

Canton City Council
November 9, 2022
Regular Meeting Agenda

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda
4. Consent agenda
 - a. Approval of October 12 minutes; November 3 special meeting minutes
 - b. Approval of November disbursements
 - c. Approval of ZZ Tap liquor license application
 - d. Approval of city office closure Nov 11, Veteran's Day observed; Nov 24 & 25, Thanksgiving Thursday & Friday
 - e. Waiver of Town Hall fee - Nov 13 for Quilters' Therapy; Veterans quilt presentation
5. Public comments
6. Reports
 - a. Mayor
 - b. Clerk
 - c. Public works
 - d. Fire department
 - e. Police
 - f. Planning Commission
 1. Variance application – Lindsi Poppe & Michelle Hanson
 - g. Other
7. Unfinished Business
 - a. Arlin Falck Foundation Grant acceptance resolution
 - b. City Clerk Vacancy discussion
 - c. Other
8. New Business
 - a. Budget
 - b. Personnel Manual
 - c. Approve \$2,000 donation from Canton Fire Relief Association
 - d. Approve \$2,000 contribution to PERA on behalf of Canton Fire Department
 - e. Other

Upcoming Meetings

Special Meeting – November 14, 2022 at 8pm – Canvass Election Results

Next regular meeting: December 14, 2022 at 6 pm

This is a preliminary draft of the October 12, 2022 minutes as interpreted by the deputy 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 October 12, 2022

The Canton City Council held its regular meeting on October 12, 2022 at the Canton Town Hall. Members present: Mayor Cindy Shanks, Carl Ernst, Randy Gossman and Kristy Ziegler.

Absent: Josh Nordsving. City staff present: Jim Davis, Barb Kerns and Jon Nordsving.

Visitors present: Jen Dowling, Kathy Haynes, Donivee Johnson, Jamie Knutson and Holly Knutson.

Mayor Shanks called the meeting to order at 6:00 pm, with the Pledge of Allegiance recited by those present.

Motion by Ernst, second by Gossman to approve agenda as presented.

Motion by Ernst, second by Gossman to approve consent agenda items of September 14, 2022 minutes, October disbursements and Resolution 22-13; CCA Raffle/Lawful Gambling Exempt permit for March 9, 2023.

Public comments: None

Mayor's Report: None

Deputy Clerk: Kerns reported that the maturity date of the Wilken CD is October 19, 2022; a motion to auto renew was made by Ernst and seconded by Gossman. Wright Way Computers will be changing to monthly rather than annual billing and the Bank of Zumbrota, which services the water loan, will be changing to Frandsen Bank and Trust. No city action will be required other than online access changes. Past due utility account totals are now reduced and shutoff notice warnings have been reinstated, according to the deputy clerk.

Public Works: Jon Nordsving reported that reimbursement for \$886.60 for additional city maintenance wage expense and parts incurred from the broken water main hit of 9/8/2022 has been requested from A-1 Power. A safety cage for the backhoe, to be constructed by JD's Company in Canton at a cost of approximately \$500, was requested by Jon Nordsving. A motion to proceed with the purchase was made by Gossman and seconded by Ziegler; motion carried.

Fire Department: Motion to approve Cody Lueck to fill the vacancy on the Canton Fire Department was made by Gossman, seconded by Ziegler; motion carried.

Police: No report

Planning Commission: Garage – Devry and Tina Kerns, motion by Gossman, second by Ernst; motion carried. Garage – Jamie and Holly Knutson, motion by Gossman, second by Ernst; motion carried. Deck – Roman and Teriana Yoder, motion by Gossman, second by Ernst; motion carried. Reported construction by Robroy Kelly of deck on his house without permit – \$400 penalty fee for violating planning and zoning ordinance and land use permit is still needed with applicable fee was determined. Motion by Ernst, second by Ziegler to have city attorney draft a

letter explaining violation and subsequent fee payment required as well as the required application to determine if construction meets ordinance requirements.

Unfinished business: Ziegler and Ernst spoke regarding the joint MC School Board, Mabel and Canton City Council meeting, held on September 22. Redefining Ready, a national campaign to determine college, career and life student readiness was discussed. Community service within the area was touched upon, with the possibility of helping elderly residents in their homes mentioned as an idea. A tour of the building for attendees, with its upgrades and improvements, was a part of the meeting.

The Mitson House repairs update: The estimate of \$894.34 was moved to be approved; made by Gossman, seconded by Ziegler; motion carried. Repairs will be paid with Mitson funds.

