

Canton City Council
December 14, 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 November 9, 2022 Special Meeting Minutes
 - b. Approval of November 9, 2022 Regular Meeting Minutes
 - c. Approval of November 14, 2022 Special Meeting Minutes: Canvass Election Results
 - d. Approval of City Office Closures:
 - i. Monday, December 26, 2022 Christmas Day Observed
 - ii. Monday, January 2, 2023 New Years Day Observed
5. Public comments
6. Reports
 - a. Mayor
 - b. Clerk & Deputy Clerk
 - c. Public Works
 - d. Fire Department
 - e. Police
 - f. Planning Commission
 - g. Other
7. Unfinished business
 - a. 2023 Final General Fund Budget: Resolution 2022-16
 - b. 2023 Final Certified Tax Levy: Resolution 2022-17
 - c. 2023 Final Water Fund Budget: Resolution 2022-18
 - d. 2023 Final Sewer Fund Budget: Resolution 2022-19
 - e. 2023 Final Fire Department Budget: Resolution 2022-20
 - f. Other
8. New business
 - a. 2023 Fee Schedule: Ordinance 2022-02
 - b. Fee schedule ordinance summary publication
 - c. 2023 Election polling place designation: Resolution 2022-21
 - d. Approval to send 'Draft' Personnel Handbook to City Attorney for review
 - e. Authorized Signature of Anne Koliha, City Clerk: Resolution 2022-22
 - f. Approval of December Payables
 - g. Other
9. Adjourn

Upcoming meetings

Regular Council Meeting: January 11, 2023 at 6 p.m.

This is a preliminary draft of the November 9, 2022 special and regular 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 9, 2022

The Canton City Council held a special meeting on November 9, 2022 prior to the regular meeting, starting at 6:00pm at the Town Hall.

Members present: Mayor Cindy Shanks, Carl Ernst, Randy Gossman, Josh Nordsving and Kristy Ziegler.

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

Visitors present: Donivee Johnson, Jennifer Dowling, Kim Prestby, Jamie Knutson, Clayton Knutson and Melissa Vanderplas.

Mayor Shanks called the meeting to order at 6:00 pm.

Shanks gave the statement of purpose as being in response to a variance request from Lindsay Poppe and Michelle Hanson.

Public comments were heard, with two residents voicing opposition to the variance request from the property owner for construction of a storage shed on the property at 103 West Canton Avenue.

The motion to adjourn the meeting was made at 6:07 pm by Shanks; seconded by Gossman; motion carried.

Canton City Council Regular Meeting Minutes

November 9, 2022

The Canton City Council regular meeting was held on November 9, 2022, following the special meeting at the Town Hall.

Members present: Mayor Cindy Shanks, Carl Ernst, Randy Gossman, Josh Nordsving and Kristy Ziegler.

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

Visitors present: Donivee Johnson, Jennifer Dowling, Kim Prestby, Jamie Knutson, Clayton Knutson, Diane Drottz and Melissa Vanderplas

Mayor Shanks called the meeting to order at 6:08pm, followed by the pledge of allegiance.

Motion to approve the agenda was made by Ernst; seconded by Gossman; motion carried.

Consent agenda items:

Approval of the October 12, 2022 and November 3, 2022 meeting minutes

November disbursements

ZZ Tap liquor license application

City office closure November 11 – Veteran’s Day; November 24 & 25, Thanksgiving Thursday and Friday

Waiver of Town Hall Fee November 13 for Quilters' Therapy Veterans quilt presentation

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

Public comments – none

Mayor Shanks reported that the city building tour had been completed with some improvement projects noted. She also stated that there were some maintenance issues observed that have been addressed. The winter adopt a planter contest was approved with a motion by Ernst and second by Ziegler; motion carried. Those interested in adopting a planter should contact the city office in order to be entered in the drawing for Canton Dollars; \$50 for first, \$30 for second and \$20 for third place. Winners will be announced on Friday, December 9, the Friday before Santa Day.

