

Canton City Council
July 10, 2024 – Following Public Hearing
Regular Meeting Agenda

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda
4. Consent agenda
 - a) Approval of June 12, 2024 Regular Meeting Minutes
 - b) Approval of July Disbursements
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. Old business
 - a) Ordinance violations follow-up (administrative fines)
 - b) Mitson House – mold issue
8. New business
 - a)
9. Adjourn

Upcoming Dates:

Candidate Filing Period	July 30 – August 13
Regular City Council Meeting	August 14 @ 6 p.m.

Canton City Council Regular Meeting Minutes June 12, 2024

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

Members absent: Josh Nordsving

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

Visitor(s) present: Jackie Ward (CCA), Brenda Wilder (CCA), Cindy Shanks (CCA), Kevin Graves (WHKS)

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

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

Consent Agenda

- a) Approval of May 8, 2024 Public Hearing Minutes
- b) Approval of May 8, 2024 Regular Meeting Minutes
- c) Approval of June Disbursements

Motion by Gossman, seconded by Magnuson to approve the consent agenda, motion carried.

Public comments: none

Reports:

Mayor Nordsving: none

Deputy Clerk: none

Clerk: Koliha reported on a number of items:

*Update on Hazardous trees in road right-of-way letters: working with property owners on removal of trees and city to contract with contractor to remove trees not taken care of by owners

*Met with WHKS and MPCA regarding sewer plant new load limits – received clarification from MPCA on regulations – working with WHKS on options for new load limits

*Working with Canton Historical Society on restoration project of the train depot – assisted with obtaining grant funds from Minnesota Historical Society (\$17,000) and Harmony Area Community Foundation & SMIF (\$20,000)

*Lolly Melander hearing was held for her request to expunge her criminal record for the theft of funds from the City of Canton and with the letter the City sent in the court denied Melander's petition

*Mabel-Canton Schools is in beginning stages of looking at a school referendum to complete projects that were cut from last referendum – such as completing the AC and HAVC project – watch for future meetings regarding development of the referendum

*Update on streets project: Rural Development is moving forward on our application – further information needed for SHPO – sounds like Rural Development has given our project an overall priority for funding but not ready to commit any specific dollars yet

*Fillmore County has scheduled a public hearing for Tuesday July 2 at 10am to review a proposed ordinance regarding "Public Use of Cannabinoids" If adopted this ordinance will in effect not allow public use of cannabinoid products in public spaces for the entire County, however it was noted

that the County will need a resolution from each city if they would want this ordinance enforced by Fillmore County in the city as well.

Public Works: Nordsving reported on hazardous tree removals; informed about touch screen went bad at sewer plant replacement has been ordered; will be attending water and wastewater training in Rushford

Fire Department: none

Police: Written quarterly report in packet

Planning Commission: Review of the land use permit application for Kerns

Old Business

a) Discuss ordinance violations

Clerk Koliha had sent out an ordinance violation letter to a property owner and no action has occurred and have not heard from property owner. Clerk Koliha asked for guidance from Council on what next step to take. Consensus of Council was to look into being able to do some sort of fine.

Council requested a reminder letter be sent to a property owner regarding number of vehicles on property and making sure all are licensed properly.

New Business

a) Consider temporary closure of various streets for Canton Day Off

a. Veterans Drive for Thursday August 15 – Sunday August 18

b. Portions of Canton Ave, Ash St, & Minnesota Ave for Friday August 16 – Sunday August 18 (BBQ Event)

c. Main Street (between Canton Ave & Prairie Ave) for Saturday August 17 (8am-4pm)

d. Prairie Ave (between Main St & Oak St) for Saturday August 17

e. Main Street (between Canton Ave & Prairie Ave) for Sunday August 18 (9am-2pm)

Motion by Gossman, seconded by Magnuson to approve the temporary closure of various streets for Canton Day Off as listed; motion carried.

b) Consider temporary closure of Main St on Saturday August 17 from 6-7pm for Canton Day Off Parade

Motion by Dowling, seconded by Gossman to approve temporary closure of Main St on Saturday August 17 from 6-7 pm for Canton Day Off Parade; motion carried.