Nuisance Property Update: Status updates regarding the fines of \$50 for each settled infraction and legal fees of a total of \$230.50 to date for nuisance violators was given by Kerns. Legal costs were based upon the amount of time the attorney's office needed to handle each case. It was reported that there are two unsettled cases, with unknown costs. Both Wayne Hall and Mark Stutzman had scheduled hearings Tuesday, Oct 11th; Hall has until Monday, Oct 17 to comply with the ordinance. If it was stated by the County Attorney's office that if all the violations were corrected, the case would be closed and Hall would be required to pay the \$50 fine to the city; Stutzman did not appear and would be cited.

Arlin Falck Foundation grant application update: The Arlin Falck grant submission in the amount of \$20,721.18 for updates to the park shelter and roof replacement of city storage shed was submitted before the October 1, 2022 deadline, per Kerns. Grant approvals are expected by November 1, 2022.

City Clerk vacancy discussion: It was reported that there had been no applications submitted for the clerk position. Ernst suggested that the same offer of 24 hours plus benefits be made to new applicants as the previous clerk. Kerns stated that the September meeting approval of the personnel manual regarding benefits stated that 32 hours per week are required to entitle an employee to benefits. After some discussion regarding requirements for qualifications, hours and whether the city needs 48 hours of city staff time, Gossman made a motion to change the job description to 32 hours with benefits. Ziegler seconded; motion carried. It was decided to expand the posting sites to include social media and to post the job opening information around town, plus advertising in the local paper for two weeks.

New business: CCA request for temporary liquor license application for Halloween Dance, Oct 29, motion to approve - Gossman, second, Ziegler; motion carried.

Request for closure of East Canton Ave for 10/22/22 by Scott Fairchild for fund raiser to benefit Winn Co Fairgrounds and Eagles Child Funds – motion Gossman, second Ziegler; motion carried.

Discussion on council member tour of city buildings by Shanks. Suggested that different members tour individual buildings to determine possible improvements needed. Council agreed that this would be helpful for prioritizing projects for potential future grant applications. Shanks will coordinate this project.

Discussion on mayor and council member annual pay raise. Motion by Ziegler, second by Gossman to increase each \$200 annually to \$1100 for mayor, council members \$800 total; motion carried. Process to implement and effective date will be determined.

Discussion on date for November special meeting to canvass election results; date of Monday, November 14, 2022 was decided upon to meet time requirements - motion by Gossman, second by Ziegler; motion carried.

Trunk or Treat CCA event 10/31 West Canton Ave request - motion by Ziegler, second by Gossman; motion carried.

CCA request for Main Street and Veteran's Drive closure for Santa Day event – motion by Gossman, second by Ziegler; motion carried. Deputy Clerk is to contact Fillmore County to request Main Street closure approval from 5-7pm December 10th.

Mayor Shanks reported that city staff had contacted all of the candidates running for mayor and council to submit a statement for posting on the city Facebook page to provide information about themselves.

Ernst recognized city maintenance staff for their work on the Canton storage building (former bus shed) improvements.

Ziegler raised a question regarding the Land Use permit process, wondering if there was any requirement for all tax payments to be current before approval for new construction would be granted. Ziegler's concern was that adding to the potential value and the resulting increased tax burden was a good idea if the property owner was already in arrears. Ernst stated that he didn't feel that the county would reassess the value until the construction was done. There was no action taken.

Motion to adjourn at 6:56 pm by Gossman, second by Ernst, motion carried.

This is a preliminary draft of the November 3, 2022 special meeting minutes as interpreted by the deputy 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 Special Meeting Minutes

November 3, 2022

The Canton City held a special meeting on November 3, 2022 at the Canton Town Hall.

Members present: Acting Mayor Carl Ernst, Josh Nordsving and Kristy Ziegler.

Absent: Cindy Shanks and Randy Gossman

City Staff: Barb Kerns

Visitors: None

Acting Mayor Ernst called the meeting to order at 6:02 pm.

The statement of purpose was given as the approval of City of Canton Ordinance 2022-01;
ORDINANCE AUTHORIZING AN INCREASE IN THE SALARY FOR MAYOR AND COUNCIL MEMBERS
OF THE CITY OF CANTON.

Public comments: none

Discussion: none

Kristy Ziegler made a motion to approve; Josh Nordsving called for a second and a roll call vote was taken; Ziegler, Josh Nordsving and Ernst all in favor, none against.