Barb Kerns gave the clerk report, with changes to the MiEnergy peak alert program explained. The control period will be changed from limited hours to any month at any time of the day, with no changes to the current peak alert rate. The mayor and council member salary increase ordinance has been sent for publication as required and the affidavit of publication will be sent with the monthly bill to be placed in the ordinance book. It was also reported that Robroy Kelly had not picked up the registered letter sent to him regarding his violation of the building permit ordinance which resulted in a fee of \$400 plus filing of the required land use permit. The attorney resent the letter by regular mail. There has been no contact with Kelly regarding the issue.

Jon Nordsving, public works, reported that there was a water break in the well house that resulted in an approximate two hour interruption in service on the night of November 6. Calibrations have been completed and the snow plows were going to be put on in preparation for winter.

There were no fire or police department reports.

Josh Nordsving, planning commission, reported on the variance application for the Lindsie Poppe and Michelle Hanson property at 103 West Canton Avenue. Josh Nordsving reported that the structure had changed from the original application and now appears to be in the process of being attached to the garage, making it no longer portable. He continued that it doesn't meet the set back requirements. The variance request was not approved.

Unfinished business items addressed included approval of the acceptance resolution for the Arlin Falck Grant in the amount of \$6,271.92 for improvements to the roof and electrical service at the park shelter; motion by Ernst, second by Ziegler; motion carried.

Shanks discussed the hire of Anne Kohlia to fill the city clerk vacancy. Kohlia had been interviewed by Shanks, Josh Nordsving and Kerns and her hire was recommended by the committee. This will be a 32 hour per week position with benefits. Motion to hire made by Ziegler, second by Gossman; motion carried. Shanks stated that the new clerk's start date will be determined once she talks to Kohlia.

The 2023 budget was discussed, with Shanks asking if the council felt that repairs to the bus shed roof should be put on the budget for the upcoming year. Jon Nordsving stated that it

could wait; it was decided that this project would be put on the list for possible grant application funds. The budget will be on the December agenda for approval.

Shanks also updated the council on the progress of the personnel manual updates. This will also be on the December agenda and will need to be reviewed by the city attorney.

A motion to approve a \$2,000 donation from the Canton Fire Relief Association was made by Gossman, seconded by Ernst; motion carried. A second motion to approve a corresponding contribution by the city to PERA on behalf of the Canton Fire Department was made by Ernst, seconded by Josh Nordsving and also approved.

Motion to adjourn was made by Ernst, seconded by Gossman; approved, at 6:38 pm.

This is a preliminary draft of the November 14, 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 14, 2022

The Canton City Council met in a special meeting on November 14, 2022 at 6:00pm at the Town Hall for the purpose of canvassing the general election results of November 8, 2022.

Members present: Mayor Cindy Shanks, Carl Ernst, Randy Gossman, Josh Nordsving and Kristy Ziegler

City Staff present: Barb Kerns

No visitors were present.

Mayor Shanks called the meeting to order at 6:00 pm.

The results of the November 8, 2022 general election were canvassed.

A motion to approve Resolution 2022-15 was made by Gossman, seconded by Josh Nordsving; all members voted in favor of approval.

The meeting was adjourned at 6:05 pm; motion by Josh Nordsving, second by Ernst; all in favor.



**Office of the
FILLMORE COUNTY SHERIFF**

JOHN DEGEORGE Sheriff
 LANCE BOYUM Chief Deputy
 901 Houston St. NW
 PRESTON, MN 55965-1080

Tel: 507-765-3874
 Emergency Dial 911
 Fax: 507-765-2703

Date: December 1, 2022
 To: Canton City Council
 From: Jason Harmening, Deputy Sheriff
 John DeGeorge, Fillmore County Sheriff
 Re: December 2022 Monthly Council Report

Calls for Service / Patrol Activity:

Reported Date	Title	Street Name
2022-10-01	Domestic Disturbance	FILLMORE AVE
2022-10-07	Ambulance	2ND ST
2022-10-12	Civil	Hwy 52
2022-10-12	Warrant	Main St
2022-10-17	Death	Main St
2022-10-19	Civil	MAIN ST
2022-10-27	Parking Complaint	HWY 52
2022-10-28	Civil	CANTON AVE
2022-10-29	Funeral Escort	MAIN ST
2022-10-31	Welfare Check	PRAIRIE AVE
2022-11-07	Suspicious Activity	OAK ST
2022-11-14	Civil	MAIN ST
2022-11-24	Suspicious Activity	FILLMORE AVE
2022-11-24	Warrant	MAIN STREET
2022-11-27	Animal Complaint	DEER RD
2022-11-30	Parking Complaint	Main St