Motion by Gossman, seconded by Dowling to approve temporary closure of the complete parade route on Saturday August 17 for Canton Day Off Parade; motion carried.

c) Consider approval of fireworks display for Canton Day Off on Saturday August 17 at 10pm

Motion by Gossman, seconded by Magnuson to approve fireworks display for Canton Day Off on Saturday August 17; motion carried.

d) Consider approval of temporary liquor license application for the Canton American Legion for August 16-18, 2024

Motion by Magnuson, seconded by Dowling to approve the temporary liquor license application for the Canton American Legion for August 16-18, 2024; motion carried.



- e) Consider approval of land use permit application for Devry & Tina Kerns
Motion by Magnuson, seconded by Dowling to approve the land use permit application for Devry & Tina Kerns; motion carried.
- f) Consider approval of State Capital Projects Grants-In-Aid Agreement
Motion by Gossman, seconded by Dowling to approve the State Capital Projects Grants-In-Aid Agreement; motion carried.
- g) Consider Professional Services Agreement with WHKS for Canton WWTF Evaluation-Ability to Treat New Effluent Limits
Kevin Graves from WHKS gave a brief presentation in regards to additional work to be completed for the WWTF due to the new load limits from MPCA.
Motion by Gossman, seconded by Dowling to approve the Professional Services Agreement with WHKS for Canton WWTF Evaluation-Ability to Treat New Effluent Limits; motion carried.

Motion by Dowling, seconded by Magnuson to adjourn the meeting at 6:35 p.m.; motion carried.

July 2024 Disbursements

General Fund

Acentek	\$	122.26	Phone & Internet Services (City Hall/Town Hall)
Canon Financial*	\$	44.00	Copier monthly lease contract
MiEnergy	\$	72.20	Electric: City Hall
MiEnergy	\$	86.81	Electric: Town Hall
MiEnergy	\$	32.69	Electric: Bus Shed
MiEnergy	\$	483.19	Electric: Street Lights
MiEnergy	\$	60.84	Electric: Welcome Sign
MiEnergy	\$	103.60	Electric: Ball Field
MN Energy Resources*	\$	-	Gas: City Hall
MN Energy Resources*	\$	-	Gas: Maintenance Shop
MN Energy Resources*	\$	-	Gas: Town Hall
Nordsving, Jon	\$	50.00	Cell phone stipend
Tri-State Business Machines	\$	43.00	Copier monthly contract
Wright Way Computers	\$	41.57	Monthly computer services
Carolina Hershberger	\$	162.00	City Hall Cleaning (May/June)
Fillmore Co Assessor	\$	1,320.00	2024 Assessment work
S&A Petroleum	\$	1,301.99	Bulk Fuel: Gas
Fire Safety USA	\$	108.00	Fire Extinguisher Certifications (City Buildings)
USPS	\$	100.00	PO Box Service Fee (12 months)
Decorah Auto Center	\$	36,725.00	Plow truck: dump box, plow, sander
Total General Fund Disbursements	\$	40,857.15	

Mitson Fund

MiEnergy	\$	32.21	Electric: Mitson House
Village Farm & Home	\$	75.49	outside spigot repair
Total Mitson Disbursements	\$	107.70	

Water Fund

Acentek	\$	6.88	Phone dialer system
Gopher State One Call	\$	4.05	Locates
MiEnergy	\$	556.80	Electric: Pump House
USA Bluebook	\$	60.65	Fluoride Ampules
Hawkins Inc.	\$	683.00	Fluoride tanks
Total Water Disbursements	\$	1,311.38	

Sewer Fund

Acentek	\$	6.88	Phone: WWTF
MiEnergy	\$	558.76	Electric: WWTF
Utility Consultants	\$	932.81	Samples
Electric Pump	\$	6,678.00	Replacement Mixer Pump
Flow Measurement & Control	\$	1,759.00	WWTP Control System touchscreen
Total Sewer Disbursements	\$	9,935.45	

Garbage Fund

Richard's Sanitation	\$	2,430.48	Monthly service charge
Total Garbage Disbursements	\$	2,430.48	

Fire Department

Acentek	\$	31.62	Internet services
MiEnergy	\$	80.05	Electric: Fire Hall
MiEnergy	\$	33.43	Electric: Cooler
MN Energy Resources	\$	-	Gas: Fire Hall
McCabe Electric	\$	883.57	Pavillion Electrical
Fire Safety USA	\$	57.00	Fire Extinguisher Certification (Fire Dept)
Total Fire Department Disbursements	\$	1,085.67	

