

Canton City Council
April 10, 2024 – 6 pm
Regular Meeting Agenda

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda
4. Consent agenda
 - a) Approval of March 13, 2024 Regular Meeting Minutes
 - b) Approval of April Disbursements
 - c) Approval of cash prizes for Adopt-A-Planter spring/summer 2024 (100/75/50)
5. Public comments
6. Reports
 - a) Mayor
 - b) Clerk & Deputy Clerk
 - i. Objection letter on Melander Petition
 - ii. Lead & Copper Survey letters
 - iii. Tree removal letters (Ash trees)
 - c) Public Works
 - i. WWTP 2023 recognition of operational excellence
 - ii. WWTP NPDES/SDS permitting updates
 - d) Fire Department
 - e) Police
 - f) Planning Commission
 - g) Other
7. Old business
 - a)
8. New business
 - a) Review of 2023 Financial Audit Report
 - b) Consider approval of temporary liquor license application for Canton American Legion for May 11, 2024
9. Adjourn

Upcoming Dates:

Regular City Council Meeting

May 8 @ 6 p.m.

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Canton City Council Regular Meeting Minutes

March 13, 2024

Members present: Josh Nordsving, Kristy Ziegler, Jen Dowling, Randy Gossman, Jason Magnuson

City staff present: Anne Koliha, Barb Kerns, Jon Nordsving, Jim Davis

Visitor(s) present:

Mayor Nordsving called the regular meeting to order at 6:00 p.m.

Motion by Ziegler, seconded by Dowling to approve the agenda, motion carried.

Consent Agenda

Motion by Magnuson, seconded by Ziegler to approve the consent agenda:

- a) Approval of February 14, 2024 Regular Meeting Minutes
- b) Approval of March Disbursements
- c) Approval to waive Town Hall rental fee for Canton Legion for pancake breakfast on April 7
- d) Approval to waive Town Hall rental fee for Canton Historical Society for fundraiser book sale on June 7-9

Public comments: none

Reports:

Mayor Nordsving: nothing to report

Deputy Clerk: Kerns reported a reminder to get animal licenses by March 31 before price increase and utv licenses are ready to purchase

Clerk: Koliha reported work on financial audit with auditors and will be having a meeting with them next week to review draft financial report; had Teams meeting with WHKS and Jon regarding work on lead and copper water line inventory to take place; received notice from MPCA on reissuance/renewal of NPDES/SDS permit for sewer plant facility and changes that may be coming with sampling limits and facility class change – working with Darin at WHKS to work with MPCA – have requested meeting to discuss changes with MPCA; received notice from state that the pay equity report submitted was approved and meet compliance requirements from review by Minnesota Management and Budget

Public Works: Nordsving reported water tower inspection report and noted that will need to look at repairs in future; also made note of the MPCA sewer facility class change and potential additional sampling that may have to occur

Fire Department: Jim Davis noted that the grass rigs are all ready to go with pumps primed and water in tanks

Police: Quarterly written report provided

Planning Commission: Josh Nordsving reported that the commission met to review the land use permit application for Jerney Hanson and measured setbacks

Old Business

a)

New Business

- a) Consider approval of land use permit application for Jeremy Hanson
Motion by Gossman, seconded by Magnuson to approve the land use permit application for Jeremy Hanson, motion carried.
- b) Consider notice regarding Petition of Lolitta Melander for expungement of her conviction
Consensus of council was to write an objection to the Petition and submit to county attorney – direct clerk Koliha to write objection letter.

Motion by Nordsving, seconded by Ziegler to adjourn the meeting at 6:14 p.m.; motion carried.

April 2024 Disbursements

General Fund

Acentek	\$	221.76	Phone & Internet Services (City Hall/Town Hall)
Canon Financial*	\$	44.00	Copier monthly contract
MiEnergy	\$	78.09	Electric: City Hall
MiEnergy	\$	82.36	Electric: Town Hall
MiEnergy	\$	33.90	Electric: Bus Shed
MiEnergy	\$	483.19	Electric: Street Lights
MiEnergy	\$	62.17	Electric: Welcome Sign
MiEnergy	\$	33.29	Electric: Ball Field
MN Energy Resources*	\$	81.04	Gas: City Hall
MN Energy Resources*	\$	118.91	Gas: Maintenance Shop
MN Energy Resources*	\$	155.73	Gas: Town Hall
Nordsving, Jon	\$	50.00	Cell phone stipend
Tri-State Business Machines	\$	39.74	Copier maintenance monthly contract
Wright Way Computers	\$	41.57	Monthly computer services
League of Minnesota Cities	\$	2,444.00	final payment workers compensation
Canton American Legion	\$	45.00	Avenue of Flags: City Hall
SE MN League of Municipalities	\$	50.00	Annual Dues for 2024
Nethercut, Schieber Attorneys	\$	480.00	Legal fees: Melander objection letter
Smith Schafer	\$	3,500.00	Final billing: Audit 2023
Newman Heating & Cooling, LLC	\$	289.89	Town Hall: replacement of thermostat
Total General Fund Disbursements	\$	8,334.64	