GENERAL FUND

EXPENDITURES	2022 Budget	2022 YTD (Jan-Nov)	2023 Budget	Budget Change
Wages: Admin Staff	\$ 78,835.00	\$ 70,865.31	\$ 35,000.00	\$ 7,165.00
Wages: Maintenance Staff			\$ 51,000.00	
Council Wages	\$ 3,300.00	\$ -	\$ 4,300.00	\$ 1,000.00
PERA	\$ 5,730.00	\$ 5,110.88	\$ 6,200.00	\$ 470.00
FICA	\$ 6,030.00	\$ 5,421.08	\$ 6,600.00	\$ 570.00
Insurance	\$ 19,000.00	\$ 15,857.00	\$ 19,000.00	\$ -
Office Supplies	\$ 4,000.00	\$ 2,876.33	\$ 4,000.00	\$ -
Operating Supplies	\$ 5,000.00	\$ 5,515.82	\$ 8,000.00	\$ 3,000.00
Repair/Maint: Buildings			\$ 21,000.00	
Repair/Maint: Streets	\$ 17,000.00	\$ 20,778.94	\$ 7,000.00	\$ 11,000.00
Street Maint Materials		\$ 7,272.99	\$ 8,000.00	
Equipment (sm tools/machinery)	\$ 62,000.00	\$ 72,107.85	\$ 16,000.00	
Professional Services	\$ 18,000.00	\$ 23,340.70	\$ 21,000.00	\$ 3,000.00
Communications	\$ 4,000.00	\$ 4,469.52	\$ 5,500.00	\$ 1,500.00
Transportation/Travel	\$ 500.00	\$ 625.38	\$ 500.00	\$ -
Miscellaneous	\$ 1,500.00	\$ 783.27	\$ 1,500.00	\$ -
Donations		\$ 275.00	\$ 500.00	\$ 500.00
Awards & Recognition			\$ 1,000.00	
Summer Rec		\$ 3,220.00	\$ 3,220.00	\$ 3,220.00
City Fire Protection	\$ 5,270.00	\$ -	\$ 5,270.00	\$ -
Ambulance	\$ 2,790.00	\$ 3,410.00	\$ 3,410.00	\$ 620.00
Police Department	\$ 24,960.00	\$ 18,240.00	\$ 24,960.00	\$ -
Electric Utilities	\$ 11,000.00	\$ 8,355.29	\$ 11,000.00	\$ -
Gas Utilities	\$ 3,000.00	\$ 4,315.77	\$ 6,000.00	\$ 3,000.00
Park/Rec Supplies	\$ 1,000.00	\$ 207.55	\$ 1,000.00	\$ -
Park/Rec Equipment	\$ 3,000.00	\$ 3,512.10	\$ 3,000.00	\$ -
TOTAL EXPENDITURES	\$ 275,915.00	\$ 276,560.78	\$ 273,960.00	
REVENUE	2022 Budget	2022 YTD (Jan-Nov)	2023 Budget	Budget Change
Property Taxes	\$ 164,568.00	\$ 112,062.90	\$ 169,505.04	\$ 4,937.04
Local Government Aid	\$ 96,911.00	\$ 48,455.50	\$ 97,566.00	\$ 655.00
Other Aid	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -
Fines/Forefeits	\$ 500.00	\$ 28,579.25	\$ 500.00	\$ -
Licenses/Permit	\$ 2,000.00	\$ 1,611.10	\$ 2,000.00	\$ -
Rentals	\$ 1,800.00	\$ 1,325.00	\$ 1,800.00	\$ -
Reimbursements	\$ 1,200.00	\$ 1,044.53	\$ 1,400.00	\$ 200.00
TOTAL REVENUES	\$ 274,979.00	\$ 193,078.28	\$ 280,771.04	
GAIN/(LOSS)			\$ 6,811.04	

City of Canton

Resolution #2022-16 A RESOLUTION APPROVING THE 2023 FINAL GENERAL FUND OPERATING BUDGET

WHEREAS, the City of Canton is required to maintain a budget for its fiscal operations, and;

WHEREAS, the City of Canton has the legal authority to use its taxation authorities to levy necessary funds to operate the City, and;

WHEREAS, the City of Canton is continually monitoring its budget and develops a fiscal budget based on the calendar year, and;

WHEREAS, the Finance Committee reviewed financial documentation and provided a budget recommendation to the City Council.