Total Monthly Disbursements **\$ 55,727.83** *EFT Payments

GENERAL FUND

2024 Beginning Balance	\$ 226,047.01
Receipts	\$ 107,033.53
Disbursements	\$ 203,359.09
2024 Ending 1st Half (Jan-June) Balance	\$ 129,721.45

EXPENDITURES

	<u>2024 Budget</u>	<u>2024 Jan-June</u>	<u>% of Budget</u>
Wages: Admin Staff	\$ 39,000.00	\$ 19,204.74	49.2%
Wages: Maintenance Staff	\$ 56,000.00	\$ 26,098.86	46.6%
Council Wages	\$ 4,300.00	\$ -	0.0%
PERA	\$ 6,400.00	\$ 3,256.04	50.8%
FICA	\$ 6,700.00	\$ 3,465.65	51.7%
Insurance	\$ 18,000.00	\$ 17,401.00	96.7%
Office Supplies	\$ 2,775.00	\$ 1,547.94	55.8%
Operating Supplies	\$ 8,300.00	\$ 1,184.77	14.3%
Repair/Maint: Buildings	\$ 5,000.00	\$ 484.37	9.7%
Repair/Maint: Streets	\$ 5,000.00	\$ 792.19	14.6%
Street Maint Materials	\$ 5,000.00	\$ 2,735.61	54.7%
Equipment (sm tools/machinery)	\$ 60,000.00	\$ 55,523.00	92.5%
Professional Services	\$ 18,000.00	\$ 12,737.45	70.8%
Communications	\$ 5,000.00	\$ 1,944.62	38.9%
Transportation/Travel	\$ 200.00		0.0%
Miscellaneous	\$ 500.00	\$ 335.85	67.2%
Donations	\$ 300.00	\$ 100.00	33.3%
Awards & Recognition	\$ 500.00		0.0%
Summer Rec	\$ 3,220.00	\$ 3,220.00	100.0%
City Fire Protection	\$ 7,440.00		0.0%
Ambulance	\$ 4,030.00		0.0%
Police Department	\$ 44,530.00	\$ 44,530.00	100.0%
Electric Utilities	\$ 9,600.00	\$ 4,711.51	49.1%
Gas Utilities	\$ 5,275.00	\$ 2,405.15	45.6%
<u>TOTAL EXPENDITURES</u>	<u>\$ 315,070.00</u>	<u>\$ 201,678.75</u>	<u>64.0%</u>

REVENUE

	<u>2024 Budget</u>	<u>2024 Jan-June</u>	
Property Taxes	\$ 181,370.00	\$ 103,175.29	56.9%
Local Government Aid	\$ 105,250.00		0.0%
Other Aid	\$ 8,000.00		0.0%
Fines/Forefeits	\$ 500.00	\$ 199.98	40.0%
Licenses/Permit	\$ 1,000.00	\$ 746.20	74.6%
Rentals	\$ 1,800.00	\$ 1,240.00	68.9%
Reimbursements	\$ 2,500.00	\$ 361.11	14.4%
Miscellaneous		\$ 389.00	
Interest Earnings	\$ 1,000.00	\$ 362.79	36.3%
Public Safety Aid	\$ 13,653.00	\$ 13,653.00	100.0%
<u>TOTAL REVENUES</u>	<u>\$ 315,073.00</u>	<u>\$ 120,127.37</u>	<u>38.1%</u>

WATER FUND

2024 Beginning Balance	\$ 181,722.27
Receipts	\$ 56,671.12
Disbursements	\$ 41,913.52
 2024 Ending 1st Half (Jan-June) Balance	 \$ 196,479.87

<u>OPERATING EXPENDITURES</u>	<u>2024 Budget</u>	<u>2024 Jan-June</u>	<u>% of Budget</u>
Wages: Admin Staff	\$ 13,000.00	\$ 6,366.09	49.0%
Wages: Maintenance Staff	\$ 17,800.00	\$ 9,017.46	50.6%
PERA	\$ 1,800.00	\$ 870.18	48.3%
FICA	\$ 2,400.00	\$ 1,176.90	49.0%
Office Supplies	\$ 1,500.00	\$ 256.28	17.1%
Operating Supplies	\$ 3,000.00	\$ 1,120.50	37.4%
Repair/Maint.	\$ 10,000.00	\$ 3,808.27	38.1%
Engineering Fees	\$ -	\$ -	0.0%
Communications	\$ 700.00	\$ 311.83	44.5%
Insurance (Property)	\$ 1,000.00	\$ 949.00	94.9%
Miscellaneous	\$ 1,500.00	\$ 420.00	28.0%
Electric Utilities	\$ 8,000.00	\$ 3,617.01	45.2%
<u>TOTAL EXPENDITURES</u>	<u>\$ 60,700.00</u>	<u>\$ 27,913.52</u>	<u>46.0%</u>