Josh Nordsving made a motion to approve the condensed version of the ordinance for publication, Ziegler seconded; motion carried.

Motion to adjourn at 6:08 pm by Ernst; second by Ziegler; motion carried.

November Disbursements

General Fund

Acentek	12.20	City hall, town hall services	
Canon Financial Services		Copier lease	
Carolina Hershberger	135.00	Cleaning - Sept 5 hrs; Oct 4 hrs	
Decorah Auto Center	1,517.33	Plow truck - blendor	
Fillmore County Attorney	188.00	Ordinance - Hall	
Fillmore County Journal	259.46	City Clerk ad - 2 wks	
JD'S Company	465.00	Safety Cage	
Kingsley Merchantile	29.95	Misc cleaning supplies	
MiEnergy		City hall electric	
MiEnergy		Town hall electric	
MiEnergy		Bus shed electric	
MiEnergy		Street lights electric	
MiEnergy		Welcome sign electric	
Minnesota Energy Resources	54.04	Ball field electric	
Minnesota Energy Resources	39.23	City hall gas	EFT
Minnesota Energy Resources	85.18	Maintenance shop gas	EFT
Nethercut Schieber Attorneys	255.00	Town hall gas	EFT
Nordsving, Jon	50.00	October Services 1.7 hrs	
S & A Petroleum Inc	1,709.53	Cell phone stipend	
Tri-State Business Machines	43.87	Gas	
Wright Way Computers	34.29	Copier monthly contract	
Total General Disbursements	4,878.08	Monthly services \$34.29; Past year serv \$654.58	

Mitson Fund

MiEnergy		Mitson electric	
Tweten Construction	894.34	Structure repairs	
Total Mitson Disbursements	894.34		

Water Fund

Acentek	39.59	Dailer system	
Bank of Zumbrota	755.25	Interest payment on water note	EFT
Dakota Supply Group	449.32	Repair parts/supplies	
Gopher State One Call	10.80	Locates	
McCarthy Well Company	550.00	Inspections	
MiEnergy		Pump house electric	
Total Water Disbursements	1,804.96		

Sewer Fund

Acentek	39.59	WWTF services	
MiEnergy		WWTF electric	
Jon Nordsving	160.5	Mileage to New Prague	
Utility Consultants	934.98	WWTF samples	
Total Sewer Disbursements	1,135.07		

Garbage Fund

Richard's Sanitation	2,905.22	October service	
Total Garbage Disbursements	2,905.22		

Fire Department

Acentek	64.95	Internet service	
MiEnergy		Fire hall electric	
MiEnergy		Cooler electric	
Minnesota Energy Resources	45.91	Fire hall gas	EFT
Mississippi Welders Supply Co	40.00	Air Tank Maintenance	
Total Fire Dept. Disbursements	150.86		

Total Disbursements 11,786.53

*EFT = Electronic Funds Transfer

CITY OF CANTON

RESOLUTION #2022-14

A RESOLUTION AUTHORIZING GRANT ACCEPTANCE

WHEREAS, the Arlin Falck Foundation provides grant funding to political subdivisions for the purposes of improvements to the existing park shelter;

WHEREAS, the City of Canton submitted an application for the Grant a copy of which is attached hereto as Exhibit A;

WHEREAS, the City has been notified that it has been awarded \$6,271.92 from the Grant to complete the project expressed in the Application;

WHEREAS, the City has the legal authority to apply for the Grant; and

WHEREAS, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with the Project subject to the terms and conditions of the Grant.

NOW, THEREFORE, BE IT RESOLVED, the City accepts the Funding in order to complete the Project subject to the following:

1. The City agrees to abide by all terms and conditions required to receive the Grant to complete the Project.
2. The City Clerk and Public Works Director are hereby appointed as the City's Authorizing Agents related to the Grant and the Project.
3. The Authorizing Agents are granted the authority to commit the City to any terms and conditions required to accept the Grant.
4. The Authorizing Agents are granted the authority and directed to execute any documents necessary to accept the Funding.
5. The Authorizing Agents shall serve as the City's official liaisons with the entity issuing the Grant.
6. The Authorizing Agents are granted the authority to direct City staff in matters related to accepting the Grant and completing the Project.