NOW, THEREFORE BE IT RESOLVED that the 2023 Final General Fund Budget be certified in the amount of \$273,960.00

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk

City of Canton

Resolution #2022-17 A RESOLUTION APPROVING THE 2023 FINAL TAX LEVY, FOR PROPERTY TAXES COLLECTIBLE IN 2023

WHEREAS, the City of Canton has set the 2023 tax levy in the amount of \$169,505.00, which represents a 3.0% increase from the 2022 tax levy, and;

WHEREAS, the 2023 tax levy will generate an additional \$4,937.00 in General Fund revenue for operating expenditures incurred in 2023, and;

WHEREAS, the Finance Committee reviewed financial documentation and provided a recommendation to the City Council, and;

WHEREAS, the City Clerk is instructed to transmit a certified copy of this resolution to the Fillmore County Auditor by December 28, 2022.

NOW, THEREFORE BE IT RESOLVED that the following sums of money be levied for 2023, collectible in 2023, upon taxable property in the City of Canton, in these maximum amounts, for the following purposes:

- | | |
|--------------------------|--------------|
| 1. General Revenue: | \$169,505.00 |
| 2. Total Certified Levy: | \$169,505.00 |

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk

WATER FUND

<u>OPERATING EXPENDITURES</u>	<u>2022 Budget</u>	<u>2022 YTD(Jan-Nov)</u>	<u>2023 Budget</u>	<u>Budget Change</u>
Wages: Admin	\$ 25,428.00	\$ 24,499.98	\$ 12,000.00	\$ 3,572.00
Wages: Maintenance			\$ 17,000.00	
PERA	\$ 1,542.00	\$ 1,429.61	\$ 1,600.00	\$ 58.00
FICA	\$ 1,946.00	\$ 1,874.28	\$ 2,200.00	\$ 254.00
Office Supplies	\$ 2,000.00	\$ 1,599.37	\$ 2,000.00	\$ -
Operating Supplies	\$ 1,000.00	\$ 1,683.46	\$ 2,000.00	\$ 1,000.00
Repair/Maint.	\$ 10,000.00	\$ 3,247.15	\$ 10,000.00	\$ -
Engineering Fees		\$ 13,806.41	\$ -	\$ -
Communications	\$ 600.00	\$ 595.82	\$ 700.00	\$ 100.00
Insurance (Property)	\$ 400.00	\$ 600.00	\$ 900.00	\$ 500.00
Miscellaneous	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
Electric Utilities	\$ 8,000.00	\$ 6,357.44	\$ 8,000.00	\$ -
<u>TOTAL EXPENDITURES</u>	<u>\$ 52,916.00</u>	<u>\$ 55,693.52</u>	<u>\$ 58,400.00</u>	
<u>NON-OPERATING EXPENDITURES</u>				
Debt Service Bond Principal	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ -
Debt Service Bond Interest	\$ 1,325.00	\$ 1,325.00	\$ 1,325.00	\$ -
<u>TOTAL NON-OPERATING EXPENDITURES</u>	<u>\$ 15,325.00</u>	<u>\$ 15,325.00</u>	<u>\$ 15,325.00</u>	
<u>TOTAL EXPENDITURES</u>	<u>\$ 68,241.00</u>	<u>\$ 71,018.52</u>	<u>\$ 73,725.00</u>	
<u>OPERATING REVENUE</u>				
Water Sales	\$ 100,154.00	\$ 99,427.44	\$ 100,154.00	\$ -
<u>TOTAL OPERATING REVENUE</u>	<u>\$ 100,154.00</u>	<u>\$ 99,427.44</u>	<u>\$ 100,154.00</u>	
<u>NON-OPERATING REVENUE</u>				
CD Redemption		\$ 27,869.14	\$ 27,869.14	
<u>TOTAL NON-OPERATING REVENUE</u>		<u>\$ 27,869.14</u>	<u>\$ 27,869.14</u>	
<u>TOTAL REVENUES</u>			<u>\$ 128,023.14</u>	
<u>TOTAL REVENUE</u>			<u>\$ 128,023.14</u>	
<u>TOTAL EXPENSES</u>			<u>\$ 73,725.00</u>	
<u>GAIN/(LOSS)</u>			<u>\$ 54,298.14</u>	