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

<u>TOTAL EXPENDITURES</u>	<u>\$ 75,283.00</u>	<u>\$ 41,913.52</u>	<u>55.7%</u>
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<u>OPERATING REVENUE</u>			
Water Sales	\$ 105,432.00	\$ 53,772.78	51.0%
Water Connection/Penalty	\$ -	\$ 582.77	
Misc. Revenue	\$ -	\$ 2,315.57	
<u>TOTAL OPERATING REVENUE</u>	<u>\$ 105,432.00</u>	<u>\$ 56,671.12</u>	<u>53.8%</u>

GARBAGE FUND

2024 Beginning Balance	\$ (1,691.63)
Receipts	\$ 15,965.79
Disbursements	\$ 14,700.73
2024 Ending 1st Half Balance	\$ (426.57)

<u>EXPENDITURES</u>	<u>2024 Jan-June</u>
Contracted Services	\$ 14,700.73
<u>TOTAL EXPENDITURES</u>	<u>\$ 14,700.73</u>

<u>REVENUES</u>	
Refuse Sales	\$ 15,872.39
Refuse Penalty	\$ 93.40

SEWER FUND

2024 Beginning Balance	\$ 42,645.67
Receipts	\$ 49,833.92
Disbursements	\$ 37,238.57
 2024 Ending 1st Half (Jan-June) Balance	 \$ 55,241.02

<u>OPERATING EXPENDITURES</u>	<u>2024 Budget</u>	<u>2024 Jan-June</u>	<u>% of Budget</u>
Wages: Admin Staff	\$ 13,000.00	\$ 6,366.02	49.0%
Wages: Maintenance Staff	\$ 23,000.00	\$ 11,370.27	49.4%
PERA	\$ 2,100.00	\$ 1,046.75	49.8%
FICA	\$ 2,600.00	\$ 1,356.87	52.2%
Office Supplies	\$ 1,500.00	\$ 279.28	18.6%
Operating Supplies	\$ 12,600.00	\$ 4,858.23	38.6%
Repair/Maint.	\$ 16,000.00	\$ 240.00	1.5%
Engineering Fees	\$ -	\$ -	0.0%
Communications	\$ 550.00	\$ 265.78	48.3%
Insurance (Property & Liability)	\$ 5,600.00	\$ 5,077.00	90.7%
Miscellaneous	\$ 1,500.00	\$ -	0.0%
Electric Utilities	\$ 12,300.00	\$ 5,994.12	48.7%
<u>TOTAL OPERATING EXPENDITURES</u>	<u>\$ 90,750.00</u>	<u>\$ 36,854.32</u>	<u>40.6%</u>

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

<u>TOTAL EXPENDITURES</u>	<u>\$ 110,164.00</u>	<u>\$ 37,238.57</u>	<u>33.4%</u>
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<u>OPERATING REVENUE</u>			
Sewer Sales	\$ 98,340.00	\$ 49,571.96	50.1%
Sewer Penalty	\$ -	\$ 261.96	
Misc. Revenue	\$ -	\$ -	
<u>TOTAL OPERATING REVENUE</u>	<u>\$ 98,340.00</u>	<u>\$ 49,833.92</u>	<u>50.7%</u>

CD Values

6/30/2024

	Current Balance	Interest Rate	Term (Months)	Maturity Date
Wilken Park #450	\$ 10,171.19	1.70%	18	10/25/2024
Sewer #44955	\$ 28,989.69	3.75%	22	12/19/2024
Liquor Store #4495	\$ 36,317.48	3.75%	22	12/23/2024
Vail Estate #4495	\$ 135,384.63	4.10%	22	12/23/2024
General #18920	\$ 56,180.38	0.85%	60	4/14/2027



FIRE DEPARTMENT

2024 Beginning Balance	\$	51,815.67
Receipts	\$	4,475.00
Disbursements	\$	10,323.30
2024 Ending 1st Half (Jan-June) Balance	\$	45,967.37

