.060 SCHEDULE OF FEES, CHARGES AND EXPENSES.

- 1) The City Council shall establish a schedule of fees, charges, and expenses, and a collection procedure, for all permits, appeals, and other matters pertaining to this ordinance. The schedule of fees shall be posted in the office of the city administrator, and may be altered or amended only by the City Council.
- 2) No permit, certificate, conditional use permit, or variance shall be issued unless or until any costs, charges, fees, or expenses have been paid in full, nor shall any action be taken on proceedings before the Board of Adjustment, unless or until preliminary charges and fees have been paid in full.

400.070 COMPLAINTS REGARDING VIOLATIONS.

Whenever a violation of this ordinance occurs or is alleged to have occurred, any person may file a written complaint. The complaint, stating fully the causes and basis thereof, shall be filed with the City Administrator. He or she shall record properly the complaint, immediately investigate, and take action thereon as provided by this ordinance.

400.080 AMENDMENT; PROCEDURE.

1) Powers.

The Council may, on its own motion, or on request of the Planning Commission, or on petition or appeal of the affected property owners, do the following.

- A) Transfer land, or a portion thereof, from the district in which it is situated onto another district, by changing the Zoning Map.
- B) Change any of the regulations of this ordinance as to the use of land in any district, or as to the Restrictions upon buildings or structures herein, by amendment to this ordinance

2) Procedure.

- A) An applicant shall file a completed application form together with required exhibits with the Zoning Administrator, and shall pay a filing fee as established by the Council.
- B) The Zoning Administrator shall review the application, and within ten commercial days after receiving the application shall notify the applicant in writing if the application is not complete, and shall inform the applicant of what additional information is required.
- C) When the Zoning Administrator determines the application to be complete, the Zoning Administrator shall set the date for a public hearing and shall have notices of the hearing published in the legal newspaper and shall notify all property owners within 350 feet of the outer boundaries of the property in question at least once, not less than ten days and not more than 30 days prior to the hearing; however, failure of any property owner to receive notification shall not invalidate the proceedings. Notice of the hearings shall be posted at the City Hall and in one other place at least ten days prior to the public hearing. This notice shall describe the particular amendment, date, time and place of hearing. The County Assessor's current tax records shall be deemed sufficient for the location or certification of ownership of the adjacent properties.
- D) The city shall take action to approve or deny the application within 60 days of receiving a completed application. If the city cannot take action to approve or deny the application within 60 days of receiving the completed application, the city may extend the time line for taking action before the end of the initial 60-day period by providing written notice of the extension and its anticipated length, which may not exceed 60 days, unless approved by the applicant in writing. Amendments to the zoning code must be adopted by a 2/3 vote of all of the members of the City Council, as provided by M.S. § 462.357, Subdivision 2, as it may be amended from time to time.
- E) The Planning Commission shall hold the public hearing, and may table the application for further investigation if necessary, or the Commission shall recommend to the Council one of three actions: approval, conditional approval or denial.
- F) The Council shall act upon the application within 30 days after receiving the recommendation of the Planning Commission.
- G) No application of a property owner for an amendment to the text of this ordinance or the zoning map shall be considered by the Planning Commission within the one-year period following a denial of the request, except the Planning Commission may permit a new application, if in the opinion of the Planning Commission, new evidence or a change of circumstances warrant it.

SECTION 5

ADMINISTRATION AND ENFORCEMENT

500.000 ADMINISTRATION

In the administration of this ordinance the following shall apply:

1) Permit Required.

A permit issued by the Zoning Administrator shall be secured prior to the construction, addition, or alteration of any building or structure; prior to the use or change of use of a building, structure, or land; prior to the change or extension of a non-conforming use; and prior to excavation or the placement of an obstruction within the flood plain.

2) State and Federal Permits.

Prior to granting a permit or processing an application for a variance, the Zoning Administrator shall determine that the applicant has obtained all necessary State and Federal permit.

3) Certification of Lowest Floor Elevations.

The applicant shall be required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. The Zoning Administrator shall maintain a record of the elevation of the lowest floor (including basement) for all new structures and alterations to existing structures in the flood plain district.

500.010 PENALTIES FOR VIOLATION

Any person who shall violate any of the provisions hereof or who shall fail to comply with any of the provisions hereof or who shall make any false statement in any document required to be submitted under the provisions hereof, shall be guilty of a misdemeanor. Each day that a violation continues shall constitute a separate offense.

501.000 ZONING ADMINISTRATOR.

A Zoning Administrator for the city shall be appointed or hired by the City Council, and the Zoning Administrator shall have the power and duty to enforce this ordinance and to perform the following duties.

- 1) Examine all applications pertaining to use of land, buildings, or structures, and approve same when the application conforms to the provisions of this ordinance.
- 2) Keep a record of all non-conforming uses.
- 3) Periodically inspect buildings, structures, and uses of land to determine compliance with the terms of this ordinance
- 4) Notify, in writing, any person responsible for violating a provision of this ordinance, indicating the nature of the violation and ordering the action necessary to correct it.

- 5) Order discontinuance of illegal use of land, buildings or structures; order removal of illegal buildings, structures, additions, alterations; order discontinuance of illegal work being done; or take any action authorized by this ordinance to insure compliance with or to prevent violation of its provisions.
- 6) Maintain permanent and current records of the Zoning, including all maps, amendments, conditional use, and variations.
- 7) Maintain a current file of all permits, all certificates, and all copies of notices of violations, discontinuance, or removal for such time as necessary to insure a continuous compliance with the provisions of this ordinance, and, on request, provide information to any person having a proprietary or tenancy interest in any specific property.
- 8) Provide technical assistance to the Planning Commission.

502.000 PLANNING COMMISSION.

502.010 Establishment of Planning Commission.

A Planning Commission for the city is established. The commission shall be the City Planning Commission.

502.020 Composition and Terms.

1) Membership.

The Planning Commission shall consist of five members appointed by the Mayor with the approval of the City Council. One member may be a Council Member or the City Administrator/Clerk-Treasurer, appointed by the Mayor with Council approval, for a one-year term to expire on December 31 of each year. If no member of the City Council is appointed to the Planning Commission, then one member of the Planning Commission shall attend at least one City Council meeting per month to advise the Council of the Planning Commission activities.

2) Terms and vacancies.

Of the members of the Planning Commission first appointed, one shall be appointed for the term of one year, two for the term of two years and two for the term of three years. Their successors shall be appointed for the terms of three years, commencing January 1 of the calendar year. Both original and successive appointees shall hold their offices until their successors are appointed by the Mayor and approved by the Council. Vacancies during their term shall be filled for the unexpired portion of the term.

502.03 Organization; meetings.

1) Officers.

The Commission shall elect a Chairperson from among its appointed members for the term of one year at the beginning of each calendar year. The Commission may create and fill other offices as it may determine.

2) Meetings, records, reports.

The Commission shall hold at least one regular meeting each year or as needed. It shall adopt rules for the transaction of its business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. The Chairperson or other person designated by the Commission shall submit a report to the City Council of its works during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council. Three members shall constitute a quorum. A majority vote is required to approve or disapprove.

502.040 Powers and duties of the Commission.

1) Planning Commission.

The Planning Commission shall be the planning agency and shall have the powers and duties given such agencies generally by law. The Commission shall also exercise the duties conferred upon it by this ordinance.

2) Zoning.

No zoning or amendment thereto shall be adopted by the Council until a public hearing has been held thereon by the Planning Commission upon notice, as provided in M.S. § 462.357, Subdivision 3, as it may be amended from time to time.

3) Conditional Uses.

The Planning Commission shall make recommendations on all requests for a conditional use permit under the terms of this ordinance. The Commission shall report its recommendations to the Council for action.

4) Subdivision/plats; approval.

Any plat of land shall be referred to the Planning Commission for review and recommendations prior to final approval by the Council. Any plat so referred shall be returned to the Council by the Commission within 30 days. Failure of the Commission to report within that period is deemed to have satisfied the requirements of this subdivision.

502.050 Discharge of powers.

In exercising the aforementioned powers, the Planning Commission may make recommendation to the City Council, so long as the action is in conformity with the terms of this ordinance, reverse or affirm, in whole or in part, or may modify the order, requirements, decision or determination appealed from, and may make such order, requirements, decision or determination as ought to be made, and to that end shall have powers of the administrative official from whom any appeal is taken.

502.060 CONDITIONAL USE PERMITS; PROCEDURES

502.061 APPLICATION.

- 1) Conditional use permits may be issued for any and only the uses or purposes for which such permits are required or permitted by provisions of this ordinance.

- 2) An application for a conditional use permit shall be filled with the Zoning Administrator indicating the section of this ordinance under which the conditional use permit is sought, and stating the grounds on which it is requested. The application shall be accompanied by plans and elevations and site plans as prescribed by the Zoning Administrator to the Board.
- 3) The applicant shall submit the completed application to the Zoning Administrator, and shall pay an application fee as established by the Council.
- 4) The Zoning Administrator shall review the application and within ten commercial days after receiving the application, shall notify the applicant in writing if the application is not complete, and advise the applicant of what additional information is required.
- 5) When the Zoning Administrator determines the application to be complete, the Zoning Administrator shall set the date for a public hearing, and shall have notices of the hearing published in the legal newspaper, and shall notify all property owners at least once, not less than ten days and not more than 30 days prior to the hearing within the affected zone and within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive notification shall not invalidate the proceedings. Notice of hearings shall be posted at the City Hall and in one other place at least ten days prior to the public hearing. This notice shall describe the particular CUP, date, time and place of hearing. The current County Assessor's current tax records shall be deemed sufficient for the location or certification of ownership of the adjacent properties.
- 6) The city shall take action to approve or deny the application within 60 days of receiving a completed application. If the city cannot take action to approve or deny the application within 60 days of receiving the completed application, the city may make a one-time extension of the time for taking action before the end of the initial 60-day period by providing written notice of the extension, the reasons for the extension, and its anticipated length, which may not exceed 60 days unless approved by the applicant in writing. A valid reason for this extension may be that the city needs more time to consider the application. A motion to approve the application which fails to pass because of sufficient votes shall not be deemed to be a denial of an application. The passage of a motion to deny the application is required in order for an application to be denied. Additional extensions beyond the first extension will require the approval by the applicant in writing.
- 7) The Planning Commission shall hold the public hearing, and may table the application for further investigation if necessary, or the Commission shall recommend to the Council one of three actions: approval, conditional approval or denial.

502.062 PUBLIC HEARING; NOTIFICATION.

Upon receipt in proper form of the application and other requested material, the Planning Commission shall hold at least one public hearing in a location to be prescribed by the Planning Commission. At least ten days in advance of each hearing, a notice of the hearing shall be published in the official newspaper of the city and like notification at least ten days prior to the hearing to the owner or owners of property within 350 feet of the subject property. Notices of hearings shall be posted at the City Hall and in one other public place at least ten days prior to the public hearing. This notice shall describe the particular conditional use, date, time and place of the hearing. The County Assessor's current tax record shall be deemed sufficient for the location or certification of ownership of the adjacent properties.

