

A regular meeting was held in person and virtually with the meeting originating at City Hall, Canby Minnesota on September 23rd, 2025, at 6pm.

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

Absent: None

Visitors: Bonnie Merritt, City Administrator
Thalia Sik, Administrative Secretary
Gerald Boulton, City Attorney
Brian Meyer
Cash Antony
Casey Hoiland
Keith Miller
Jace Sigler
George Steffen
Joseph Steffen
Andrew Bach
Parker Balvin
Trayten Eischens

Virtually Attending:
Josh Van Klompenburg
Danielle C.
Andrew

The regular Council meeting was called to order.

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

The council minutes from September 9th meeting were reviewed. A motion was made by Fliss and seconded by Cram to approve the minutes from the September 9th meeting. All voted in favor. None voted against. The motion was carried.

A request from First Security Bank was made for the existing lettering on the building to be updated with a larger print and color. A motion was made by Kack and seconded by Cram to approve the planning commission recommendation. All voted in favor. None voted against. The motion was carried.

A variance request from Jonathan and Melissa Jostock was reviewed to build a two-stall attached garage at 113 4th Street East. The garage will be 3' from the property line. A motion was made by Hanson and seconded by Kack to approve the planning commission recommendation pending on receiving a written agreement with existing neighbors (Dewit's). All voted in favor. None voted against. The motion was carried.

Resolution 2025-09-23-1 was reviewed. A motion was made by Fliss and seconded by Hanson to approve Resolution 2025-09-23-1. All voted in favor. None voted against. The motion was carried.

**City of Canby
Resolution 2025-09-23-1
A Resolution Amending Tobacco License Fees**

WHEREAS, the City Council for the City of Canby sets fees to be charged with Resolution 2014-5-6-1, and;

WHEREAS, the City Council wishes to change the price at which they charge for tobacco;

NOW, THEREFORE BE IT RESOLVED, that the City of Canby sets the price for a tobacco license at \$200.00.

Adopted by the Council this 23rd day of September, 2025.

Attest:

Mayor

City Administrator

Resolution 2025-09-23-2 was reviewed. A motion was made by Hanson and seconded by Cram to approve Resolution 2025-09-23-2. All voted in favor. None voted against. The motion was carried.

**RESOLUTION NUMBER 2025-09-23-2
THE 2025 HOUSING AND REDEVELOPMENT AUTHORITY TAX LEVY**

WHEREAS, the Canby Housing and Redevelopment Authority was created on the 16th day of January, 1969 pursuant to Minnesota Statutes 469.001-469.047; and

WHEREAS, Minnesota Statutes, Section 469.033, subd. 6, specifically authorized the Canby Housing and Redevelopment Authority to levy against the taxable property of the City of Canby, Yellow Medicine County, Minnesota; and

WHEREAS, the special benefit tax levy authorized by Section 469.033, subd. 6 of the HRA Act is separate and distinct from the City's levy and is not subject to levy limits.

NOW, THEREFORE BE IT RESOLVED by the City Council of Canby, Minnesota, that for the purpose of further development and to provide for any activities that are within the jurisdiction of the Canby Housing and Redevelopment as defined according to Minnesota Statutes: The Canby City Council submits to the County Auditor of Yellow Medicine County, Minnesota, a final tax levy with a levy set to the maximum allowable for the Canby Housing and Redevelopment Authority.

ADOPTED THIS __23__ DAY OF SEPTEMBER 2025.

Mayor

ATTEST:

City Administrator

Resolution 2025-09-23-3 was reviewed. A motion was made by Fliss and seconded by Kack to approve Resolution 2025-09-23-3. All voted in favor. None voted against. The motion was carried.