<u>Expenditures</u>	<u>2024 Budget</u>	<u>2024 Jan-June</u>	<u>% of Budget</u>
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	\$ 4,803.00	27.8%
Supplies/PPE	\$ 5,000.00	\$ 618.12	12.4%
Fuel	\$ 1,500.00	\$ -	0.0%
Electric Utilities	\$ 1,600.00	\$ 701.56	43.8%
Gas Utilities	\$ 2,000.00	\$ 926.92	46.3%
Communications	\$ 1,300.00	\$ 389.70	30.0%
Miscellaneous	\$ 1,000.00	\$ 200.00	20.0%
<u>Total Expenditures</u>	<u>\$ 44,400.00</u>	<u>\$ 10,323.30</u>	23.3%

Revenues

Township Services	\$	26,466.50	\$	2,720.00	10.3%
City Services	\$	7,440.00			0.0%
Fire Calls	\$	2,500.00	\$	550.00	22.0%
Donations	\$	5,000.00	\$	1,205.00	24.1%
Grants	\$	-			0.0%
Fire Relief Contribution	\$	3,000.00			0.0%
Training Reimbursement					0.0%
<u>Total Revenues</u>	<u>\$ 44,406.50</u>	<u>\$ 4,475.00</u>			10.1%

MITSON HOUSE

2024 Beginning Balance	\$	15,364.36
Receipts	\$	-
Disbursements	\$	906.51
2024 Ending 1st Half (Jan-June) Balance	\$	14,457.85

<u>EXPENDITURES</u>	<u>2024 Jan-June</u>
Repair/Maint.	
Property Insurance	\$ 665.00
Miscellaneous	\$ 45.00
Electric Utilities	\$ 196.51
<u>TOTAL EXPENDITURES</u>	<u>\$ 906.51</u>