502.063 FINDINGS.

No conditional use shall be recommended by the City Planning Commission unless the Commission shall find the following:

- 1) That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the immediate vicinity.
- 2) That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
- 3) That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
- 4) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
- 5) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

502.064 CONDITIONS AND SAFEGUARDS.

- 1) The Planning Commission may prescribe appropriate conditions and safeguards in conformity with this ordinance.
- 2) The Commission shall prescribe a time limit within which the action for which the conditional use is required shall commence or be completed, or both. Failure to commence, or complete, or both within the time limit set, shall void the conditional use permit.

503.00 BOARD OF ADJUSTMENT

503.010 APPEALS FOR VARIANCE. OR ADMINISTRATORS DECISION

- 1) Application for any Variance permissible under the hardship provision shall be made to the Zoning Administrator in the form of a written application for a permit to use the land or building or both, as set forth in the application. No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted use of lands, structures or other buildings in other districts shall be considered ground for the issuance of a variance. No Use Variance shall be allowed.
- 2) The application shall present a statement and adequate evidence showing the following.
 - A) That there are exceptional or extraordinary circumstances or conditions applying to the land, building, or use referred to in the application, which circumstances or conditions do not apply generally to land, building, or uses in the same zoning classification, and that strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration

- B) That the granting of the application is necessary for the preservation and employment of substantial property rights of the petitioner.
- C) That the reasons set forth in the application justify the granting of the variance.
- D) That the variance is the minimum variance that will make possible the reasonable use of land, building or structure.
- E) That the granting of the application will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant, and will not, under the circumstances of the particular case, be materially detrimental to the public welfare, or injurious to property or improvements in the neighborhood.
- F) That the special conditions and circumstances do not result from the actions of the applicant.
- G) That granting the application will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

503.020 PUBLIC HEARING; NOTIFICATION.

- 1) Application for any Variance under the provisions of this ordinance shall be made to the Zoning Administrator. Application for a variance shall be accompanied by payment of a fee as established by the City Council.
- 2) All required information shall be submitted with the application, and the Zoning Administrator shall review the application, and within ten commercial days after receiving the application, he or she shall notify the applicant in writing if the application is not complete, and advise the applicant as to what additional information is required.
- 3) When the Zoning Administrator determines the application to be complete, the Zoning Administrator shall set the date for a public hearing, and shall have notices of the hearing published in the legal newspaper, and shall notify all property owners within 350 feet of the outer boundaries of the property in question; not less than ten days and not more than 30 days prior to the hearing. However, failure of any property owner to receive notification shall not invalidate the proceedings. Notice of the hearings shall be posted at the City Hall and in one other place at least ten days prior to the public hearing, in addition to publishing the notice in the official newspaper. This notice shall describe the date, time and place of hearing. The current County Assessor's current tax records shall be deemed sufficient for the location or certification of ownership of the adjacent properties.
- 4) The city shall take action to approve or deny the application within 60 days of receiving a completed application. If the city cannot take action to approve or deny the application within 60 days of receiving the completed application, the city may make a one-time extension of the time for taking action before the end of the initial 60-day period by providing written notice of the extension, the reasons for the extension, and its anticipated length, which may not exceed 60 days unless approved by the applicant in writing. A motion to approve the application which fails to pass because of sufficient votes, shall not be deemed to be a denial of an application. The passage of a motion to deny the application is required in order for an application to be denied. Additional extensions beyond the first extension will require the approval by the applicant in writing.

- 5) Any person may appear or be represented by an agency or attorney.
- 6) Within a reasonable time after the hearing, the Planning Commission shall make its order deciding the matter and serve a copy of the order upon the applicant or the petitioner by mail.

503.040 ACTIONS ON APPEAL.

- 1) It is the intent of this ordinance that all questions of interpretation and enforcement shall be first presented to the Zoning Administrator, and that questions shall be presented to the Board of Adjustment only on appeal from the decision of the Administrative Official, and that recourse from the decisions of the Board of Adjustment shall be to the City Council, then to the courts, as established by M.S. Ordinance 462, as it may be amended from time to time.
- 2) The duties of the City Council in regard to this ordinance shall include hearing and deciding questions of interpretation and enforcement that may arise in any case where the decision of the Board of Adjustment is challenged. The City Council shall also have the duties of considering and adopting or rejecting proposed amendments to the repeal of this ordinance as provided by law, and establishing a schedule of fees and charges.

504.000 NONCONFORMITIES

504.010 INTERPRETATION.

- 1) This ordinance and the districts herein, or any later amendments, may create situations where structures, buildings or uses of the land previously permitted may become prohibited, regulated or otherwise restricted. It is the intent of this ordinance to permit the continuance of these nonconforming structures or uses until they are removed, but not to encourage their survival. These uses are declared by this ordinance to be incompatible with the permitted uses in the districts involved.
- 2) An existing building or premises devoted to a use not permitted by this ordinance in the district in which the building or premises is located, shall not be enlarged upon, extended, reconstructed or structurally altered, nor shall it be used as grounds for adding other buildings or structures prohibited elsewhere in the same district, except when required to do so by law or , unless the use is changed to one permitted in the district in which the building or structure or land is located.
- 3) A nonconforming use of a building may be replaced with another nonconforming use, provided no structural alterations are made.
- 4) No change from one nonconforming to another shall be made without first applying to and receiving a permit from the City Council to make the change, except as defined in division (E) below.
- 5) A nonconforming use may be changed to a more conforming use at any time.
- 6) Whenever a nonconforming use has been changed to a conforming use, the use shall not thereafter be changed to a less conforming use.
- 7) The extension or addition of a lawful use to any portion of a nonconforming building or structure or land shall not be deemed as the extension of the nonconforming use.

- 8) Where nonconforming status applies to a building or structure, the removal or destruction of same shall eliminate the nonconforming status of land.
- 9) If a building or structure is moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located after it is removed.
- 10) All uses which lawfully exist on the effective date of this ordinance and are classified as a conditional use by this ordinance for the district in which they are located shall be considered lawful conditional uses.
- 11) Whenever the boundaries of a district shall be changed so as to transfer an area from one district to another district of a different classification, the provisions of this section shall also apply to any nonconforming uses developing as a result of that action.

504.020 NONCONFORMING LOTS OF RECORD.

- 1) A single-family dwelling and customary accessory buildings, notwithstanding limitations imposed by other provisions of this ordinance, may be erected in any district in which single-family dwellings are permitted on any single lot of record at the effective date of adoption of or amendment to this ordinance. The lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though the lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and other requirements not involving area or width, or both, of the lot shall conform to the regulations for the district in which the lot is located.
- 2) Variance of area, width, and yard requirements shall be obtained only through action of the Board of Adjustment.

504.030 DISCONTINUANCE.

When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months or for 18 months during any three-year period, the structure, or structure and premises in combination, shall not thereafter be used.

SECTION 6 ZONING DISTRICTS AND MAP

600.000 ESTABLISHMENT OF DISTRICTS.

For the purpose of this ordinance, the city is divided into the following districts.

- 1) One and Two-Family Residential District R-1
- 2) Commercial Districts. C-1
- 3) Industrial District. I-1.
- 4) Agricultural District A-1

600.010 ZONING MAP.

- 1) The boundaries of the districts established by this ordinance are delineated on the Zoning Map; the map and all notations, references and data shown thereon are hereby adopted and made part of this ordinance and will be on permanent file and for public inspection in the office of the Zoning Administrator.
- 2) If, in accordance with the provisions of this ordinance, changes are made in district boundaries or other matter portrayed on the Official Zoning Map, the changes shall be made on the Map within 30 days after official publication of the amendment.
- 3) No changes of any nature shall be made in the Official Zoning Map or matter shown thereon except in conformity with the procedures set forth in this ordinance. Any unauthorized change of any kind by any person shall be considered a violation of this ordinance.
- 4) The Official Zoning Map on record in the Office of the Zoning Administrator shall be the final authority as the current zoning status of land and water areas, buildings and other structures in the city.
- 5) Any disagreement over the exact location of the District Boundaries shall be decided by a majority vote of the City Council. A decision by the City Council in determining District Boundaries shall be final.

601.000 R-1 ONE- AND TWO-FAMILY RESIDENTIAL DISTRICT

601.010 PURPOSE.

The R-1 District is intended for low density residential development in those areas where such development already exists, where municipal utilities are available and in areas which are partially or wholly developed residentially. It is further intended that establishment of this district will accommodate residential development on scattered existing vacant lots, as well as redevelopment in some instances, within previously developed residential areas, using standards previously established.

601.020 PERMITTED PRINCIPAL USES.

- 1) Within an R-1 District, unless otherwise provided by this ordinance, no building or land shall be used except for the following:
 - A) One-family detached dwellings and manufactured homes which are not less than 20 feet in width regardless of construction type.
 - B) Two-family attached dwellings which are not less than 20 feet in width, regardless of construction type.
 - C) Churches, libraries, museums, schools, public buildings, memorial structures, small home base business (beauty salon, computer repair, etc), water supply facilities and cemeteries, provided that no building shall be located within 10 feet of any lot line of an abutting lot within an R-1 Residential District.
 - D) Nurseries and greenhouses for growing plants.

E) Home Occupations:

1. Intent: To provide peace, quiet, and domestic tranquility within all residential neighborhoods, within the City, and in order to guarantee to all residents freedom from excessive noise, excessive traffic, nuisance, fire hazard and other possible effects of commercial uses being conducted in residential areas.
 - a. An interim use permit for a home occupation is a permit authorized by the City Council only after a public hearing.
2. Home Occupations - No Interim Use Permit Required. All home occupations which conform to the following standards may be conducted without approval of an interim use permit as provided under this Ordinance.
 - a. Permitted home occupations shall be conducted only by permanent residents of the premises and shall not be conducted in any building on the premises other than the building which is used by the occupant as the private dwelling and not more than one (1) room may be used for such purposes.
 - b. Home occupation may have one (1) wall sign per dwelling which may not, exceed 2.5 square feet.
 - c. There shall be no exterior or garage storage of any materials including business equipment, merchandise, inventory or heavy equipment.
 - d. The area set aside for home occupations shall not exceed twenty percent (20 percent) of the total floor area of such residence.
 - e. Permitted home occupations shall not include the employment of any persons not residing on the premises in the performance of the occupation.
 - f. The use of mechanical equipment other than is usual for purely domestic or hobby purposes are prohibited.
 - g. Off-street loading and off-street parking requirements of Section 3 must be provided.
 - h. Merchandise shall not be openly displayed or offered for sale within the residence.
 - i. The operation of any wholesale or retail business, unless it is conducted entirely by mail or by occasional home invitation and does not involve the sale, shipment, or delivery of merchandise on the premises is prohibited.
 - j. Any home occupation or activity which produces noise or noxious odors, vibrations, glare, fumes, fire hazard, or electric interference detectable to normal sensory perception beyond the property line is prohibited.
 - k. A home occupation must normally involve fewer than six (6) customers entering daily.