Mitson Fund

MiEnergy	\$	33.29	Electric: Mitson House
Canton American Legion	\$	45.00	Avenue of Flags
Total Mitson Disbursements	\$	78.29	

Water Fund

Acentek	\$	40.02	Phone dialer system
Gopher State One Call	\$	2.70	Locates
MiEnergy	\$	590.81	Electric: Pump House
Total Water Disbursements	\$	633.53	

Sewer Fund

Acentek	\$	40.02	Phone: WWTF
MiEnergy	\$	1,006.46	Electric: WWTF
Utility Consultants	\$	512.80	Samples
Total Sewer Disbursements	\$	1,559.28	

Garbage Fund

Richard's Sanitation	\$	2,436.15	Monthly service charge
Total Garbage Disbursements	\$	2,436.15	

Fire Department

Acentek	\$	64.95	Internet services
MiEnergy	\$	83.11	Electric: Fire Hall
MiEnergy	\$	34.38	Electric: Cooler
MN Energy Resources*	\$	147.01	Gas: Fire Hall
Hammell Equipment	\$	237.06	2 Mack winter fronts
Village Farm & Home	\$	45.87	Supplies
Total Fire Department Disbursements	\$	612.38	

Total Monthly Disbursements **\$** **13,654.27** * EFT Payments



1st Quarter
Jan-March

WATER FUND

2024 Beginning Balance	\$ 181,722.27
Receipts	\$ 26,556.41
Disbursements	\$ 28,467.95
2024 Ending 1st Quarter (Jan-March)	
Balance	\$ 179,810.73

SEWER FUND

2024 Beginning Balance	\$ 42,645.67
Receipts	\$ 23,369.92
Disbursements	\$ 22,212.07
2024 Ending 1st Quarter (Jan-March)	
Balance	\$ 43,803.52

OPERATING EXPENDITURES

	<u>2024 Budget</u>	<u>2024 Jan-March</u>	<u>% of Budget</u>
Wages: Admin Staff	\$ 13,000.00	\$ 3,033.47	23.0%
Wages: Maintenance Staff	\$ 17,800.00	\$ 4,271.27	24.0%
PERA	\$ 1,800.00	\$ 407.49	22.6%
FICA	\$ 2,400.00	\$ 558.84	23.0%
Office Supplies	\$ 1,500.00	\$ 200.39	13.4%
Operating Supplies	\$ 3,000.00	\$ 258.14	8.6%
Repair/Maint.	\$ 10,000.00	\$ 1,914.75	19.0%
Engineering Fees	\$ -	\$ -	
Communications	\$ 700.00	\$ 145.72	20.8%
Insurance (Property)	\$ 1,000.00	\$ 949.00	94.9%
Miscellaneous	\$ 1,500.00	\$ 840.00	56.0%
Electric Utilities	\$ 8,000.00	\$ 1,888.88	23.6%
TOTAL EXPENDITURES	\$ 60,700.00	\$ 14,467.95	23.8%

OPERATING EXPENDITURES

	<u>2024 Budget</u>	<u>2024 Jan-March</u>	<u>% of Budget</u>
Wages: Admin Staff	\$ 13,000.00	\$ 3,033.44	23.3%
Wages: Maintenance Staff	\$ 23,000.00	\$ 5,376.18	23.4%
PERA	\$ 2,100.00	\$ 490.39	23.4%
FICA	\$ 2,600.00	\$ 643.35	24.7%
Office Supplies	\$ 1,500.00	\$ 200.38	13.4%
Operating Supplies	\$ 12,600.00	\$ 2,849.62	22.6%
Repair/Maint.	\$ 16,000.00	\$ 240.00	1.5%
Engineering Fees	\$ -	\$ -	0.0%
Communications	\$ 550.00	\$ 145.72	26.5%
Insurance (Property & Liability)	\$ 5,600.00	\$ 5,077.00	90.7%
Miscellaneous	\$ 1,500.00	\$ -	0.0%
Electric Utilities	\$ 12,300.00	\$ 3,771.74	30.7%
TOTAL OPERATING EXPENDITURES	\$ 90,750.00	\$ 21,827.82	24.0%