CITY OF CANBY
RESOLUTION NO. 2025-09-23-3

State of Minnesota
County of Yellow Medicine County
City of Canby

Resolution Adopting the 2026 Preliminary Levy

Be it resolved by the Council of the City of Canby, County of Yellow Medicine, Minnesota that the following sums of money be levied in 2024, upon the taxable property in the City of Canby, for the following purposes:

General Fund	\$748,791.00
2011 Parking Lot Bond	\$9,307.00
2010 Infrastructure Bond	\$125,000.00
2014 Infrastructure Bond	\$125,000.00
2018 Infrastructure Bond	\$100,000.00
2016 Swimming Pool Bond	\$54,443.00
2018 GO Improvement Bond	\$9,011.00
HRA Levy	\$15,000.00
Running's Project	\$25,000.00
2025A GO Improvement Bond	\$54,000.00
Total Tax Levy	\$1,265,552.00

Be it further resolved by the Council of the City of Canby that the Truth in Taxation Public Hearing be held on December 3rd, 2025 at 6:00 P.M.

The City Administrator is hereby instructed to transmit a copy of this resolution to the auditor of Yellow Medicine County, Minnesota.

Adopted by the City Council for the City of Canby, Minnesota this 23rd day of September, 2025.

Attest:

Nancy Bormann, Mayor

City Administrator

Brian Meyer with DGR Engineering was present to discuss the Canby Airport 2026 improvement program. In 2026, the tentative projects to take place at the airport will be the reconstruction of airfield lighting and the replacement of the fuel system point of sale (credit card) system. The local share of the lighting project is 2.5%, state 2.5%, and FAA 95%. The local share of the fuel system project is 40% and state share is 60%. After reviewing the CIP, a motion was made by Hanson and seconded by Cram to approve Resolution 2025-09-23-4. All voted in favor. None voted against. The motion was carried.

RESOLUTION NO. 2025-09-23-4

RESOLUTION ADOPTING 5-YEAR AIRPORT CAPITOL IMPROVEMENT PROGRAM AND ENGINEERING SERVICES

City of Canby, Minnesota

Moved by Hanson and seconded by Cram that the following resolution be adopted:

WHEREAS, as a condition of receiving Federal Aviation Administration (FAA) airport grant aid for the Canby Municipal Airport, the following provisions must be met:

1. Adoption of an Approved Five-Year Airport Capital Improvement Program.
2. Certification that the local match will be available if an airport grant is awarded
3. Authorization to submit the proposed projects for Federal or State Grants as indicated; and

WHEREAS, the FY 2026 Five-Year Airport Capital Improvement Program are attached listing projects deemed to be in the best interests to the Canby Municipal Airport.

NOW, THEREFORE, BE IT RESOLVED that the Canby City Council:

1. Authorizes the submittal of the attached Five-Year Capital Improvement Program for the Canby Municipal Airport for possible State and Federal Aviation Administration Grants, authorizes the Mayor and/or the City Administrator to sign and submit required grant documents and to execute grant related documents and agreements and certifies that the local match will be available for the projects if a grant is awarded.
2. Approves and authorizes the Mayor and/or City Administrator to sign and execute Task Order No. 9, the design and bidding services agreement with DGR Engineering, which has been previously reviewed by the FAA and State for concurrence.

Passed and approved this 23 day of September 2025.

CITY OF CANBY, MINNESOTA

Nancy Bormann, Mayor

ATTEST:

Bonnie Merritt, City Administrator

Brian Meyer discussed task order no. 10 for engineering services for a lump sum fee amount of \$3,250.00. This will allow DGR to proceed with the work necessary to fulfill the MnDOT Grant Agreement for the credit card reader enhancement project at the airport. A motion was made by Fliss and seconded by Hanson. All voted in favor. None voted against. The motion was carried.

A tobacco agreement with Countryside Public Health for 2026 was reviewed. A motion was made by Kack and seconded by Cram to approve the agreement. All voted in favor. None voted against. The motion was carried.

Council and mayor pay was discussed. The last increase was by resolution in 1998. This was tabled for discussion at a later meeting.

An administrator's report was provided.

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

Nancy Bormann, Mayor

Bonnie Merritt, City Administrator