3. Home Occupation - Interim Use Permit Required.

- a. All home occupations which do not conform to the standards above shall only be conducted upon approval of an interim use permit. Interim use permits granted by this section shall be temporary in nature and shall be granted to a designated natural person who resides at a residential address. Interim use permits are not transferable from person to person or from address to address.
- b. Applications for home occupation interim use permits shall be filed with the City together with a filing fee established by City Council in an annual fee resolution. The city council will hold a public hearing. All such hearings shall be at public meetings of the council and shall be conducted as provided in Section 5 of this Ordinance. Legal notice of all such hearings shall be given as required for petitions for any interim use permit. At the conclusion of its hearing the city council shall approve or disapprove based findings of fact. Alternatively, the council may table the request to obtain additional data, if in their determination, sufficient facts were not available. In no case shall such request be tabled for longer than thirty (30) days. Notwithstanding provisions to the contrary, City staff may waive requirement for a survey in circumstances where no buildings or site improvements are proposed.
- c. An interim use permit for a home occupation shall further conform to the following provisions:
 - i. On-site sales, wholesale or retail, shall not be the primary objective of the business. Limited on-site sales may be permitted provided the effect on traffic levels shall not be judged unacceptable by the City Council. Upon report of objectionable traffic the City Council may restrict or rescind on-site sales approval.
 - ii. Signs shall comply with Section 7 of this Ordinance.
 - iii. The business shall not employ more than three (3) persons in the dwelling or accessory building who are not immediate family members living in the associated residence.
 - iv. Storage or sales of hazardous substances as defined in Minn. Stat. Sec. 182.651, Subd. 14 as amended from time to time, bulk chemicals or petroleum products shall be specifically prohibited.
 - v. Any other restrictions or conditions as the City Council may determine to be necessary to avoid conflict with surrounding residential land usage.
4. Findings. The City Council shall make the following findings when issuing an interim use permit for a home occupation:
 - a. The use conforms to the zoning regulations;
 - b. The date or event that will terminate the use can be identified with certainty;
 - c. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
5. Procedures. The City Council shall follow the procedures for issuance of a conditional use permit under Section 1110, B. for issuance of an interim use permit for a home occupation, as such requirements are found by the City Council to be applicable to the use.

- 2) Height, yard and area regulations shall be as permitted in the Appendix: Height, Area, and Yard Regulations.

601.030 PERMITTED ACCESSORY USES.

The following shall be permitted accessory uses in the R-1 District.

- 1) Private garages, carports, one of each designation subject to yard and setback requirements of this ordinance.
- 2) Off-street parking and loading-unloading facilities.
- 3) Signs.
- 4) Buildings and land uses customarily incidental to the uses permitted in this ordinance. Any accessory use shall be located on the same lot with the principal use.

601.040 CONDITIONAL USES.

Within an R-1 District, buildings or land may be used for one or more of the following uses if granted a conditional use permit.

- 1) Multiple Family Dwellings.
- 2) Nursing Homes
- 3) Home Base Business (Hair Salon, Computer, Daycare, etc.)

602.00 C-1 COMMERCIAL DISTRICT

602.010 PURPOSE.

The intent of the C-1 Commercial District is to provide suitable locations for, and to encourage the development of commercial facilities in those areas of the city which benefit the commercial needs of both residents and tourists, will avoid land use conflicts with residential areas, and restrict incompatible commercial and industrial uses.

602.020 PERMITTED PRINCIPLE USES.

The following uses shall be permitted in the C-1 Commercial District:

- A) Restaurants.
- B) Sporting goods and establishments, outfitters and suppliers; bait shops.
- C) Nature trails, snowmobile trails, ski trails and similar facilities.
- D) Commercial retail and service establishments.
- E) All apparel shops.

- F) Appliance and furniture stores.
- G) Banks and financial institutions including drive-up facilities.
- H) Pool and billiard parlors.
- I) Theaters.
- J) Taverns.
- K) Government services and offices, including fire stations and utility buildings.
- L) Public utility service stores.
- M) Art centers.
- N) Hotels and motor hotels.
- O) Service stations and repair garages for motor vehicles; tire and battery sales.
- P) Laundromats.
- Q) Municipal service and utility buildings, to include water treatment plants, transformer and relay stations, fire stations, highway department vehicle and equipment garages.

602.030 PERMITTED ACCESSORY USES.

The following shall be permitted accessory uses in the C-1 Commercial District.

- 1) Swimming pools, saunas, outdoor recreational equipment and structures.
- 2) Storage garages, rental goods establishments.
- 3) Signs.

602.040 CONDITIONAL USES.

The following uses may be permitted, subject to the issuance of a conditional use permit.

- 1) Single-family detached dwellings.
- 2) Campgrounds

602.050 C-1 DISTRICT PROVISIONS.

The following provisions shall apply in the C-1 District.

- 1) New structures. Any principal structure hereafter erected, constructed, altered, moved or substantially renovated in any manner, which includes in its function the providing of services, entertainment or lodging for residents or tourists, shall be equipped with indoor toilet and running water (hot and cold) facilities, and adequate heating system based on floor area and occupancy criteria, and facilities for maintaining access routes where operated on a year-round basis. No use shall be permitted unless it is provided with municipal sewer and water services.
- 2) Recreational vehicle campground provisions. An applicant for a recreational vehicle camping area conditional use permit shall submit a general development plan for the proposed park including the following:
 - A) The proposed site and existing development.
 - B) Proposed size, location and arrangement of buildings.
 - C) Parking areas and stall arrangements.
 - D) Entrance and exit drives.
 - E) Proposed sewer and water system.
 - F) Recreation areas.
- 3) Submission of plans. No recreational vehicle camp shall be constructed, nor shall any system of plumbing, sewage system, water supply or swimming pool for the vehicle camp be installed or altered until four plans drawn to scale have been submitted to and approved by the City Council and the State Board of Health.

602.060 GENERAL REGULATIONS.

Additional regulations applicable in the C-1 Commercial District are set forth in the Appendix.

603.000 I-1 GENERAL INDUSTRIAL DISTRICT

603.010 PURPOSE.

The purpose of the General Industrial District is to provide areas in the city which will permit industry at standards that will not impair the traffic-carrying capabilities of abutting thoroughfares and encourage development that is compatible with surrounding or abutting districts.

603.020 PERMITTED PRINCIPLE USES.

- 1) All new Industrial Development shall be permitted and further regulated. Unless otherwise provided by this ordinance, no building or land shall be used except for the following:
 - A) Building materials; storage and sales.

- B) Cartage and express facilities.
 - C) Contractors offices, shops, yards and storage facilities for plumbing, heating, glazing, painting, roofing, ventilating, air conditioning, lumber, masonry, electrical and refrigeration industries.
 - D) Garages for storage, repair and servicing of motor vehicles and farm implements.
 - E) Gasoline and bulk oil stations and distributing plants.
 - F) Highway maintenance shops and yards.
 - G) Medical, dental and optical laboratories.
 - H) Monument works.
 - I) Public service structures, including power substations, gas regulator stations, sewage disposal plants, telephone exchanger, elevated tanks, and water works.
- 2) Height, yard, lot width and lot coverage regulations shall be as permitted and regulated in the Appendix: Height, Area, Yard Regulations.

603.030 PROHIBITED USES

The following uses shall be prohibited in the I-1 District.

- 1) Manufacturing of cement, concrete, lime, gypsum or plaster.
- 2) Distillation of bone, coal, tar, petroleum, refuse, grain, or wood.
- 3) Explosive manufacture or storage.
- 4) Fertilizer manufacturing, compost or storage.
- 5) Garbage, offal, dead animals, refuses rancid fats, incineration, and glue manufacturing, size or gelative manufacturing where the processes include the refining or recover of products from animal refuse or offal.
- 6) Petroleum or asphalt refining, manufacturing or storage.
- 7) Smelting or refining of metals from ores.
- 8) Storing, curing and tanning of raw, green or salted hides or skins.
- 9) Corrosive acid manufacturing or bulk storage thereof.
- 10) Junkyards.

603.040 General Regulations

Additional regulations applicable in the I-1 Industrial District are set forth in the Appendix.

605.000 A-1 AGRICULTURE DISTRICT

605.010 PURPOSE

To provide a district, whose primary purpose is to maintain, conserve and enhance agricultural land that has historically been tilled on a continuous basis.

605.020 PERMITTED PRINCIPLE USES

The following activities shall be permitted in the A-1 District.

- 1) Dwellings.
- 2) Agricultural Uses
 - Raising crops to include but not limited to corn, beans, oats, grasses and legumes, sunflowers, wheat, and sorghum.
 - Horticulture and other similar agriculturally related uses.
- 3) Drainage systems, flood control and watershed structures and erosion control devices provided each will meet the appropriate safety laws and regulations.
- 4) Forestry and Wildlife Management Areas.
- 5) Electrical distribution lines and other essential services in accordance with Section 723.

605.030 CONDITIONAL USES

The following activities shall be permitted with a Conditional Use Permit.

- 1) Public parks.
- 2) Commercial radio and television towers and transmitters.
- 3) Campgrounds.
- 4) WECS (Wind Energy Conversion Systems).

605.040 PROHIBITED USES

The following uses shall be prohibited in the A-1 District.

- 1) The establishment and operation of a rock quarry, sand pit or gravel pit.
- 2) Feedlots

605.050 GENERAL REGULATIONS.

Additional regulations applicable in the A-1 Agricultural District are set forth in the Appendix.

Section 7 General Regulations and Performance Standards

701.000 SCOPE OF REGULATIONS.

- 1) Nonconforming Structures and Uses, all buildings erected hereafter, all uses of land or buildings established hereafter, all exterior structural alterations or relocation of existing buildings occurring hereafter, and all enlargements or additions to existing uses occurring hereafter shall be subject to all regulations of this ordinance which are applicable to the zoning districts in which the buildings, uses or land shall be located.
- 2) No application for a building permit or other permit or license, or for a certificate of zoning compliance, shall be approved by the Zoning Administrator, and no permit or license shall be issued by any other city department which would authorize the use or change in use of any land or building contrary to the provisions of this ordinance, or the erection, moving, exterior alteration, enlargement, or occupancy of any building designed or intended to be used for a purpose or in a manner contrary to the provisions of this ordinance.
- 3) No lot area shall be so reduced or diminished that the yards or other open spaces shall be smaller than prescribed by this ordinance, nor shall the density of population be increased in any manner except in conformity with the area regulations as herein provided, nor shall the area of any lot be reduced below the minimum requirements herein established except by variance granted by the Council.

702.000 NO MORE THAN ONE PRINCIPAL STRUCTURE.

In any district, no more than one principal structure may be erected on a single lot.

703.000 ACCESSORY BUILDINGS.

- 1) In case an accessory building is attached to the main building, it shall be made structurally a part of the main building, and shall comply in all respects with the requirements of this ordinance applicable to the main building. ~~An accessory building, unless attached to and made a part of the main building, shall not be closer than 12 feet to the main building.~~ Any person constructing a car port or hoop building shall get a permit from the city council before construction begins.
- 2) A detached accessory building shall not be located in any required front yard.
- 3) ~~A detached accessory building not be over one story and not exceeding 12 feet in height and shall occupy no more than 30% of the area of any side or rear yard, provided further that no detached~~ accessory building shall be placed nearer than ten feet from any side or rear lot line.