REVENUE

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

BALLFIELD/PARK

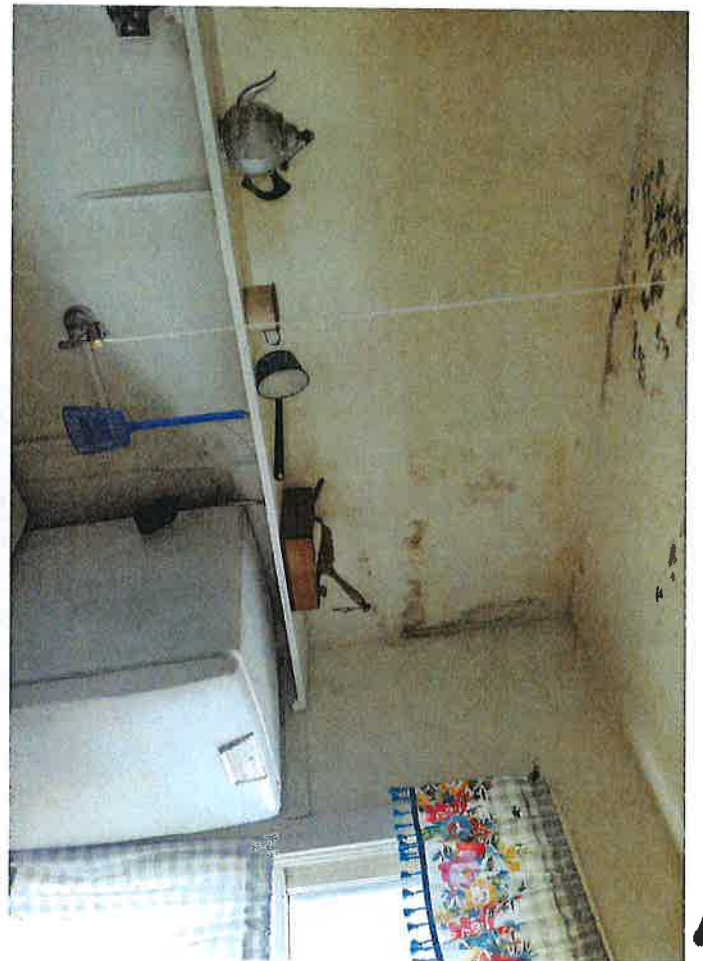
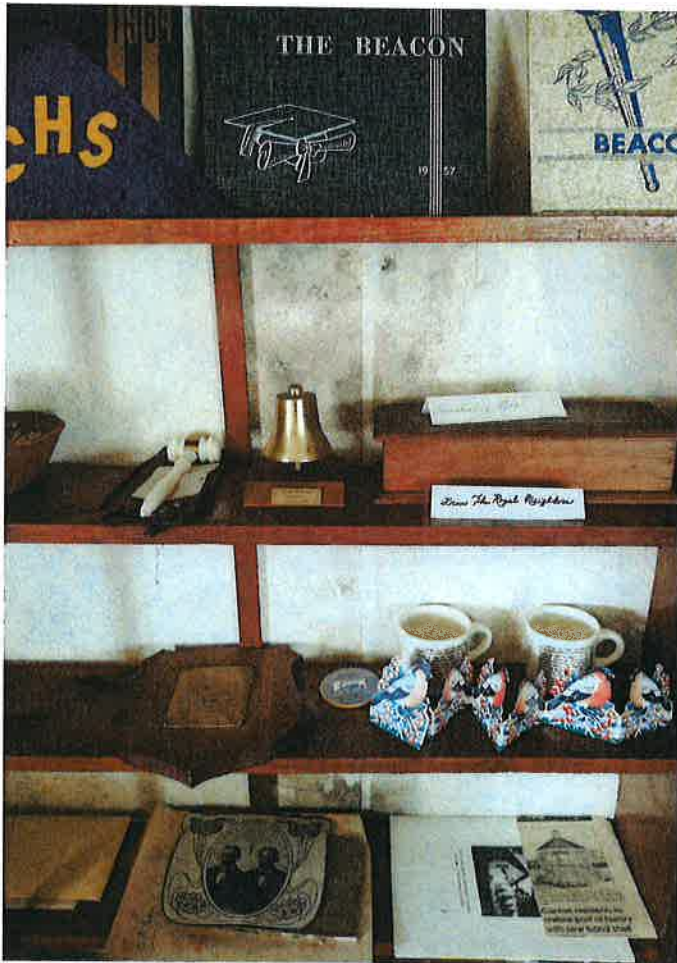
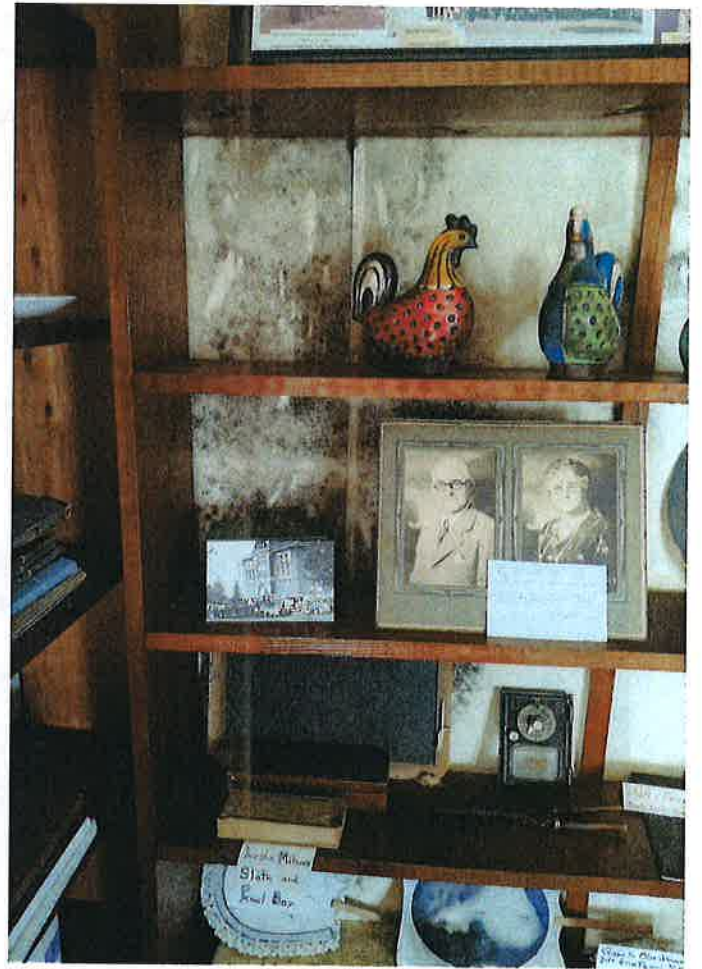
2024 Beginning Balance	\$	4,377.02
Receipts		
Disbursements		
2024 Ending 1st Half (Jan-June) Balance	\$	4,377.02

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

REVENUE

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





11.