NON-OPERATING EXPENDITURES

Debt Service Bond Principal	\$ 14,000.00	\$ 14,000.00	100.0%
Debt Service Bond Interst	\$ 583.00	\$ -	0.0%
TOTAL NON-OPERATING EXPENDITURES	\$ 14,583.00	\$ 14,000.00	

NON-OPERATING EXPENDITURES

Debt Service Bond Principal	\$ 12,000.00	\$ -	0.0%
Debt Service Bond Interst	\$ 7,414.00	\$ 384.25	5.2%
TOTAL NON-OPERATING EXPENDITURES	\$ 19,414.00	\$ 384.25	2.0%

TOTAL EXPENDITURES

	\$ 75,283.00	\$ 28,467.95	37.8%
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TOTAL EXPENDITURES

	\$ 110,164.00	\$ 22,212.07	20.2%
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OPERATING REVENUE

Water Sales	\$ 105,432.00	\$ 26,157.74	24.8%
Water Connection/Penalty	\$ -	\$ 173.33	
Misc. Revenue	\$ -	\$ 225.34	
TOTAL OPERATING REVENUE	\$ 105,432.00	\$ 26,556.41	25.2%

OPERATING REVENUE

Sewer Sales	\$ 98,340.00	\$ 23,288.44	23.7%
Sewer Penalty	\$ -	\$ 81.48	
Misc. Revenue	\$ -	\$ -	
TOTAL OPERATING REVENUE	\$ 98,340.00	\$ 23,369.92	23.8%

GARBAGE FUND

2024 Beginning Balance	\$ (1,691.63)
Receipts	\$ 7,668.16
Disbursements	\$ 7,399.62
2024 Ending 1st Q Balance	\$ (1,423.09)

EXPENDITURES

	<u>2024 Jan-March</u>
Contracted Services	\$ 7,399.62
TOTAL EXPENDITURES	\$ 7,399.62

REVENUES

Refuse Sales	\$ 7,636.95
Refuse Penalty	\$ 31.21
TOTAL REVENUE	\$ 7,668.16

1st Quarter

FIRE DEPARTMENT

2024 Beginning Balance	\$	51,815.67
Receipts	\$	2,075.00
Disbursements	\$	9,117.98
2024 Ending 1st Quarter (Jan-March)		
Balance	\$	44,772.69

<u>Expenditures</u>	<u>2024 Budget</u>	<u>2024 Jan-March</u>	% of Budget
Wages	\$ 7,000.00	\$ -	0.0%
PERA	\$ 3,000.00	\$ -	0.0%
Training	\$ 2,000.00	\$ -	0.0%
Insurance	\$ 2,700.00	\$ 2,684.00	99.4%
Equipment/Repairs	\$ 17,300.00	\$ 4,502.70	26.0%
Supplies/PPE	\$ 5,000.00	\$ 572.25	11.4%
Fuel	\$ 1,500.00	\$ -	0.0%
Electric Utilities	\$ 1,600.00	\$ 348.16	21.8%
Gas Utilities	\$ 2,000.00	\$ 616.02	30.8%
Communications	\$ 1,300.00	\$ 194.85	15.0%
Miscellaneous	\$ 1,000.00	\$ 200.00	20.0%
<u>Total Expenditures</u>	\$ 44,400.00	\$ 9,117.98	20.5%

<u>Revenues</u>			
Township Services	\$ 26,466.50	\$ 1,800.00	6.8%
City Services	\$ 7,440.00		0.0%
Fire Calls	\$ 2,500.00	\$ 100.00	4.0%
Donations	\$ 5,000.00	\$ 175.00	3.5%
Grants	\$ -		0.0%
Fire Relief Contribution	\$ 3,000.00		0.0%
Training Reimbursement			0.0%
<u>Total Revenues</u>	\$ 44,406.50	\$ 2,075.00	4.7%

MITSON HOUSE

2024 Beginning Balance	\$	15,364.36
Receipts	\$	-
Disbursements	\$	762.72
2024 Ending 1st Quarter (Jan-March)		
Balance	\$	14,601.64