704.000 HEIGHT REGULATIONS.

The heights of all structures in the City of Canton shall not exceed those put forth in the Appendix.

705.000 YARD REGULATIONS.

The following requirements qualify or supplement, as the case may be, the district regulations appearing elsewhere in this ordinance. Measurements shall be taken from the nearest points of the wall of a building to the lot line question, subject to the following qualifications.

- 1) Corner lots. The setback requirements shall be observed on each street side of a corner lot; provided, however, that the buildable width of a lot shall not be reduced to less than ~~33~~ feet. *Center of Road*
- 2) Setbacks in certain circumstances. A total setback requirement of 300 feet shall be mandatory for all land uses handling highly explosive or inflammable materials in quantity, such as gas service stations, bulk fuel or oil dealers and similar operations, from all schools, churches, hospitals, or any public meeting place having a seating capacity of 50 or more persons.

706.000 VISION CLEARANCE.

- 1) Fences, walls in front yard. In any residence zone on any corner lot, no fence or accessory structure or planting shall rise over 2½ feet in height above the level of the public sidewalk within 20 feet of any corner, so as to interfere with traffic visibility across the corner. No fence or wall shrub planting of more than 2½ feet in height above the level of the public sidewalk shall be erected on any interior lot within ten feet of the front property line where it will interfere with traffic visible from a driveway.
- 2) Fences in side yard and rear yard. No fence or wall, other than a retaining wall, along a side or rear line of a lot in a residential zone, shall be higher than eight feet. *3' off property line unless both property owners agree on split costs. If fence is 3' off property line will side faces neighboring property.*

707.000 ESSENTIAL SERVICES.

Essential services shall be permitted as authorized and regulated by law and other ordinances of the city in any district, it being the intention hereof to exempt erection, construction, alteration, and maintenance from the application of this ordinance.

708.000 ACCESS TO STRUCTURES.

Every building hereafter erected or moved shall be on a lot adjacent to a public street or with access to an approved private street, and all structures shall be so located on lots as to provide safe and convenient access for servicing, fire protection, and required off-street parking.

709.000 SIGN REGULATIONS.

All signs hereafter erected or maintained, except official, public traffic, and street signs, shall conform with the provisions of this section and other ordinances or regulation of the city.

709.010 General provisions for all districts.

The following regulations shall apply to all signs hereinafter permitted in all districts.

- 1) Signs are not permitted within the public right-of-way or easements.
- 2) Flashing or rotating signs resembling emergency vehicles shall not be permitted in any district.
- 3) No sign shall be permitted to obstruct any window, door, fire escape, stairway or opening intended to provide light, air or access to any building or structure.
- 4) Upon notification by the City Council or Zoning Administrator that a sign is rotted, unsafe or unsightly, the owner of the sign or owner of property thereunder shall remove or repair same.
- 5) The owner, lessee or manager of any ground sign, and the owner of the land on which the same is located, shall keep grass or weeds and other growth cut, and debris and rubbish cleaned up and removed from the lot on which a sign is located.
- 6) All non-commercial signs of any size may be posted from August 1 in a state general election year until ten days following the state general election.
- 7) Rotating and/or flashing signs shall not be permitted.

709.020 Signs in residential districts.

No sign shall be erected in any R-1 or R-2 District except as follows.

- 1) A nameplate sign identifying the owner or occupant of a building or dwelling unit, provided the sign does not exceed two square feet in surface area. The sign may not be illuminated.
- 2) A sign pertaining to the lease or sale of the building or property, provided the sign does not exceed four square feet in surface area. The sign shall not be illuminated.
- 3) A temporary sign identifying an engineer, architect, contractor, or product engaged in or used in the construction of a building, provided the sign does not exceed four square feet in surface area and is removed prior to the occupancy of the building. The sign shall not be illuminated.
- 4) One identification sign not to exceed 24 square feet in surface area, displaying location information for churches, schools, hospitals, nursing homes, clubs, offices, libraries or similar use. The sign may be illuminated.
- 5) Directional, unilluminated signs not exceeding two square feet in surface area displaying directional information for churches, schools, hospitals, nursing homes, clubs, libraries or similar uses, excluding office or commercial establishments, provided that each use shall be limited to one sign per thoroughfare approach.
- 6) Public street identification signs, traffic signs, and directional signs in any parking area where the signs are necessary for the orderly movement of traffic.

709.030 Signs in Commercial Districts.

Signs may be erected in Commercial Districts subject to the following provisions.

- 1) The total surface area of all commercial signs on a lot shall not exceed two square feet per lineal foot of lot frontage, or 10% of the building frontage area, or 75 square feet in area, whichever is greater. Signs may be illuminated.
- 2) Advertising sign structures shall be limited to one for a lot of 100 foot frontage or less, and to only one for each additional 100 feet of additional lot frontage.
- 3) An advertising structure may not contain more than two signs per facing, nor exceed 55 feet in total length.
- 4) No advertising sign may be erected within 100 feet of an adjoining Residential District.
- 5) For corner lots, the frontage used to determine allowable sign area shall be the least dimension along a street, but an equivalent sign area shall be allowed facing the intersecting street.
- 6) No sign shall project higher than six feet above the height of the building, or 32 feet above the average grade at the building line, whichever is greater.
- 7) Signs painted on a building shall be governed by the square footage limitations specified above. Such signs shall be maintained in good condition and shall be repainted, removed, or painted out when, in the opinion of the Council and/or Zoning Administrator, they are not so maintained.
- 8) Where a sign is illuminated, the source of light shall not be visible from any public right-of-way, and the light shall be directed away from any Residential District.
- (9) No signs shall project more than one foot perpendicular to the building.

709.040 Signs in the I-1 General Industry District.

Signs may be erected in the I-1 Districts subject to the same provisions found in the C-1 District.

710.000 EXTRACTION OF MATERIALS AND MINERALS.

There shall be no commercial or industrial extraction of materials and minerals within the boundaries of the City of Peterson.

711.000 LANDSCAPING, LIGHTING, STORAGE AND OUTDOOR DISPLAYS.

1) Landscaping.

All exposed ground areas surrounding or within a principal or accessory use, including street boulevards, which are not devoted to drives, sidewalks, patios, or other such uses, shall be landscaped with grass, shrubs, trees, or other ornamental landscaped materials. All landscaped areas shall be kept neat, clean and uncluttered. No landscaped area shall be used for the parking of vehicles or the storage or display of materials, supplies or merchandise.

2) Lighting.

All sources of artificial light situated in a Commercial or Industrial District site shall be so fixed, directed, designed or sized that the sum total of their illumination will not increase the level of illumination on any nearby residential property. Glare, whether direct or reflected, as differentiated from general illumination, shall not be visible from beyond the limits of the immediate site from which it originates.

3) Storage; displays.

All materials, supplies, merchandise or other similar matter not on display for a direct sale, rental or lease to the ultimate consumer or user shall be stored within a completely enclosed building within the Commercial or Industrial District, or within the confines of a 100% opaque wall or fence not less than eight feet high. Merchandise which is offered for sale as described above may be displayed beyond the confines of a building in the Commercial and Industrial Districts, but the area occupied by the outdoor display shall not constitute a greater number of square feet than 10% of the ground floor area of the building housing the principal use, unless the merchandise is of a type customarily displayed outdoors, such as garden supplies. No storage of any type shall be permitted within the one-half of the required front or side street setback nearest the street.

712.000 PERFORMANCE STANDARDS.

In order to insure compliance with the performance standards set forth below, the City Council may require the owner or operator of any permitted use to have made any investigations or tests as may be required to show adherence to the performance standards. Any investigation or tests as are required shall be carried out by an independent testing organization selected by the city. Any investigations or testing shall be ordered by the owner or operator. The cost of same shall be shared equally by the owner or operator and the city, unless the investigation or tests disclose noncompliance with the performance standards, in which situation the entire cost shall be paid by the owner or operator.

The performance standards are as follows:

- 1) Noise. No person shall generate noise at any level that is offensive to neighbors or other people living or residing in the City of ~~Minneapolis~~ *London*.
- 2) Odors. No odors shall be detectable beyond the limits of the property.
- 3) Exterior lighting. Any lights used for exterior illumination shall direct light away from adjoining property. Glare, whether direct or reflected, such as from floodlights, spotlights, or high-temperature processing, and as differentiated from general illumination, shall not be visible the limits of the property.
- 4) Vibration. No vibration shall be discernible at any property line to the human sense of feeling for an accumulated total of three or more minutes during any hour.
- 5) Smoke. The emission of smoke shall be regulated in accordance with the provisions of the Minnesota Pollution Control Agency.
- 6) Dust. The emission of dust shall be regulated in accordance with the provisions of the Minnesota Pollution Control Agency.

- 7) Fumes or gases. Fumes or gases shall not be emitted at any point in concentrations or amounts that are noxious, toxic or corrosive.
- 8) Sewer and water. The design and construction of water supply facilities and treatment of all sewage and waste water shall comply with the city, county and state health standards and requirements.

713.000 Campgrounds

713.020 Recreational Camping Vehicles. (RCV)

Recreational camping vehicles shall be subject to the provisions of this ordinance.

1) Recreational Camping Vehicles (RCV):

- A) Must have current licenses plates attached at all times for highway use;
 - B) Must be highway ready at all times meaning the wheels and hitch (if constructed with a hitch) must be left on the RCV at all times.
 - C) RCV may not be parked on a street for more than 2 consecutive days.
 - D) RCV's may not be used as dwelling unless parked in an established campground.
 - E) No RCV requiring a special permit to move on the highway may be located in a campground.
- #### **2) Allowable areas for placement of Recreational Camping Vehicles:**
- A) Recreational Camping Vehicles may be parked in a side or rear lot
 - B) Existing commercial recreational vehicle parks or campgrounds.

714.000 Nuisances

714.010 Identification and Abatement

The following nuisances are recognized as injurious to public health, safety and the general welfare of the citizens of the City of Canton.

1. Diseased Trees. Diseased or damaged trees are dangerous to persons and property in the vicinity. At the direction of the city council they must be removed.
2. Diseased Animals Running at Large. Diseased animals running at large are a threat to public safety. The owners (if known) must remove them from public access. In the event the owners cannot be identified, said animals shall be captured and disposed of in a humane way at the direction of the city council.
3. Exposed accumulations of decaying food matter, vegetable matter, animal manure and carcasses, and garbage cans that are not rodent and odor tight. Any nuisance that attracts rodents must be abated immediately upon receiving a letter from the city council.