State of Minnesota
County of Fillmore

City of Canton

Resolution #2022-18 A RESOLUTION APPROVING THE 2023 FINAL WATER FUND OPERATING BUDGET

WHEREAS, the City of Canton is required to maintain a budget for its proprietary funds, and;

WHEREAS, the City is continually monitoring its budget and develops a fiscal budget based on the calendar year, and;

WHEREAS, the Finance Committee reviewed financial documentation and provided a budget recommendation to the City Council.

NOW, THEREFORE BE IT RESOLVED that the 2023 Final Water Fund Budget be certified in the amount of \$73,725.00.

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk

SEWER FUND BUDGET

OPERATING EXPENDITURES	2022 Budget	2022 YTD	2023 Budget	Budget Change
Wages: Admin	\$ 30,386.00	\$ 28,945.52	\$ 11,500.00	
Wages: Maintenance			\$ 22,000.00	\$ 3,114.00
PERA	\$ 1,913.00	\$ 1,762.90	\$ 2,000.00	\$ 87.00
FICA	\$ 2,325.00	\$ 2,214.40	\$ 2,350.00	\$ 25.00
Office Supplies	\$ 2,000.00	\$ 1,599.38	\$ 2,000.00	\$ -
Operating Supplies	\$ 7,500.00	\$ 7,960.48	\$ 8,000.00	\$ 500.00
Repair/Maint.	\$ 20,000.00	\$ 11,871.13	\$ 15,000.00	\$ (5,000.00)
Engineering Fees		\$ 14,900.00		\$ -
Communications	\$ 600.00	\$ 583.62	\$ 700.00	\$ 100.00
Insurance (Property)	\$ 2,700.00	\$ 3,570.00	\$ 4,800.00	\$ 2,100.00
Miscellaneous	\$ 1,000.00	\$ 505.00	\$ 1,000.00	\$ -
Electric Utilities	\$ 10,600.00	\$ 10,210.08	\$ 11,000.00	\$ 400.00
TOTAL OPERATING EXPENDITURES	\$ 79,024.00	\$ 84,122.51	\$ 80,350.00	
NON-OPERATING EXPENDITURES				
Debt Service Bond Principal	\$ 13,000.00	\$ 13,000.00	\$ 12,000.00	\$ (1,000.00)
Debt Service Bond Interest	\$ 6,637.00	\$ 6,636.67	\$ 7,678.00	\$ 1,041.00
TOTAL NON-OPERATING EXPENDITURES	\$ 19,637.00	\$ 19,636.67	\$ 19,678.00	
TOTAL EXPENDITURES	\$ 98,661.00	\$ 103,759.18	\$ 100,028.00	
OPERATING REVENUE				
Sewer Sales	\$ 75,196.00	\$ 76,628.88	\$ 75,196.00	\$ -
TOTAL OPERATING REVENUE	\$ 75,196.00	\$ 76,628.88	\$ 75,196.00	
NON-OPERATING REVENUE				
CD Redemption		\$ 27,869.14	\$ 27,869.14	
TOTAL NON-OPERATING REVENUE		\$ 27,869.14	\$ 27,869.14	
TOTAL REVENUES			\$ 103,065.14	
TOTAL REVENUE			\$ 103,065.14	
TOTAL EXPENDITURES			\$ 100,028.00	
GAIN/(LOSS)			\$ 3,037.14	

State of Minnesota
County of Fillmore

City of Canton

Resolution #2022-19 A RESOLUTION APPROVING THE 2023 FINAL SEWER FUND OPERATING BUDGET

WHEREAS, the City of Canton is required to maintain a budget for its proprietary funds, and;

WHEREAS, the City is continually monitoring its budget and develops a fiscal budget based on the calendar year, and;

WHEREAS, the Finance Committee reviewed financial documentation and provided a budget recommendation to the City Council.

