

**Canton City Council
October 9, 2024 – 6 pm
Regular Meeting Agenda**

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda
4. Consent agenda
 - a) Approval of September 11, 2024 Regular Meeting Minutes
 - b) Approval of October 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) Mitson House follow-up
 - b) 2025 Preliminary Budget review
8. New business
 - a) Consider approval of Agreement Between Owner (City of Canton) and Engineer (WHKS) for Professional Services for the Canton Water and Sanitary Sewer Systems project and designate Clerk Koliha as designated representative
 - b) Consider approval of purchase of Kamstrup Ready AMR Meter Reader Upgrade
 - c) Consider reinvestment of Wilken Park CD #45022 (maturity on 10/25/2024)
 - d) Discussion on Utility Rates for 2025
9. Adjourn

Upcoming Dates:

Special Meeting: Canvassing of General Election	November 8-15
Regular City Council Meeting	November 13 @ 6 p.m.

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Canton City Council Regular Meeting Minutes September 11, 2024

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

Members absent:

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

City staff absent: Jon Nordsving

Visitor(s) present:

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

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

Consent Agenda

- a) Approval of August 14, 2024 Regular Meeting Minutes
- b) Approval of September Disbursements
- c) Approval of waive Town Hall rental fee for American Red Cross Blood Drive on October 8

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

Public comments: none

Reports:

Mayor Nordsving: none

Deputy Clerk: none

Clerk: Koliha reported that old snowplow truck has been sold – went to City of Aitkin; completion of SAM registration update and submittal of USDA RD application for funding of streets project; received notice of funding approval from USDA RD for streets project, reviewed letter of conditions and sent back for obligation of funds; news release from Fillmore County Emergency Management in regards to updating the County Hazard Mitigation Plan, any comments can be submitted to City Hall and will be passed onto the County; contacted by Superintendent Gary Kuphal in regards to having a joint school board/city council meeting again this year and if so available dates

Consensus of council was to have a joint meeting – council members Ziegler and Dowling volunteered to attend meeting

Public Works: Clerk Koliha reported that the backhoe is in need of tires and Public Works Director Nordsving checked on pricing from Bauer Built in Preston (\$2270 cost of front and rear tires + installation).

Motion by Nordsving, seconded by Magnuson on the approval to purchase tires for the backhoe from Bauer Built with the expense being paid from the remaining dollars in equipment budget and the remainder from the streets repair and maintenance budget; motion carried.

Public Works Davis commented that they will be repairing a water leak along Prairie Ave and that they are working on putting in the last spare mixer at the sewer plant.

Fire Department: Davis reported that they have just started discussion in regards to purchase of a rescue pumper truck – looking to keep within funding that they have available in the fireman relief fund and not utilize any city funds.

Police: written report in council packet (June/July/August 2024)

Planning Commission:

Other: Councilmember Ziegler mentioned that the Utilities committee will need to meet to look at utility rates

Old Business

- a) Mitson House follow-up
Clerk Koliha informed council that no word from Historical Society. Council consensus was to inform the Historical Society that they need to remove any significant items of Canton history that would be displayed at the depot with a deadline of October 7.
- b) 2025 Preliminary Budget review
Clerk Koliha reviewed the General Fund, Water Fund, and Sewer Fund Budgets with the council. The budgets for 2025 have estimates for loan payments for upcoming streets project to start planning for these expenses. Clerk Koliha requested guidance from council in regards to any planned projects for 2025 what to include in budget or not include and then also a goal as to what to lower the budget and tax levy down to for 2025.

New Business

- a) Consider approval of Resolution #2024-13: Establishing the 2025 Preliminary Tax Levy
Motion by Nordsving, seconded by Dowling to approve Resolution #2024-13: Establishing the 2025 Preliminary Tax Levy; motion carried.
- b) Consider approval of temporary liquor license application for the Canton Community Association for October 26, 2024
Motion by Ziegler, seconded by Dowling to approve temporary liquor license application for the Canton Community Association for October 26, 2024; motion carried.
- c) Consider approval of fireworks display following Lighted Parade on December 7
Motion by Magnuson, seconded by Dowling to approve fireworks display following Lighted Parade on December 7; motion carried.
- d) Consider temporary closure of Main Street on December 7 for Santa Day Lighted Parade
Motion by Ziegler, seconded by Gossman to approve temporary closure of Main Street on December 7 for Santa Day Lighted Parade; motion carried.
- e) Consider appointment of Animal Control Officer to Roman Yoder
Motion by Nordsving, seconded by Dowling to appoint Roman Yoder as Animal Control Officer for City of Canton; motion carried.

Motion by Dowling, seconded by Ziegler to adjourn the meeting at 6:47 p.m.; motion carried.