<u>EXPENDITURES</u>	<u>2024 Jan-March</u>
Repair/Maint.	
Property Insurance	\$ 665.00
Miscellaneous	
Electric Utilities	\$ 97.72
<u>TOTAL EXPENDITURES</u>	\$ 762.72

<u>REVENUE</u>	
Misc.	\$ -
<u>TOTAL REVENUES</u>	\$ -

BALLFIELD/PARK

2024 Beginning Balance	\$	4,377.02
Receipts		
Disbursements		
2024 Ending 1st Quarter (Jan-March)		
Balance	\$	4,377.02

<u>EXPENDITURES</u>	<u>2024 Jan-March</u>
Repair/Maint.	
Miscellaneous	
<u>TOTAL EXPENDITURES</u>	\$ -

<u>REVENUE</u>	
Transfer of Funds	\$ -
Miscellaneous	\$ -
Grant Funds	\$ -
<u>TOTAL REVENUES</u>	\$ -

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CD Values

1/1/2024

	Current Balance	Interest Rate	Term (Months)	Maturity Date
Wilken Park #45022	\$ 10,085.23	1.70%	18 Months	10/25/2024
Sewer #44955	\$ 28,451.83	3.75%	22 Months	12/19/2024
Liquor Store #44957	\$ 35,650.86	3.75%	22 Months	12/23/2024
Vail Estate #44956	\$ 132,672.30	4.10%	22 Months	12/23/2024
General Fund #18920	\$ 55,941.98	0.85%	60 Months	4/14/2027

CD Values

4/1/2023

	Current Balance	Interest Rate	Term (Months)	Maturity Date
Wilken Park #45022	\$ 10,085.23	1.70%	18	10/25/2024
Sewer #44955	\$ 28,989.69	3.75%	22	12/19/2024
Liquor Store #44957	\$ 36,317.48	3.75%	22	12/23/2024
Vail Estate #44956	\$ 135,384.63	4.10%	22	12/23/2024
General #18920	\$ 55,941.98	0.85%	60	4/14/2027



March 29, 2024

Canton Wastewater Treatment Plant earns recognition from MPCA for operational excellence

The Minnesota Pollution Control Agency (MPCA) recognizes Canton Wastewater Treatment Plant for outstanding operations in 2023. To receive this recognition, facilities must demonstrate consistent compliance with monitoring, operations, and maintenance requirements; submit accurate, on-time reports to the MPCA; and employ staff certified by the MPCA in wastewater operations.

“Communities across Minnesota rely on wastewater treatment facilities to stay healthy and well,” said Nicole Blasing, Municipal Division director at MPCA. “Operators at Canton Wastewater Treatment Plant are critical to protecting and preserving water quality, and the MPCA is deeply grateful for their considerable efforts and service to their community.”

More than 50 years ago, the Clean Water Act established the basic framework for regulating pollution in waters by creating water quality standards to protect drinking water and to maintain a healthy aquatic community for animal and recreational uses. These standards led to the development of clean water before it is returned to a river or stream.

The MPCA recognizes outstanding wastewater operators each year. Approximately 1,600 municipal and industrial wastewater treatment facilities operate across Minnesota. The MPCA reviewed a total of 767 facilities, from communities of all sizes, with 253 qualifying for the outstanding operations recognition.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization American Legion Post 400		Date of organization July 1, 1922	Tax exempt number 41-6080920
Organization Address (No PO Boxes) 206 Main Street North	City Canton	State MN	Zip Code 55922
Name of person making application Greg Turner		Business phone	Home phone 507-493-5257
Date(s) of event May 11, 2024	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Nicholas Prestby	City Canton	State MN	Zip Code 55922
Organization officer's name Richard Bjertness	City Harmony	State MN	Zip Code 55922
Organization officer's name Michael Wilder	City Canton	State MN	Zip Code 55922

Location where permit will be used. If an outdoor area, describe.
Canton Town Hall at 107 N Ash Street and outdoor Pavilion located 200 feet southwest of Town Hall at 101 Veterans Drive

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Minnesota Joint Underwriting Association: Bodily Injury \$50,000/100,000; Property Damage \$10,000; Loss of Means of Support \$50,000/100,000; Pecuniary Loss \$50,000/100,000; Annual Aggregate \$310,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Canton City or County approving the license	Date Approved May 11, 2024
\$0 Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	clerk@cantonmn.com City or County E-mail Address
310 Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

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