

A regular meeting was held in person and virtually with the meeting originating at City Hall, Canby Minnesota on March 20, 2024, at 6:00 pm.

Members: Nancy Bormann, Marisa Kack, Diana Fliss, Denise Hanson

Absent: None

Visitors: Bonnie Merritt, Interim City Administrator
Gerald Boulton, City Attorney
Stephanie Assarsson, Canby News
Sheila Kroshe, Bolton & Menk

Virtually Attending: John W. Meyer, Financial Consultant

The regular Council meeting was called to order.

The agenda was reviewed. A motion was made by Fliss and seconded by Kack to approve the agenda with the addition of discussion on council meeting dates. All voted in favor. None voted against. The motion was carried.

The minutes of the March 6th meeting were reviewed. A motion was made by Fliss and seconded by Hanson to approve the minutes from the March 6th meeting. All voted in favor. None voted against. The motion was carried.

John Meyer discussed the land acquisition for Lot 4, Block 2 in the Canby Industrial Park from Kevin and Deb Hoffmann. The Hoffmann's are proprietors of Lot 5, Block 2, also within the Canby Industrial Park, which includes a building. The current power supply for this building originates from a pole situated on Lot 4, as does access to the street. Both the electrical service and access road will remain on Lot 4 until the city subdivides the former "Sterzinger" land. Upon subdivision, the city will, at its own expense, facilitate the construction of a driveway for Lot 5 and relocate the power pole to Lot 5. Otter Tail agreed to move the power pole at no extra cost once the land has been plotted by the city. A motion was made by Fliss and seconded by Kack to modify the contract to include this language. All voted in favor. None voted against. The motion was carried.

John Meyer discussed the Workforce Housing Project. A twin home will be built next to the Canby HRA townhomes. Passing the following resolution will allow the HRA to file the application for this project with the Minnesota Housing Finance Agency. A motion was made by Fliss and seconded by Hanson to adopt the 2024-03-20-1 resolution. All voted in favor. None voted against. The motion was carried.

Resolution 2024-03-20-1

I HEREBY CERTIFY, that I am the City Administrator and keeper of the records of the City of Canby, a Recipient, that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the city council of Recipient on **March 20, 2024**, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of Recipient; that such Resolutions do not conflict with any laws of Recipient nor have

such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of Recipient, as of the aforementioned date, and that the members of the [city council] of Recipient have, and at the time of adoption of such Resolutions, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who have full power and lawful authority to exercise the same:

WHEREAS, Recipient has submitted an application (the “Application”) for a project (the “Project”) pursuant to the Workforce Housing Development Program (“Program”) in order to obtain funding from the Minnesota Housing Finance Agency (“Minnesota Housing”).

WHEREAS, on this 20th day of March, 2024, there has been presented to the meeting of the city council of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter in to a Grant Contract/Funding Agreement pursuant to the Program in order to obtain funding from Minnesota Housing .

NOW, THEREFORE, BE IT RESOLVED, that Recipient is authorized to enter into a Grant Contract/Funding Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$135,000.00 (the “Grant/Loan”).

BE IT FURTHER RESOLVED, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

BE IT FURTHER RESOLVED, that Recipient certifies that it will use the Grant/Loan for qualified expenditures for the Project to serve employees of business located in the City of Canby or surrounding area.

BE IT FURTHER RESOLVED, that the Grant/Loan will be matched by a business and the Housing and Redevelopment Authority of Canby with at least \$1 for every \$2 provided.

BE IT FURTHER RESOLVED, that Recipient certifies that the average vacancy rate for rental housing located in 1.5% City of Canby, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

BE IT FURTHER RESOLVED, that the Grant/Loan will not exceed 25 percent of the Project costs.

BE IT FURTHER RESOLVED, that Mayor and City Administrator, or their successors in office, are hereby authorized to execute the Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

BE IT FURTHER RESOLVED, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

Dated: March 20, 2024

Mayor

ATTEST:

City Administrator

Kroshe discussed the ADA entrance to the rear of the community center. She informed the council that there won't need to be a lot of sidewalk removed to make the entrance work. After having the

survey done, it looks like it will be a five and one-half percent slope. She said it will be steep but about half of what the slope is now and will comply with ADA regulations. A motion was made by Fliss and seconded by Hanson to approve the sidewalk replacement with having the Senior Citizens input on what they would like to do for a door and door opener and what they would be willing to contribute to the project. All voted in favor. None voted against. The motion was carried.

Next, Kroshe asked for permission to go ahead and bid out the next phase of the seal coating project. In a motion made by Kack and seconded by Hanson, it was approved to go ahead and bid out the next phase of the seal coating project. All voted in favor. None voted against. The motion was carried.

Discussion was held on the City Administrative position. It was decided to interview applicants number #11 & #12. The interviews will be conducted on either March 27 or April 2 at 5 p.m.

ARPA funds were discussed. There is approximately \$17,000 of funds available. Suggestions were to update the shelter at central park and look at a camera system for the parks. Staff were instructed to get quotes and bring them back to the council.

In a motion made by Fliss and seconded by Kack, the assessment contract for the city with Yellow Medicine County was approved for the 2025, 2026 and 2027 assessment years. All voted in favor. None voted against. The motion was carried.

In a motion made by Hanson and seconded by Kack, the SWWC Service Cooperative Wide Area Network Consortium contract was approved through June 30, 2029. All voted in favor. None voted against. The motion was carried.

The tort liability limits were discussed. A motion was made by Fliss and seconded by Hanson to not waive tort liability limits. All voted in favor. None voted against. The motion was carried.

Meeting dates for the city council meetings were discussed. The Council meetings will move from the first and third Wednesday to the first and third Tuesday at 6 p.m. from May to September.

A motion was made by Kack and seconded by Hanson to adjourn the meeting. All voted in favor. None voted against. The motion was carried.

Nancy Bormann, Mayor

Bonnie Merritt, Interim City Administrator