NOW, THEREFORE BE IT RESOLVED that the 2023 Final Sewer Fund Budget be certified in the amount of \$100,028.00

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk

FIRE DEPARTMENT

<u>EXPENDITURES</u>	<u>2022 Budget</u>	<u>2022 YTD (Jan-Nov)</u>	<u>2023 Budget</u>	<u>Budget Changes</u>
Wages	\$ 6,000.00	\$ 175.93	\$ 6,000.00	\$ -
PERA	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Training	\$ 500.00	\$ 2,700.00	\$ 500.00	\$ -
Insurance	\$ 1,900.00	\$ 1,817.00	\$ 1,900.00	\$ -
Equipment/Repairs	\$ 5,000.00	\$ 527.41	\$ 4,250.00	\$ (750.00)
Supplies/PPE	\$ 3,000.00	\$ 1,283.76	\$ 3,000.00	\$ -
Fuel	\$ 750.00	\$ 989.37	\$ 1,000.00	\$ 250.00
Electric Utilities	\$ 1,600.00	\$ 1,371.67	\$ 1,600.00	\$ -
Gas Utilities	\$ 1,000.00	\$ 1,618.94	\$ 1,900.00	\$ 900.00
Communications	\$ 800.00	\$ 852.81	\$ 900.00	\$ 100.00
Loan Interest				\$ -
Miscellaneous	\$ 1,000.00	\$ -	\$ 500.00	\$ (500.00)
<u>TOTAL EXPENITURES</u>	<u>\$ 23,550.00</u>	<u>\$ 13,336.89</u>	<u>\$ 23,550.00</u>	
<u>REVENUES</u>				
Township Services	\$ 14,907.00	\$ 3,913.90	\$ 14,907.00	\$ -
City Services	\$ 5,270.00		\$ 5,270.00	\$ -
Fire Calls	\$ 2,500.00	\$ 2,280.00	\$ 2,500.00	\$ -
Donations	\$ 5,000.00	\$ 4,830.00	\$ 5,000.00	\$ -
Grants	\$ -		\$ -	\$ -
Fire Relief contributions	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
<u>TOTAL REVENUES</u>	<u>\$ 29,677.00</u>	<u>\$ 13,023.90</u>	<u>\$ 29,677.00</u>	
<u>GAIN/(LOSS)</u>			<u>\$ 6,127.00</u>	

State of Minnesota
County of Fillmore

City of Canton

Resolution #2022-20 A RESOLUTION APPROVING THE 2023 FINAL FIRE DEPARTMENT OPERATING BUDGET

WHEREAS, under Minnesota law, the Canton Volunteer Fire Department is a part of the City, and;

WHEREAS, the City Council controls the Fire Department's finances, and;

WHEREAS, Fire Department expenditures generally must be approved in advance by the City Council, and;

WHEREAS, the City is required to maintain a budget for fiscal operations of the Fire Department, and;

WHEREAS, Fire Department personnel accepted the 2023 final budget as prepared, and;

WHEREAS, the City's Finance Committee reviewed financial documentation and provided a budget recommendation to the City Council.

NOW, THEREFORE BE IT RESOLVED that the 2023 Final Fire Department Budget be certified in the amount of \$23,550.00

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk

City of Canton

Ordinance #2022-02

AN ORDINANCE ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS

Whereas, the City of Canton has adopted the Minnesota Basic Code of Ordinances as it has been amended and supplemented to be its city code and that code permits the city to adopt by ordinance a schedule of fees and charges for various services, licenses and permits;

Now, therefore be it resolved, that the City Council of Canton ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment:

Administrative Fines

Parking Citation	\$25.00
Unlawful Deposit of Waste or Refuse	\$100.00

Alcohol Licenses

On-Sale License	\$600.00
On-Sale Sunday Surcharge	\$10.00
Off-Sale License	\$100.00
Temporary On-Sale License	\$25.00