4. Noxious weeds and other rank plant growth on public or private lands. The city council shall notify the offending land owner and allow 5 days to remove said growth of rank plants or noxious weeds. Failure to comply shall be grounds for enforcement.
5. Dense smoke or noxious fumes. Dense smoke or noxious fumes are a threat to all persons and especially those with respiratory problems. All persons creating dense smoke or noxious fumes must notify the local fire chief and take immediate steps to terminate the problem.
6. Accumulations of ice and snow on public sidewalks. All land owners in the city must keep their sidewalks clear of ice and snow. The landowner shall have 24 hours from the conclusion of a snow or ice event to remove the ice and snow from the sidewalks.
7. No hedge, tree, shrub, or other obstacle shall be allowed that will impair the vision of travelers and road signs in the City of ~~Durham~~
Canton.
8. Loud noises. Loud noises audible from a land owner's property line shall be prohibited. Any land owner who allows loud noises to go beyond his or her property line shall be guilty of a gross misdemeanor. Loud parties shall be controlled by the land owner. Any landowner who fails to control loud party noise shall be guilty of a gross misdemeanor.
9. Car bodies or used appliances are an attractive nuisance for children and are prohibited. Upon notification by the city council, all car bodies and used appliances shall be removed from the land owners property and properly disposed of.
10. No person shall operate a piece of power equipment such as a chainsaw, lawn mower, or hedge clipper after 10 pm and before 6 am.
11. No person shall store on their residential lot, any material that is commercial or industrial in nature.
12. All vehicles parked on a residential lot must have current licenses, be in operating order, and road worthy. All inoperable automobiles must be removed from a residential lot upon written notice from the city council.
13. All buildings in the city shall be maintained in a neat, well maintained condition. Any building that is deteriorating or posing a threat of toppling or falling down or parts of the structure breaking free of the structure shall be repaired or removed.

714.020 Enforcement

All violators of this section shall be notified in writing of the violation they have committed. The notice shall describe the violation, and what course of action the violating landowner shall take to come back into compliance with this ordinance.

If the violating landowner fails to take action to correct the violation, the city shall bring charges against said violator. If the city determines that said violation is a threat to the community's health, safety and general welfare, the city may abate the nuisance and charge the landowner for all expenses. The violator shall pay the city for all expenses incurred in abating the nuisance.

SECTION 8

Separability, Supremacy and Effective Date

800.010. Separability

Every section, provision, or part of this Ordinance or any permit issued pursuant to this Ordinance is declared separable from every other section, provision or part thereof to the extent that if any section, provision or part of this Ordinance or any permit issued pursuant to this Ordinance shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision or part thereof.

800.020 Supremacy

When any condition imposed by any provision of this Ordinance on the use of land or buildings or on the bulk of buildings is either more restrictive or less restrictive than similar conditions imposed by any provision of any other community ordinance or regulation, the more restrictive conditions shall prevail.

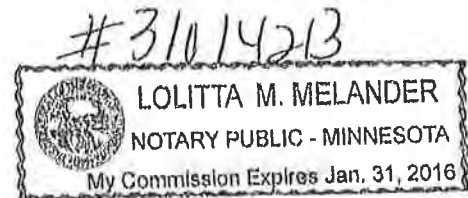
This Ordinance is not intended to abrogate any easements, restrictions or covenants relating to the use of land or impose on lands within the community by private declaration or agreement, but where the provisions of this Ordinance are more restrictive than any such easement, restriction or covenant or provision of any private agreement, the provisions of this Ordinance shall prevail.

801.03. Effective Date

This Ordinance shall be in full force and effect from and after its passage and approval as provided by law. Passed and approved this 4th day of April, 2012 by the Canton City Council.

Mayor, City of Canton: Donivae Johnson

City Clerk, City of Canton: Lolly Melander



APPENDIX: HEIGHT, AREA AND YARD REGULATIONS

Setbacks, Area, and Height in each District.

District	Front Yard	Side Yard	Rear Yard	Minimum Area	Max Height	Max. % lot coverage
R-1	30 33	10	10	2500 500 sq. ft.	35 50	30
C-1	30 33	10	10	2500 sq. ft.	35 50	75
I-1	20	20	20	40,000 sq. ft.	35 50	50
A-1	40	10	10	2.5 Acres	70 70	25

off center of Road

From current employee handbook

PAY PLAN

ESTABLISHMENT OF THE PAY PLAN

The City Council shall be responsible for presenting a uniform and equitable pay plan that shall consist of minimum and maximum rates of pay. The pay plan shall reflect an equitable relationship among the job classifications and shall be made after review of comparable worth points and the prevailing wage rate for comparable work in other public and private businesses.

ADMINISTRATION OF PLAN

New Employees: Generally, all new employees shall be hired at the minimum rate of pay in the appropriate classification unless their qualifications or other circumstances warrant placement at an advanced rate of pay. The City Council shall consider such action if it is to the benefit of the City.

Employees, whose starting salary is at the minimum of the range, shall advance to the top of the range at intervals no longer than the preceding schedule, assuming they receive a satisfactory personnel evaluation.

Date: _____

CITY OF CANTON
SALARY SCHEDULE

From current employee handbook

REGULAR EMPLOYEES
(Full-Time and Part-Time)
HOURLY RATES

Steps	A 85%	B 90%	C 95%	D 100%	E 105%	F 110	G 115%	H 120%
Grade 1	\$10.000	\$10.500	\$11.025	\$11.576	\$12.155	\$12.763	\$13.401	\$14.071
2	\$7.500	\$7.875	\$8.269	\$8.682	\$9.116	\$9.572	\$10.051	\$10.553
3	\$5.500	\$5.775	\$6.064	\$6.367	\$6.685	\$7.020	\$7.371	\$7.739
4	\$5.000	\$5.250	\$5.513	\$5.788	\$6.078	\$6.381	\$6.700	\$7.036

Grades

Grade 1: Clerk/Treasurer, Public Works Supervisor

Grade 2: Deputy-Clerk/Treasurer, Liquor Store Manager

Grade 3: Part-Time Liquor Store Lead Clerk

Grade 4: Part-Time Liquor Store Retail Clerk, Part-Time Maintenance Worker

Steps

Step A: starting wage

Step B: eligible after 6 months

Step C: eligible after 1 year

Step D: eligible after 2 years

Step E: eligible after 4 years

Step F: eligible after 6 years

Step G: eligible after 8 years

Step H: eligible after 10 years

Lolly Melander Wage History

1/5/2004 Hire Date	No record of starting wage
1/1/2005	\$12.00
1/1/2007	\$15.41
6/1/2007	\$17.12 *Last hourly rate noted on timesheets/inconsistent rates began being applied
1/1/2010	Began paying herself a monthly salary of \$2,721.25 regardless of hours worked
1/1/2012	Began paying herself a monthly salary of \$4,284.00 regardless of hours worked
1/1/2013	Began paying herself a monthly salary of \$4,555.36 regardless of hours worked
7/16/2017	\$27.05 *Notation of "MN Pay Equity"
1/1/2019	\$28.05

Jon Nordsving Wage History

3/19/2003 Hire Date	\$10.00
9/1/2003	\$10.50
1/1/2005	\$11.25
3/1/2005	\$12.00
10/1/2005	\$14.00
1/1/2007	\$16.00
3/16/2007	\$16.48
1/1/2009	\$17.00
1/16/2009	\$18.00
1/1/2010	\$21.32
1/1/2012	\$23.06
1/1/2013	\$25.06
9/16/2013	\$30.06
1/1/2017	\$30.05 *Notation of "MN Equal Pay" on timesheet
1/1/2020	\$30.53 *Council approved 1.6% COLA increase
1/1/2021	\$30.93 *Council approved 1.3% COLA increase

Jim Davis Wage History

4/16/2014 Hire Date	\$15.00
1/1/2020	\$16.00 *Council approved \$1 increase for years of service and no wage adjustment
1/1/2021	\$16.21 *Council approved 1.3% COLA increase

Brock Bergey Wage History

6/25/19 Hire Date	\$21.00
1/1/2020	\$21.34 *Council approved 1.6% COLA increase
1/1/2021	\$21.62 *Council approved 1.3% COLA increase

Proposed plan from DDA HR

City of Canton, Minnesota
NEW Pay Plan Calibrated for 2022 Wages

% of Bench Avg > 86%
New Min 100%
New Max 100%

	Steps								
	89.50%	92.00%	94.50%	97.00%	100.00%	103.00%	106.00%	108.50%	111.00%
Grade	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>1</u>	<u>\$18.44</u>	<u>\$18.95</u>	<u>\$19.47</u>	<u>\$19.98</u>	<u>\$20.60</u>	<u>\$21.22</u>	<u>\$21.84</u>	<u>\$22.35</u>	<u>\$22.87</u>
<u>2</u>	<u>\$19.73</u>	<u>\$20.28</u>	<u>\$20.83</u>	<u>\$21.38</u>	<u>\$22.04</u>	<u>\$22.70</u>	<u>\$23.36</u>	<u>\$23.92</u>	<u>\$24.47</u>
<u>3</u>	<u>\$21.90</u>	<u>\$22.51</u>	<u>\$23.12</u>	<u>\$23.73</u>	<u>\$24.47</u>	<u>\$25.20</u>	<u>\$25.93</u>	<u>\$26.55</u>	<u>\$27.16</u>
<u>4</u>	<u>\$23.21</u>	<u>\$23.86</u>	<u>\$24.51</u>	<u>\$25.16</u>	<u>\$25.93</u>	<u>\$26.71</u>	<u>\$27.49</u>	<u>\$28.14</u>	<u>\$28.79</u>

Impact to 2022 Budgets

Employee	Current Wage	Proposed 2022 Step 1	Increase	Proposed 2022 Step 2	Increase	Proposed Annual Difference	2022 Impact to General Fund	2022 Impact to Water Fund	2022 Impact to Sewer Fund
Bergey	\$20.62	\$23.21	\$2.59	\$23.86	\$0.65	\$2,441.97	\$1,831.48	\$305.25	\$305.24
Davis	\$16.21	\$18.44	\$2.23	\$18.95	\$0.51	\$2,709.54	\$2,709.54	\$0.00	\$0.00
Kerns	\$15.00	\$19.73	\$4.73	\$20.28	\$0.55	\$4,389.07	\$877.81	\$1,755.63	\$1,755.63
						\$9,540.58	\$5,418.83	\$2,060.88	\$2,060.87

Proposed 2022 Step 2 to occur on employee's anniversary date	
Bergey	6/25
Davis	4/16
Kerns	1/5

<u>Position</u>	<u>Quarter 1 Current Gross Pay</u>	<u>Quarter 1 Proposed Gross Pay</u>	<u>Gross Pay Adjustment</u>	<u>Percentage Change</u>
Clerk	\$7,075	\$7,595	\$520	7.3%
Deputy Clerk	\$2,711	\$3,623*	\$912	33.6%
Public Works Director	\$15,805	\$15,805	NA	NA
Public Works Maintenance	\$4,540	\$5,026	\$486	10.7%
	\$30,131	\$32,049	\$1,918	6.3%

*Deputy clerk proposed pay includes Grade 2 pay as of 1/5/22 for anniversary date.