October 2024 Disbursements

General Fund

Acentek	\$	222.84	Phone & Internet Services (City Hall/Town Hall)
Canon Financial*	\$	44.00	Copier monthly lease contract
MiEnergy	\$	68.82	Electric: City Hall
MiEnergy	\$	75.70	Electric: Town Hall
MiEnergy	\$	32.81	Electric: Bus Shed
MiEnergy	\$	483.19	Electric: Street Lights
MiEnergy	\$	61.81	Electric: Welcome Sign
MiEnergy	\$	32.21	Electric: Ball Field
MN Energy Resources*	\$	19.33	Gas: City Hall
MN Energy Resources*	\$	19.33	Gas: Maintenance Shop
MN Energy Resources*	\$	50.60	Gas: Town Hall
Nordsving, Jon	\$	50.00	Cell phone stipend
Tri-State Business Machines	\$	51.84	Copier monthly contract
Wright Way Computers	\$	41.57	Monthly computer services
Bauer Built	\$	2,699.96	Tires for Backhoe (fronts & rears)
League of Minnesota Cities	\$	187.00	4-month Membership Dues (Sept-Dec 2024)
Jon Nordsving	\$	10.00	reimbursement for steel plate for strobe light mount
Banyon Data Systems	\$	1,120.00	Annual Support Fee
Nethercut Schieber Attorney	\$	45.00	September Legal Fees
Fillmore County Journal	\$	39.00	City ad for emergency response section
Total General Fund Disbursements	\$	5,355.01	

Mitson Fund

MiEnergy	\$	32.21	Electric: Mitson House
Total Mitson Disbursements	\$	32.21	

Water Fund

Acentek	\$	40.50	Phone dialer system
Gopher State One Call	\$	6.75	Locates
MiEnergy	\$	581.42	Electric: Pump House
Banyon Data Systems	\$	745.00	Annual Support Fee
USA Bluebook	\$	185.25	Hach Fluoride
Village Farm & Home	\$	9.50	hose mender and clamps
Dakota Supply Group	\$	364.50	fittings and stiffeners
Total Water Disbursements	\$	1,932.92	

Sewer Fund

Acentek	\$	40.50	Phone: WWTF
MiEnergy	\$	565.38	Electric: WWTF
Utility Consultants	\$	710.91	Samples
WHKS	\$	360.00	WWTF - Evaluation
Banyon Data Systems	\$	745.00	Annual Support Fee
Total Sewer Disbursements	\$	2,421.79	

Garbage Fund

Richard's Sanitation	\$	2,508.90	Monthly service charge
Total Garbage Disbursements	\$	2,508.90	

Fire Department

Acentek	\$	64.95	Interenet services
MiEnergy	\$	73.88	Electric: Fire Hall
MiEnergy	\$	33.43	Electric: Cooler
MN Energy Resources	\$	19.33	Gas: Fire Hall
MacQueen	\$	434.42	Firefighter helmet
Hammell Equipment	\$	93.43	Batteries
Total Fire Department Disbursements	\$	719.44	

Total Monthly Disbursements **\$ 12,970.27** *EFT Payments

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DSG - PLYMOUTH
 845 BERKSHIRE LN NORTH
 PLYMOUTH, MN 55441
 Phone 952-935-0445
 Fax 952-935-7666



Quotation

EXPIRATION DATE	QUOTE NUMBER
09/29/2024	S104103505
WRITER	PAGE NO.
Bradford Simms Brad.Simms@dsgsupply.com	1 of 1

QUOTE TO:

SHIP TO:

CITY OF CANTON - MN
 PO BOX 92
 CANTON, MN 55922-0092

CITY OF CANTON-WW
 105 S MAIN ST
 WATER DEPT
 CANTON, MN 55922

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
66578	USB READER TO READY UPGRADE	READY UPGRADE	Jeff Dale	
ORDERED BY		SHIP VIA	TERMS	QUOTE DATE
		BEST WAY	Net 30 Days	09/30/2024
ORDER QTY	DESCRIPTION		PART NO	Unit Price
	SHIPPING INSTRUCTIONS QUOTE FOR UPGRADE FROM KAMSTRUP'S USB METER READER TO KAMSTRUP'S AMR DRIVE-BY READY MANAGER SYSTEM			EXT PRICE
1ea	KMSTR 6696052 READY MANAGER AMR <250MP * \$1,995 ONE-TIME PURCHASE * WAIVED WITH KAMSTRUP PROMOTION * PROMOTION EXPIRES 10/31/2024		3681	0.000/ea
1ea	KMSTR 6696052FH READY HOSTING AMR <250MP * ANNUAL HOSTING/SUPPORT AGREEMENT * YEAR-2 INVOICED DIRETLY FROM KAMSTRUP		3704	1295.000/ea
1ea	KMSTR READY CONVERTER - BASIC 669640000 * REUSE MAGNETIC ROOFTOP ANTENNA		56626	995.000/ea
1ea	SAMSUNG GALAXY TAB ACTIVE5 (WI-FI) * OPITONAL		730353	595.000/ea
1ea	DSG PROFESSIONAL SERVICES * PROJECT MGMT & TRAINING		82519	1000.000/ea