Adopted this 9th day of November, 2022

BY THE CITY COUNCIL

Mayor

Attest: _____
Deputy City Clerk

EXHIBIT A
(copy of application – see attached)

ARLIN FALCK FOUNDATION

Kathleen V. Nelson, President

12743 Buckley Road

Caledonia, Minnesota 55921

(507)724-3348

arlinfalckfoundation@yahoo.com

2022 GRANT APPLICATION – DEADLINE OCTOBER 1, 2022

APPLICANT ORGANIZATION DATA

Organization Name City of Canton, MN

Address 106 N Main St; PO Box 92 City Canton State MN Zip 55922

Contact Telephone Number 507-743-5000 Fax _____

E-mail Address clerk@cantonmn.com County Fillmore

Tax Status:

501 (c)(3) Government Agency

Unit of Government Other

*Attach copy of letter showing 501 (c)(3) status

PRIMARY CONTACT PERSON

Name Barb Kerns Title Deputy Clerk

Address Same as above City _____ State _____ Zip _____

Contact Telephone Number 507-743-5000 Fax _____

E-mail Address deputyclerk@cantonmn.com County Fillmore

Have you been funded by the Arlin Falck Foundation before? Yes No

Amount Received \$9,438.98 Project Title Canton Town Hall Door Replacement Date Funded 10/15/21

PROJECT DESCRIPTION

Project Beginning Date Based on funding Project End Date Undetermined; < 30 days

Project Title Roof & electrical at park shelter & Roof city storage shed Amount Requested: \$20,721.18

Brief Project Description.

In narrative form, **attach a statement** describing the proposed project, who it will benefit, what the goals of the project are and other sources of contributions and funds sought. **Attach estimates for the project.**

Please answer each of the following: (attach separate statement if necessary)

- How was the need for this project identified?
- Describe the organizations/individuals involved in the development of this proposal.
- If funded, how will the project be administered? Be specific in describing the responsibilities of each organization or person in charge of the project.

The City of Canton is requesting funding to refurbish the existing city park shelter and city storage shed.

The park shelter, located on Main Street and adjacent to the play area has been used by both city residents and visitors since its construction. The existing shingles are nearing the end of their life span, which is visually apparent upon inspection of the structure.

If not replaced soon, the plywood under the shingles will be irreparably damaged by the elements. We are wishing to add a steel roof to prevent the deterioration.

In addition, it is our wish to put steel on the underside of the structure, which is currently open.

This installation would prevent birds from nesting in the rafters, provide a barrier from insects and prevent children from standing on the picnic tables and swinging on the rafters, which could potentially be dangerous and cause injury.

The existing wiring has been in place for years and needs to be updated. According to the electrician, it is not suitable for outdoor use at the present time.

The quote received would update the wiring, installing GFCI protected electric boxes and receptables, including three vandal resistant light fixtures with LED lamps and provide the GCFI protection to the two electrical receptacles, increasing the safety and energy efficiency of the electrical system.

These requested improvements would benefit all who currently utilize the shelter as well as potentially increase the usage by making it more user friendly. It would also make that area safer for the youth who use the park.

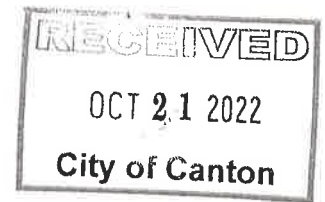
The second part of the request is to overlay the existing roof with steel at the city garage. This building is used to store city equipment, which is a benefit to the citizens of Canton.

There have been doors installed recently, but the roof continues to be a problem. The building itself is structurally sound, but due to the condition of the roof, there is no barrier from the elements, with rain and snow getting inside the building being a problem.

We would like to be able to protect the city equipment and conserve city funds as a result of this proposed installation.

Start date of the project(s) will be dependent upon the contractor schedule and availability of materials as well as weather. The goal is to complete the work as soon as possible. If you approve our request, the Canton maintenance department will oversee the project.

Arlin Falck Foundation
Kathleen V. Nelson, President
12743 Buckley Road, Caledonia, MN 55921
Phone (507) 724-3348
arlinfalckfoundation@yahoo.com



October 11, 2022

City of Canton
Attn: Barb
PO Box 92
Canton, MN 55922

Dear Barb:

This is to inform you that your application for a grant from the Arlin Falck Foundation was successful. The Board has granted your organization the sum of \$6,271.92 for the roof and electrical request for the existing park shelter. Please keep us informed as to the progress of your project by **completing and sending us a report on the enclosed form.**

Best wishes on your project.

Sincerely yours,

A handwritten signature in cursive script that reads "Kathleen V. Nelson".

Kathleen V. Nelson
President

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