Employee Wage Comparison of Neighboring Cities

City Clerk/Administrator position hourly wages

Canton current:	\$21.62
Harmony current:	\$33.59 (+\$11.97)
Lanesboro current:	\$39.77 (+\$18.15)
Mabel current:	\$29.00 (+\$7.38)
Study high wage:	\$45.78/Preston (+\$24.16)
Study low wage:	\$15.69/Ostrander (-\$5.93)
Former Canton clerk:	\$28.05 (+\$6.43)
Proposed Step 1 wage:	\$23.21 (+\$1.29)

Deputy Clerk position hourly wages

Canton current:	\$15.00
Harmony current:	\$22.49 (+\$7.49)
Lanesboro current:	\$21.04 (+\$6.04)
Mabel current:	\$16.00 (+\$1.00)
Study high wage:	\$25.83/Preston (+\$10.83)
Study low wage:	\$16.00/Mabel (-\$1.00)
Proposed Step 1 wage:	\$19.73 (+\$4.73)

Public Works Director position hourly wages

Canton current:	\$30.93
Harmony current:	N/A
Lanesboro current:	\$24.55 (-\$6.38)
Mabel current:	\$32.01 (+\$1.08)
Study high wage:	\$41.61/Preston (+\$10.68)
Study low wage:	\$21.01/Claremont (-\$9.92)
Proposed Step 1 wage:	None (Wage "frozen" under proposal)

Public Works Maintenance Worker position hourly wages

Canton current:	\$16.21
Harmony current:	\$19.65 to \$24.75 (+\$3.44 to +\$8.54)
Lanesboro current:	\$20.64 (+\$4.43)
Mabel current:	\$28.61 (+\$12.40)
Study high wage:	\$28.61 (+\$12.40)
Study low wage:	\$15.00/Rushford Village (-\$1.21)
Proposed Step 1 wage:	\$18.44 (\$+2.23)

Employee Wage Comparison of Similar Populated Cities

City Clerk/Administrator position hourly wages

Canton current:	\$21.62
Fountain current:	\$22.18 (+\$0.56)
Hokah current:	\$28.96 (+\$7.34)
Wykoff current:	\$23.13 (+\$1.51)
Proposed Step 1 wage:	\$23.21 (+\$1.29)

Deputy Clerk position hourly wages

Canton current:	\$15.00
Fountain current:	N/A
Hokah current:	N/A
Wykoff current:	\$20.56 (+\$5.56)
Proposed Step 1 wage:	\$19.73 (+\$4.73)

Public Works Director position hourly wages

Canton current:	\$30.93
Fountain current:	\$23.79 (-\$7.14)*
Hokah current:	\$30.00 (-\$0.93)
Wykoff current:	\$26.79 (-\$4.14)
Proposed Step 1 wage:	None (Wage "frozen" under proposal)

Public Works Maintenance Worker position hourly wages

Canton current:	\$16.21
Fountain current:	\$16.22 (+\$0.01)
Hokah current:	\$23.00 (+6.79)
Wykoff current:	\$18.42 (+\$2.21)
Proposed Step 1 wage:	\$18.44 (\$+2.23)

*The City of Fountain contracts with MMS Environmental for management of its WWTF, at a cost of \$5,100 per month or \$61,200 a year. The City's public works director does not have a wastewater license.



TO: Canton City Council
FORM: Nethercut Schieber PA
DATE: 04/08/22
SUBJECT: City Employee Compensation

Brock requested I look at the materials shared with the council regarding city employee compensation and add some legal context to the discussion. I'll share some comments for consideration in the paragraphs that follow.

To preface, I'll note that it is up to the council to approve employee compensation. State law does not specify what compensation should be for any given position, however, there are some guard rails in place that are intended to keep public employee compensation reasonable and fair.

First, Minn. Stat. § 471.993 requires a city to assure:

1. Compensation for positions bear reasonable relationship to one another;
2. Compensation for positions bear reasonable relationship to similar positions outside of the city; and
3. Compensation for positions in the city bear reasonable relationship among related job classes among various levels within the same occupational group.

In short, even though the State of MN does not determine what cities must pay employees, they require their pay be reasonably similar to what other employees in similar roles are paid in other communities. It is left to the City Council to determine what is reasonably similar.

How would the City find out what other communities are paying their employees? You would either have to undertake an internal investigation (call up specific communities and ask) or hire a third party to in effect do the same thing. I am not aware of any outside publication, database, or resource that we could simply look at to learn this information.

Secondly, the State of MN has rules in place that govern pay equity. These rules are in place to guard against unfair compensation between men and women who are otherwise performing similar work.

These couple of requirements support the goal of having a thoughtful and up-to-date compensation plan. Other good reasons to have a thoughtful and up-to-date compensation plan would be for more practical reasons—employee recruitment and retention.

From the materials shared, it appears the current pay schedule is lacking in one additional facet—it still references \$5.00/hr. as a starting wage, which is illegal at this point since minimum wage in Minnesota is above \$10.00/hr.

I would concur with anyone who suggests the City would benefit from an updated compensation plan or schedule for the reasons cited above. Additionally, the schedule should be reviewed every year or two to make certain it stays current and competitive.

It seems that common practice among local communities is to use a "step schedule pay plan." The theory behind this pay plan is that as employees gain experience and become better and more effective and efficient at their job, their pay increases as they climb the steps. Generally, the steps are spread out over approximately 10 years so that after 10 years in their position, the pay tops out. It would be typical to move an employee up a step at various benchmarks based on their longevity and experience. Additionally, cities will frequently choose to do a cost-of-living increase to the entire wage scale on an annual basis to keep the wages competitive. The cost-of-living adjustment would generally benefit all employees whereas the step increase may only benefit newer employees. There are variations in how cities can do this. Some may focus more on a "merit" pay system, which is possible but requires some additional evaluation and effort on the part of the City Council.

If folks agree the existing schedule is out-of-date or entirely irrelevant, then the council must decide how to create a new plan. I understand an outside consultant put forward a proposal based on his study. One option is to adopt that proposal as presented. If there are facets of that proposal that are not agreeable, then perhaps it would still work well as a starting point and the council could modify anywhere it needs specific modification.

**DDA****Human Resources, Inc.**
a David Drown Associates Company

Minneapolis Office:
5029 Upton Ave. South
Minneapolis, MN 55410
(612) 920-3320 xtn 114 | fax (612) 605-2375
www.ddahumanresources.com

March 23, 2022

Brock Bergey
City of Canton, MN
Clerk/Treasurer

Dear Mr. Bergey,

From our conversation, I understand there is some concern among City Council members on the Study, the data contained within and why the Study is necessary.

Why do cities engage DDA HR in conducting these studies? One of the first reasons is that jobs evolve, duties change, and job descriptions become inaccurate over time. Keeping this information up to date helps the city stay in compliance with various statutes, including MN Pay Equity. DDA HR, during this study, provided a more effective way to evaluate jobs, using the JET method and updated job descriptions. This method evaluates jobs using 7 factors and would make it very likely that the City would pass the compliance test in Pay Equity.

As to the market, DDA HR worked with you and confirmed with the Council on cities that would be most comparable to Canton. We then gathered the salary information from the League of MN Cities or rosters from the cities themselves. We then matched the positions within the peer cities to those within Canton and reviewed those matches for accuracy.

Obtaining accurate market information is critical as retention is becoming a major issue for public sector institutions at every level of government. Knowing what the market rate is for positions is needed for retention and recruitment of key employees. DDA has found that when an organization is able to offer a market competitive rate that retention increases by up to 30%. In addition, there is less disruption in the budget when you do not have to account for unexpected increases in salary due to turnover.

It is the prerogative of the Council to disregard the findings of the Study. However, by doing so you run the risk of sending a message to the existing staff that they are not being valued (even if they were not the ones who initiated the request for the study) and an increase in turnover due to dissatisfaction. In addition, there is a risk of noncompliance with the MN Pay Equity law, which could result in the loss of state funding. Another risk is if an employee files a grievance, under the current system you could easily lose the case. An arbitrator would see that there are no defined criteria for the positions nor for how they are paid and rule against you quickly.

Addressing the Compensation System now allows you to be proactive in dealing with any potential issues, align with the market more effectively and help to retain the employees you have currently. Adopting the plan provides almost no downside, other than some additional cost, and significant positive opportunities.

Please let me know if you have any questions.

Sincerely

Mark Goldberg, Principal Consultant
DDA Human Resources, Inc.
markg@daviddrown.com

Funding option to implement proposed pay structure

	2022 Budgeted Wages	Built-in Increase	Needed for Proposal
General Fund	\$29,771.00	\$2,296.00	\$3,123.00
Water Fund	\$25,428.00	\$980.00	\$1,081.00
Sewer Fund	\$30,386.00	\$530.00	\$1,531.00
			\$5,735.00

General Fund

- 1) Reduce General Government Repairs/Maintenance budget by \$2,500 (from \$8,500 to \$6,000)
 - * Delay carpet replacement at town hall (front entrance area and stage)
 - * Delay interior wall improvements to town hall entrance area

- 2) Eliminate Park & Rec budget of \$1,000

- * No immediate park/rec purchases planned for 2022

Water Fund

- * No expenditures to cut

Sewer Fund

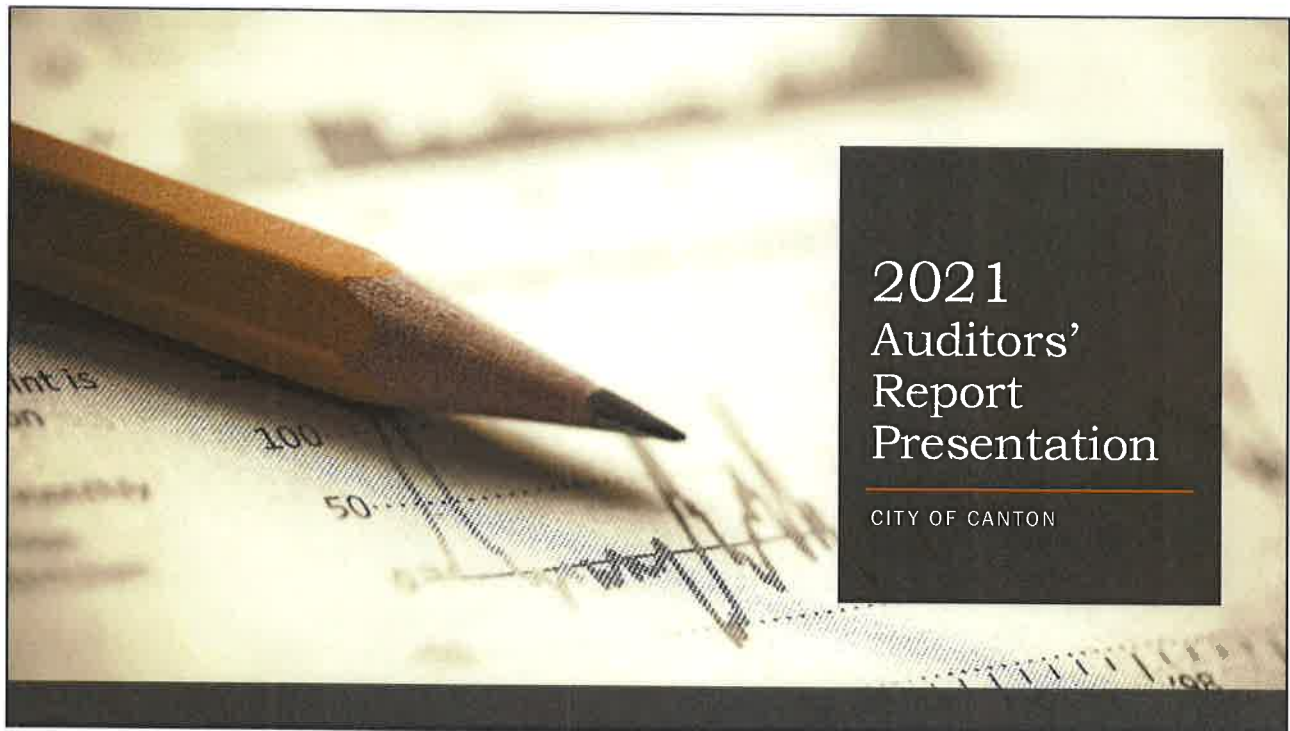
- * No expenditures to cut
- * Will have additional funds available after CD redemption