Cat & Dog Licenses

Annual tag fee	\$5.00
<i>January 1 – March 31 and new animals</i>	
Annual tag fee – late	\$15.00
Duplicate tag fee	\$5.00

Fire Department Services

Call Response	\$350.00
Hourly Charge After First Hour	\$350.00
Foam Charge	\$40.00/gallon
Mutual Aid Response	Per agreement by department
Heavy Equipment Use	Actual cost passed on by owner

Other Fees

Copies	\$0.25
Election Filing Fee	\$3.00
Lawn Mowing by City	\$65.00/hour
Returned Check	\$25.00
Snow Removal by City	\$65.00/hour

Planning & Zoning Fees

Land Use Permit Application – Living Space	\$7.50/100 square feet
<i>Living space projects including attached garages, decks and porches</i>	
Land Use Permit Application – Other Structures	\$5.00 per 100 square feet
Land Use Variance Application	\$200.00
Fee for Construction Without Proper Permits	\$400.00

Recreational Vehicle/Golf Cart Permits

Annual permit fee	\$10.00
<i>May 1 – July 31 and new vehicles</i>	
Annual permit fee – late	\$20.00

Refuse Collection Rates

Garbage Tote – Small Monthly Fee	\$10.70
Garbage Tote – Medium Monthly Fee	\$12.22
Garbage Tote – Large Monthly Fee	\$13.71
Recycling Monthly Fee	\$4.00
Tote Collection Service Fee	\$25.00
Tote Delivery Service Fee	\$25.00

Sanitary Sewer Rates

Base Monthly Fee	\$35.00
<i>Commercial and Residential</i>	
Per 1,000 Gallons Used	\$3.00
New Service Connection	\$200.00

Town Hall Rentals

Weekend Rental	\$400.00
<i>Friday after 5 p.m. through Noon Sunday</i>	
Daily Rental	\$200.00
Hourly Rental	\$15.00
<i>Two hour minimum</i>	
Security Deposit	\$200.00
<i>For Day and Weekend Rentals</i>	

Water Rates

Base Monthly Fee	\$38.00
<i>Commercial and Residential</i>	
Per 1,000 Gallons Used	\$5.00
New Service Connection	\$200.00
Bulk Water Base Fee	\$20.00
Bulk Water Per 1,000 Gallons Used	\$5.00
Disconnection Fee	\$75.00
Reconnection Fee	\$75.00

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST: _____
Anne Koliha, City Clerk

City of Canton

Resolution #2022-21

A RESOLUTION DESIGNATING A POLLING PLACE FOR THE 2023 STATE PRIMARY AND STATE GENERAL ELECTION

WHEREAS, Minnesota Statutes 204B.16 subd.1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year, and;

WHEREAS, the City of Canton has fewer than 400 voters and is eligible to vote by mail in statewide elections as authorized under Minnesota Statutes 204b.45, and;

WHEREAS, vote by mail ballot procedures eliminate the need to hire and train poll workers, and;

WHEREAS, the City has benefited from the cost savings associated with vote by mail ballot procedures in previous years, and;

WHEREAS, the State Primary Election is August 8, 2023 and the State General Election is November 7, 2023, and;

WHEREAS, City of Canton residents not wishing to vote by mail can cast ballots at the Fillmore County Courthouse on election days.

NOW, THEREFORE BE IT RESOLVED that the City of Canton is designating vote by mail ballot procedures for the 2023 State Primary and State General Election;

AND, BE IT FURTHER RESOLVED that the City of Canton will not have a polling place for the 2023 State Primary and State General Election;

AND, BE IT FURTHER RESOLVED that the City Clerk is directed to send a copy of this resolution to the Fillmore County Auditor.

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk

State of Minnesota
County of Fillmore

City of Canton

Resolution #2022-22 A RESOLUTION APPROVING AUTHORIZED SIGNATURE

WHEREAS, the City of Canton desires to grant signing and authority to certain person(s) described hereunder

NOW, THEREFORE BE IT RESOLVED that the City Council is hereby authorized and approved to grant signing and authority to conduct business to Anne Koliha, City Clerk.

Passed and adopted by the City Council of Canton, Minnesota this 14th day of December 2022.

Cindy Shanks, Mayor

ATTEST:

Anne Koliha, City Clerk