TAX IS NOT INCLUDED IN PRICE ON BID/QUOTE
 All quotations are made in accordance with our interpretation of the plans and specifications and include only the materials listed, subject to correction for errors. Deviations in quantities may modify prices quoted. Unless otherwise noted: all prices are subject to change without notice and are void unless accepted within 30-days from the date. In the event of a price increase, any unfilled portion of any order will be billed at the price in effect at the time of shipment. DSG shall not be liable for failure to deliver or delivery performance due to causes beyond our reasonable control. A Summary of DSG standard terms & conditions of sales can be found at www.dsgsupply.com/terms.

Subtotal	3885.00
S&H Charges	0.00
Amount Due	3885.00

Water Fund

Current Base Charge \$38

Current Rate per 1000 gallons \$5

Current Estimated Revenue based on 172 services

172x\$38 \$6536 X 12 months= \$78,432

Current Estimated gallons per month 400,000 - 500,000

400x\$5= \$2000 X 12 months= \$24,000

500x\$5= \$2500 X 12 months= \$30,000

average = \$27,000

Estimated Revenue for year in water charges

\$78432+\$27000= \$105,432

Total Estimated Current Revenue for year

\$105,432.00

Option 1:

Current Base Charge \$38

Increase rate per thousand by \$1 = \$6 per 1000 gallons

Estimated Revenue \$110,832 (78432+32400)

Budget for 1/2 of annual loan payment \$44,531

Revenue \$110,832.00

Expenses \$119,714.00

-\$8,882.00

Option 3:

Rate Increase on Base charge by \$2 = \$40 base charge

Same rate per thousand = \$5 per 1000 gallons

Estimated Revenue \$109,560 (82560+27000)

Budget for 1/2 of annual loan payment \$44,531

Revenue \$109,560.00

Expenses \$119,714.00

-\$10,154.00

Option 2:

Rate Increase on Base charge by \$1 = \$39 base charge

Same rate per thousand = \$5 per 1000 gallons

Estimated Revenue \$107,496 (80496+27000)

Budget for 1/2 of annual loan payment \$44,531

Revenue \$107,496.00

Expenses \$119,714.00

-\$12,218.00

Option 4:

Rate Increase on Base charge by \$1 = \$39 base charge

Increase rate per thousand by \$1 = \$6 per 1000 gallons

Estimated Revenue \$112,896 (80496+32400)

Budget for 1/2 of annual loan payment \$44,531

Revenue \$112,896.00

Expenses \$119,714.00

-\$6,818.00

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Sewer Fund

Current Base Charge \$40

Current Rate per 1000 gallons \$5

Current Estimated Revenue based on 158 services

158x\$40= \$6320 X 12 months= \$75,840

Current Estimated gallons per month 350,000 - 400,000

350x\$5= \$1750 X 12 months= \$21,000

400x\$5= \$2000 X 12 months= \$24,000

average = \$22,500

Estimated Revenue for year in sewer charges

\$75840+\$22500= \$98,340

Current CD Amount \$28,989.69

Total Estimated Current Revenue for year

\$98340+\$28989.69 \$127,329.69

Option 1:

Current Base Charge \$40

Increase rate per thousand by \$1 = \$6 per 1000 gallons

Estimated Revenue \$102,840 (75840+27000)

Budget for 1/2 of annual loan payment \$28,437

Revenue \$131,829.69 (102840+28989.69)

Expenses \$138,726.00

-\$6,896.31

Option 3:

Rate Increase on Base charge by \$2 = \$42 base charge

Same rate per thousand = \$5 per 1000 gallons

Estimated Revenue \$102,132 (79632+22500)

Budget for 1/2 of annual loan payment \$28,437

Revenue \$131,121.69 (102132+28989.69)

Expenses \$138,726.00

-\$7,604.31

Option 2:

Rate Increase on Base charge by \$1 = \$41 base charge

Same rate per thousand = \$5 per 1000 gallons

Estimated Revenue \$100,236 (77736+22500)

Budget for 1/2 of annual loan payment \$28,437

Revenue \$129,225.69 (100236+28989.69)

Expenses \$138,726.00

-\$9,500.31

Option 4:

Rate Increase on Base charge by \$1 = \$41 base charge

Increase rate per thousand by \$1 = \$6 per 1000 gallons

Estimated Revenue \$104,736 (77736+27000)

Budget for 1/2 of annual loan payment \$28,437

Revenue \$133,725.69 (104736+28989.69)

Expenses \$138,726.00

-\$5,000.31