A regular meeting of the City Council for the City of Canby, Minnesota was held on February 6, 2019 at 6:00 P.M. in the City Council Chambers.

Members: Nancy Bormann, Ryan Feiock, Frank Maas,

Absent: Denise Hanson, Eugene Bies

Visitors: Rebecca Schrupp, City Administrator   
 Gerald Boulton, City Attorney

Phillip DeSchepper, City Engineer

Brian Meyer, Airport Engineer

Kirk Bustrom, Upper MN Valley Regional Development Commission

Dave Feilmeier

Jody Olson

The Pledge of Allegiance was recited and the meeting was called to order.

A public hearing for Community Development and Housing Needs was open. Kirk Bustrom stated that in October 2018, the small cities development grant pre-application was submitted. 70 Residential and 24 commercial intent to participation surveys were sent in. In the pre-application, out of the 70 residential, up to 17 projects were requested and out of the 24 commercial, 12 projects were requested. With these projects, we are requesting from the SCDF around $1.3 million. Bustrom went over both the residential target areas and the commercial target areas. Canby’s pre-application was given a competitive status. The full application will be submitted by February 22nd, with grants being awarded in June. If Canby were to receive one of these grants, the process would be to have a meeting for interested property owners, owners would fill out an application, Prairie 5 would do a home inspection, a lead inspection would have to be done for home built before 1978, projects would be picked.

2019 Goals for meeting the Housing and Community Development Needs of Canby:

• Provide supplemental resources for making necessary repairs of existing homes more affordable

• Continue to restore historic structures within the Canby Commercial Historic District, incorporating the recommendations of the Canby Design Competition • Continue the on-going restoration of the Canby Theatre

• Provide support for the Sanford Canby Health Services campus, the Canby Public Schools educational campus, and the Minnesota West Technical & Community College, Canby

• Remove substandard structures, facilitating the development of new housing options

• Support private developers with the construction of new housing

• Develop new residential, commercial, and industrial areas

• Solidify Federal Opportunity Zones designation within Canby

• Create Tax Credits for the restoration of historic properties

• Continue the development of the Canby Municipal Airport

A motion was made by Feiock to close the public hearing. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

The minutes of the January 23rd meeting were reviewed. A motion was made by Feiock to approve the minutes of the January 23rd meeting. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

The Citizen Participation Plan was reviewed. A motion was made by Feiock to approve the Citizen Participation Plan. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

**Citizen Participation Plan**

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of Canby (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

**Public Hearing**

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the “Protection of Historic Properties.”

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low and moderate income persons benefiting from or affected by proposed CDBG activities. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

**Public Information and Records**

Information and records regarding the proposed and past use of CDBG funds will be available at Canby City Hall during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

**Written Comments and Response**

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

City of Canby \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  
Applicant Signature of Chief Elected Official of Applicant Date

NOTE: EACH JURISDICTION PARTICIPATING IN A JOINT APPLICATION IS REQUIRED TO FOLLOW CITIZEN PARTICIPATION REQUIREMENTS. A SINGLE PLAN CAN BE USED FOR A MULTI-JURISDICTIONAL APPLICATION, BUT CITIZENS FROM ALL JURISDICTIONS MUST BE GIVEN AN OPPORTUNITY TO PARTICIPATE.

Resolution 2019-02-06-1 A Local Government Resolution was reviewed. A motion was made by Feiock to approve Resolution 2019-02-06-1. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

Local Government Resolution  
Resolution 2019-02-06-1

Applicant Name: City of Canby

BE IT RESOLVED, that the City of Canby act as the legal sponsor for the project contained in the Application to be submitted on February 27, 2019 and that Mayor and City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Canby.

BE IT FURTHER RESOLVED, that the City of Canby has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED, that the City of Canby has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED, that upon approval of its application by the State, the City of Canby may enter into an agreement with the State of Minnesota for the approved project, and that City of Canby certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED, that Mayor and City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of City of Canby on February 6, 2019.

SIGNED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Nancy Bormann, Mayor

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Rebecca Schrupp, City Administrator

Resolution 2019-02-06-2 A Resolution Declaring Slum & Blighted Area was reviewed. A motion was made by Feiock to approve resolution 2019-02-06-2. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

Resolution 2019-02-06-2

Declaring Slum and Blighted Area

WHEREAS, the City of Canby is concerned about the economic viability of slum and blighted area within its corporate limits, and

WHEREAS, the slum and blighted area projects a negative visual image of the community, and

WHEREAS, the economic, social, physical, and cultural well-being of the City is adversely affected by the conditions of this slum and blighted area, and

WHEREAS, there exists the opportunity to improve, preserve, and re-develop this slum and blighted area to the benefit of the community, and

WHEREAS, the following detrimental conditions have been identified which qualify the area under State law and Community Development Block Grant Program requirements:

1. Public Improvements are in a general state of deterioration; or
2. At least 25% of the buildings are deteriorated or deteriorating, and have at least one of the following characteristics: Physical deterioration of building or improvement; Abandonment of property; Chronic high turnover or vacancy rate; Significant decline in property value or abnormally low property value in relation to other areas of the community; or Known or suspected environmental contamination.

WHEREAS, of all the parcels within the target area, 37 of them are occupied by buildings. Of the 37 buildings in the target area, 14 of them are structurally standard, 21 of them are structurally substandard, and 2 are dilapidated.

NOW THEREFORE, BE IT RESOLVED, that the following area is designated a “Slum and Blighted Area”

Resolved and agreed upon this 6th day of February, 2019.

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| --- | --- | --- |
|  |  |  |

Witnessed-City Administrator Mayor

Target area:

structures include 101-228 St. Olaf Ave N, 101-229 1st Str. E and 101-133 1st Str. W.

Phillip DeSchepper presented the Council with Pay Ap 1 from Magney Construction, Inc. for the water plant. A motion was made by Feiock to approve pay application 1 for Magney Construction, Inc. in the amount of $28,438.25. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

Brian Meyer from DGR Engineering introduced himself to the Council as their designated airport engineer. He presented a Master Agreement for Professional Services for the Canby Municipal Airport from DGR Engineering. A motion was made by Feiock to approve the Master Agreement for Professional Services. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

The vendor transactions for January were reviewed. A motion was made by Maas to approve the January transactions in the amount of $634,214.27. The motion was seconded by Feiock. All voted in favor. None voted against. The motion was carried.

There was discussion on sidewalks, especially those on Poplar being cleaned off.

A motion was made by Feiock to close the open meeting per MN Stat. 13D.03, subd 1(b) Labor Negotiations and Employee Review. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

A motion was made by Feiock to close the close meeting and go into open session. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

A motion was made by Feiock to approve the proposed terms and conditions of settlement from the International Brotherhood of Electrical Workers Union and start the contract preparation. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

A motion was made by Feiock to close the open meeting per MN Stat. 13D.05, subd 3(b) Flaws vs City of Canby. The motion was seconded by Mass. All voted in favor. None voted against. The motion was carried.

A motion was made by Feiock to close the close session. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

A motion was made by Feiock and seconded by Maas to adjourn the meeting. All members present voted in favor. None voted against. The motion was carried.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Mayor

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City Administrator