Conflict resolution services through League of Minnesota Cities



Aimee Gourlay, JD is the Collaboration Services Manager for the League of Minnesota Cities Insurance Trust. She has helped organizations resolve disputes, solve problems, and manage conflict for more than thirty years. Her specialties include understanding systemic roots of conflict and supporting people to communicate across worldviews. She is well known for facilitating processes that involve high emotions and multiple stakeholder groups. Her work for the League includes conflict assessments, consulting, and facilitation and mediation to help cities manage risk. Before joining the League, Aimee worked on many public issues: land use, watershed management, nonprofit organizations and teams within state and local government, systemic racial discrimination claims, allocation of public resources, legislative policy making dialogue, and environmental permitting. She is also a Senior Fellow at the nationally ranked Dispute Resolution Institute at Mitchell Hamline Law School, teaching Negotiation and Mediation skills courses

- No costs for member cities
- Three areas identified as key areas for improvement:
 - Moving on from Lolly Melander's criminal activity and administrative oversights
 - Meeting management (councilmember roles/responsibilities, preparedness, policy/procedure, etc.)
 - Interpersonal relationships between councilmembers and city staff
- First step: One-on-one assessments with councilmembers and city staff



HAWKINS | ASH CPAs

In our opinion, the accompanying financial statements present fairly, in all material respects, the balances arising from cash transactions for governmental funds and proprietary funds of the City of Canton, as of December 31, 2021, and the cash receipts and disbursements, changes in cash fund balances and net cash position, and, where applicable, cash flows for the year then ended, in accordance with the financial reporting provisions of the State of Minnesota Office of the State Auditor as discussed in Note 1.

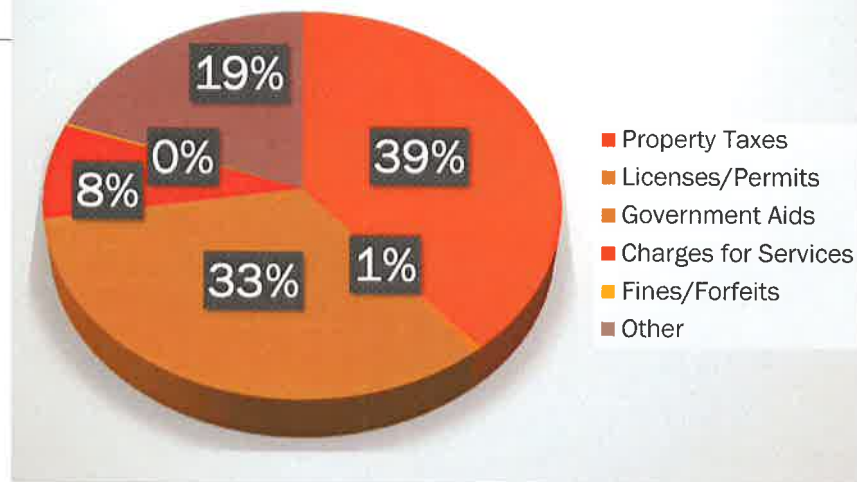
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CITY OF CANTON, MINNESOTA
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
GOVERNMENTAL FUNDS
DECEMBER 31, 2021

	Major Funds		Nonmajor Fund	Total
	General Fund	Fire Department	Milton Fund	Governmental Funds
ASSETS				
Cash & Cash Equivalents	\$ 198,445	\$ 33,042	\$ 1,262	\$ 232,749
Certificates of Deposit	236,806	-	21,592	258,398
Notes Receivable	5,000	-	-	5,000
TOTAL ASSETS	\$ 440,251	\$ 33,042	\$ 22,854	\$ 496,147
CASH FUND BALANCES				
Assigned	\$ -	\$ 33,042	\$ 22,854	\$ 55,896
Unassigned	440,251	-	-	440,251
TOTAL CASH FUND BALANCES	\$ 440,251	\$ 33,042	\$ 22,854	\$ 496,147

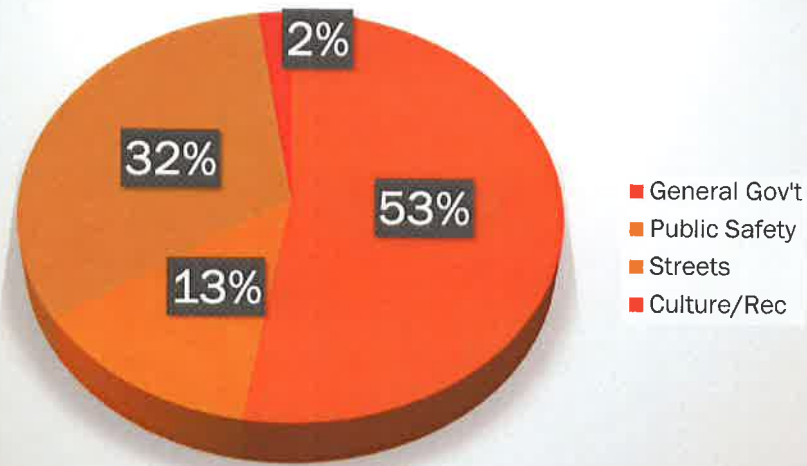
Hawkins Ash 2021 Financial Statements: Page 6

General Fund 2021 Cash Receipts



Hawkins Ash 2021 Financial Statements: Page 7

General Fund 2021 Disbursements



Hawkins Ash 2021 Financial Statements: Page 8

General Fund 2021 Change in Cash Fund Balance

Total Receipts	\$314,152
Total Disbursements	\$258,850
Net Change in Cash Fund Balances	\$55,302

Beginning Cash Fund Balance
\$384,949



Ending Cash Fund Balance
\$440,251

Hawkins Ash 2021 Financial Statements: Pages 7 & 8

Proprietary Funds 2021 Changes in Net Cash Position

WATER FUND

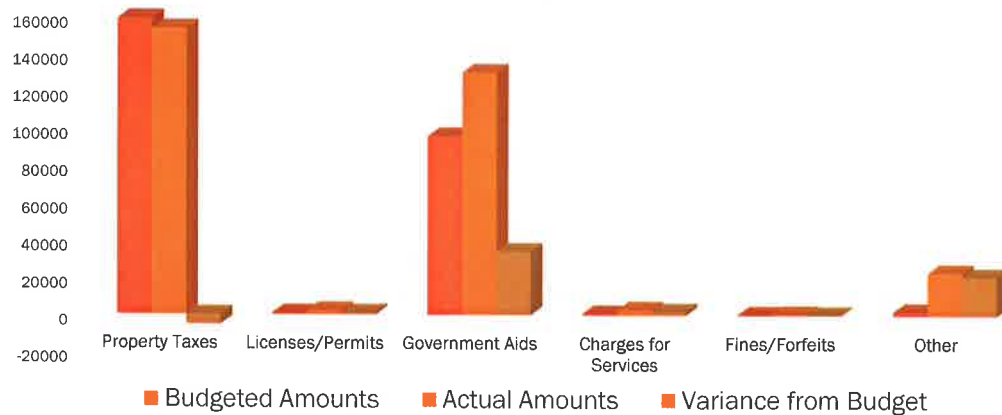
OPERATING INCOME	\$82,190
NON-OPERATING INCOME	\$414
OPERATING EXPENSES	\$82,254
NON-OPERATING EXPENSES	\$15,696
CHANGE IN NET POSITION	-\$15,346

SEWER FUND

OPERATING INCOME	\$72,247
NON-OPERATING INCOME	\$349,871
OPERATING EXPENSES	\$59,865
NON-OPERATING EXPENSES	\$348,880
CHANGE IN NET POSITION	\$13,373

Hawkins Ash 2021 Financial Statements: Page 10

General Fund – Receipts 2021 Budgetary Comparison Schedule



Hawkins Ash 2021 Financial Statements: Page 16

General Fund – Disbursements 2021 Budgetary Comparison Schedule

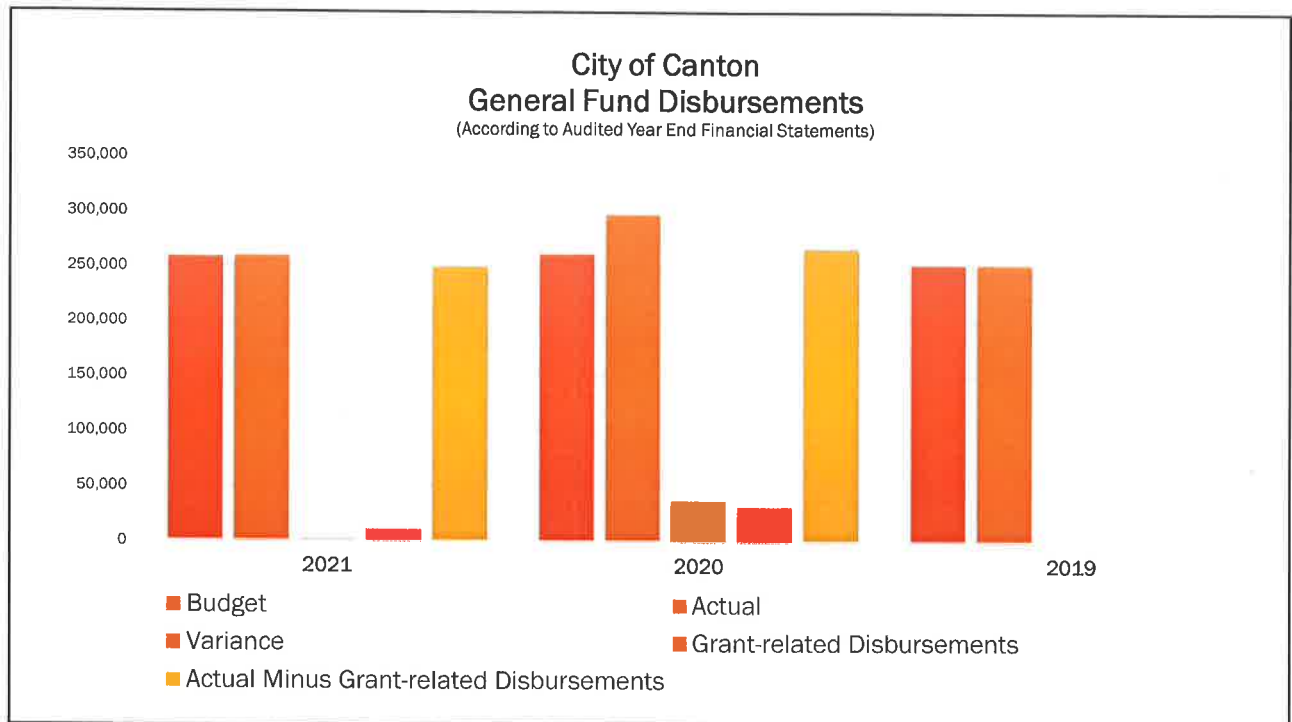
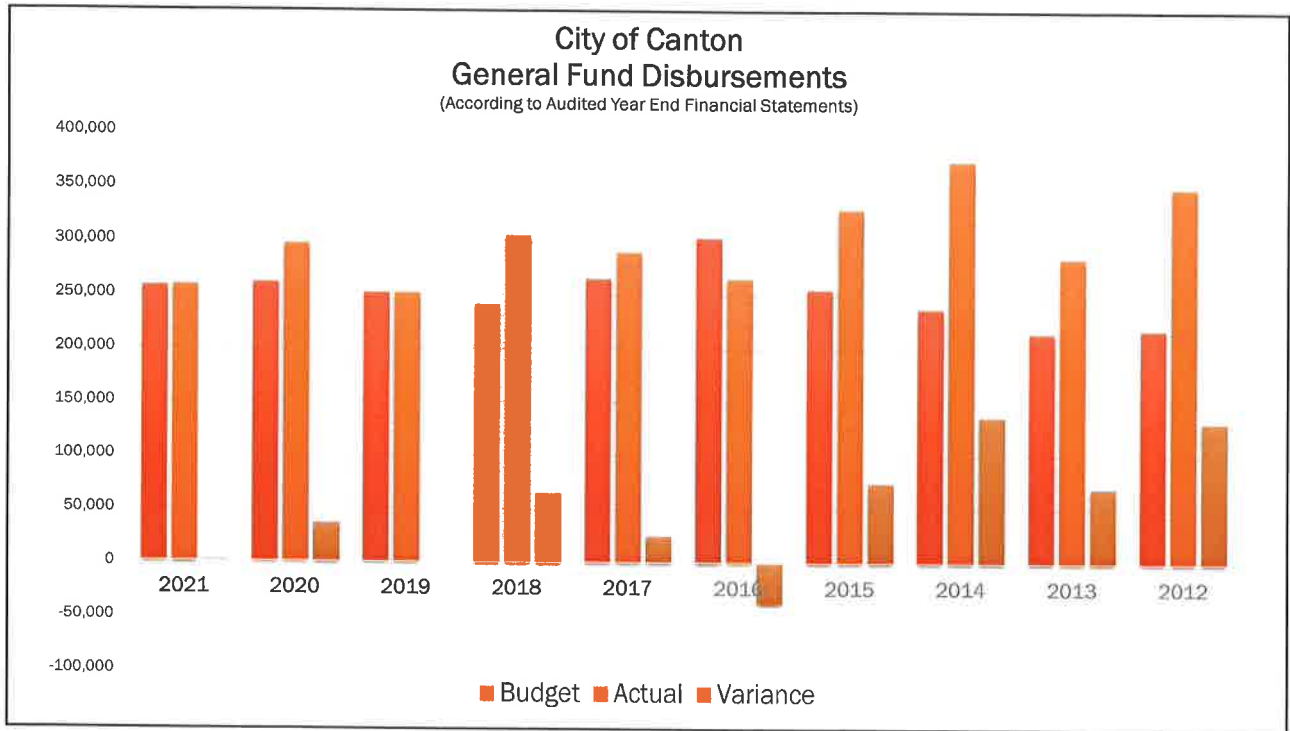


Hawkins Ash 2021 Financial Statements: Page 17

2021 Schedule of Indebtedness

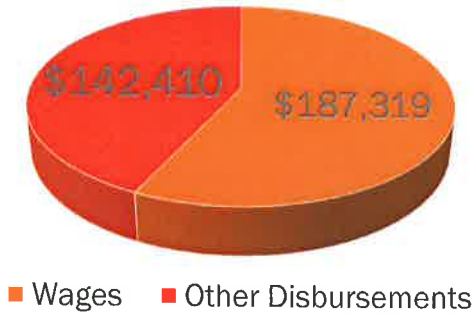


Hawkins Ash 2021 Financial Statements: Page 18

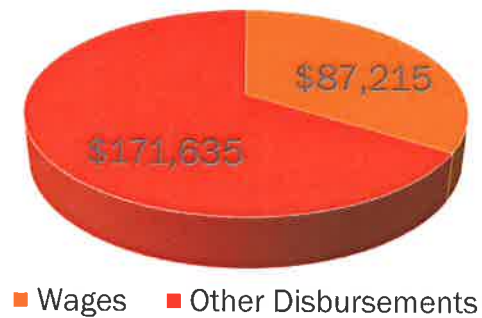


City of Canton General Fund Disbursements

For Year Ended December 31, 2015
(According to Audited Financial Statements)



For Year Ended December 31, 2021
(According to Audited Financial Statements)



Questions?

2019 – 2021 financial reports available on
cantonmn.com/citygovernment



City of Canton
***Expenditure Guideline©**

04/07/22 8:58 AM

Page 1

Current Period: April 2022

		2022	2022	April	Enc	2022	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
SEWER FUND							
General Government (GENERAL)							
Active	E 602-41000-100 Wages and Salari	\$30,386.00	\$8,131.73	\$1,033.93	\$0.00	\$22,254.27	26.76%
Active	E 602-41000-121 PERA	\$1,913.00	\$521.79	\$70.80	\$0.00	\$1,391.21	27.28%
Active	E 602-41000-122 FICA	\$2,325.00	\$622.14	\$79.10	\$0.00	\$1,702.86	26.76%
Active	E 602-41000-200 Office Supplies (\$2,000.00	\$729.38	\$0.00	\$0.00	\$1,270.62	36.47%
Active	E 602-41000-208 Training and Instr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-210 Operating Supplie	\$7,500.00	\$237.17	\$0.00	\$0.00	\$7,262.83	3.16%
Active	E 602-41000-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-213 Lubricants and Ad	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-216 Chemicals and C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-217 Other Operating S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-220 Repair/Maint Sup	\$20,000.00	\$10,177.00	\$0.00	\$0.00	\$9,823.00	50.89%
Active	E 602-41000-221 Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-223 Building Repair S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-227 Utility Maint Suppl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-228 Other Repair Sup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-240 Small Tools and	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-302 Architects Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-303 Engineering Fees	\$0.00	\$14,900.00	\$0.00	\$0.00	-\$14,900.00	0.00%
Active	E 602-41000-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-306 Personal Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-307 Management Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-308 Instructor s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-309 EDP, Software an	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-310 Other Professiona	\$0.00	\$22,338.58	\$0.00	\$0.00	-\$22,338.58	0.00%
Active	E 602-41000-320 Communications (\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 602-41000-321 Telephone	\$0.00	\$117.45	\$0.00	\$0.00	-\$117.45	0.00%
Active	E 602-41000-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-330 Transportation (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-331 Travel Expenses	\$0.00	\$149.76	\$0.00	\$0.00	-\$149.76	0.00%
Active	E 602-41000-350 Print/Binding (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-351 Legal Notices Pub	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-352 General Notices a	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-353 Ordinance Public	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-360 Insurance (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-361 General Liability l	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-362 Property Ins	\$2,700.00	\$3,570.00	\$0.00	\$0.00	-\$870.00	132.22%
Active	E 602-41000-382 Water Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-385 Sewer Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-400 Repairs & Maint C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-401 Repairs/Maint Bul	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-402 Repairs/Maint Str	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-403 Improvements Ot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-404 Repairs/Maint Ma	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-405 Depreciation (GE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-410 Rentals (GENER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-411 Land Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-412 Building Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-413 Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

City of Canton
***Expenditure Guideline©**

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Page 2

Current Period: April 2022

		2022 YTD Budget	2022 YTD Amt	April MTD Amt	Enc Current	2022 YTD Balance	% of YTD Budget
Active	E 602-41000-416 Machinery Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-430 Miscellaneous (G	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-41000-431 Cash Short	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-433 Dues and Subscri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-500 Capital Outlay (G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-510 Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-520 Buildings and Stru	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-530 Improvements Ot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-540 Heavy Machinery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-560 Furniture and Fixt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-570 Office Equip and	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-590 Capital Outlay Bo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-599 Leasehold Improv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-601 Debt Srv Bond Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-602 Other Long-Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-603 Short-Term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-604 SEWER REFINA	\$6,637.00	\$6,636.67	\$0.00	\$0.00	\$0.33	100.00%
Active	E 602-41000-610 Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-612 Other Long-Term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-613 Short-Term Debt I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-620 Fiscal Agent s Fe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-700 Transfers (GENE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-41000-720 Operating Transfe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Government (GENERAL		\$75,061.00	\$68,131.67	\$1,183.83	\$0.00	\$6,929.33	90.77%
Utilities							
Active	E 602-42900-387 Electric Utilities	\$10,600.00	\$3,650.90	\$0.00	\$0.00	\$6,949.10	34.44%
Active	E 602-42900-388 Gas Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Utilitie		\$10,600.00	\$3,650.90	\$0.00	\$0.00	\$6,949.10	34.44%
Sanitary Sewer Maintenance							
Active	E 602-43252-218 Sampling	\$0.00	\$882.37	\$0.00	\$0.00	-\$882.37	0.00%
Total Sanitary Sewer Maintenanc		\$0.00	\$882.37	\$0.00	\$0.00	-\$882.37	0.00%
Sewer (GENERAL)							
Active	E 602-49450-353 Ordinance Public	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-904 GO SEWER REV	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$0.00	100.00%
Total Sewer (GENERAL		\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$0.00	100.00%
Total SEWER FUND		\$98,661.00	\$85,664.94	\$1,183.83	\$0.00	\$12,996.06	86.83%
Report Total		\$98,661.00	\$85,664.94	\$1,183.83	\$0.00	\$12,996.06	86.83%

TRANSACTION HISTORY

16668 W/S CD - CD

CURRENT BALANCE

\$27,807.06

Customer	****5034	Account	16668
Current Maturity			
02/19/2023			
Next Payment Date	05/19/2022	Last Payment Date	02/19/2022
Interest Last Year	\$276.32	Interest This Year	\$52.47

You are currently viewing all transactions from 3/7/2022 to 4/12/2022

No transactions to display.

TRANSACTION HISTORY

16669 W/S CD - CD

CURRENT BALANCE

\$27,807.06

Customer	****5034	Account	16669
Current Maturity			
02/19/2023			
Next Payment Date	05/19/2022	Last Payment Date	02/19/2022
Interest Last Year	\$276.32	Interest This Year	\$52.47

You are currently viewing all transactions from 3/7/2022 to 4/12/2022

No transactions to display.