

A regular meeting of the City Council for the City of Canby, Minnesota was held on November 18<sup>th</sup>, 2015 at 7:00 P.M. in the City Council Chambers.

Members: Nancy Bormann, Frank Maas, Nate Oellien, Jeff Varcoe

Absent: Denise Hanson

Visitors: Nicholas Johnson, City Administrator  
Gerald Boulton, City Attorney  
Ryan Feiock, Canby News  
Jody Olson  
Ashley Grengs

The Pledge of Allegiance was recited.

The meeting was called to order.

The minutes of November 4<sup>th</sup>, 2015 were reviewed. A motion was made by Maas and seconded by Oellien to approve the minutes. All voted in favor. None voted against. The motion was carried.

Ordinance amending 294.1 was reviewed. A motion was made by Maas and seconded by Oellien to adopt the ordinance. All voted in favor. None voted against. The motion was carried.

**City of Canby**  
**State of Minnesota**  
**Amendment 1 to Ordinance 294.1**  
**An Ordinance Pertaining to the Administration and**  
**Enforcement of Animal Control in the City of Canby**

The Council of the City of Canby, Yellow Medicine County, Minnesota on this 18<sup>th</sup> day of November in the year 2015 hereby ordains:

Section 100.01 Definitions is hereby amended by adding the following subdivision:

Subd. 11. Service Animals and Emotional Support Animals. “Service animals” are trained animals which aid a person with a disability. “Emotional service animals” are animals, not limited to dogs, but including other household animals which provide necessary support to an individual with a disability.

Section 100.04 is amended to read in its entirety as follows:

Section 100.04. Farm Animals. Farm animals, excepting service animals and emotional support animals, shall only be kept in an agricultural district of the City, or on a residential of at least ten (10) acres in size provided that no animal shelter shall be within three hundred (300) feet of an adjoining piece of property. An exception shall be made to

this section for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

Section 100.20 Service and Emotional Support Animals is added as follows:

Section 100.20. Service and Emotional Support Animals.

Subd. 1. Registration Required. All service and emotional support animals must be registered with the City of Canby prior to acquisition and relocation within City limits.

- A. Application for Registration will be made on a form supplied by the City. The registrant will be required to supply the following documents:
  - 1. Letter from a qualified physician confirming the existence of a disability.
  - 2. Letter from a qualified physician giving recommendation that a service animal or emotional support animal is necessary and needed for the treatment of the individual with stated disability. The physician must affirm willingness to defend said recommendation should it be contested.
  - 3. Proof the service or emotional support animal is current and registered with the National Service Animal Registry ([www.nsarco.com](http://www.nsarco.com)).
- B. The foregoing Application for Registration shall be reviewed by the City Administrator. Upon receipt of a fully completed application with proper supplemental documents the City Administrator shall cause the animal to be registered with the City with affirming document mailed to the applicant.
- C. The registration shall be perpetual in nature and only for the animal and disabled person registered at the time. Registrations are not transferable. Registrants must notify the City when the animal is relocated to another address within City limits or if the animal is permanently relocated outside the City limits.

Subd. 2. Care and Maintenance. Service and emotional support animals shall have a proper enclosure and be in compliance with and under the authority of all other applicable sections of this ordinance.

Effective. This ordinance shall be effective upon passage and publication.

Passed and approved this 14<sup>th</sup> day of November, 2015.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

Assessments and write-offs were reviewed. A motion was made by Maas and seconded by Varcoe to approve the assessments and write-offs as well as investigating into options for collections. All voted in favor. None voted against. The motion was carried.

**Unpaid Utility Bills to Certify to County Auditor**

Shawn Citrowske – Andrew Hoffmann	\$166.07
Lanbo Properties	\$250.40

**Unpaid Utility Bills to Write Off**

Joshua Schmitz	\$86.50
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**Water line Installation**

Eric Olson	\$2,032.35
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**2015 Project Concrete**

Lanbo Properties	\$283.68
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**2015 Mowing**

Lanbo Properties	\$150.00
Johanna (David) Karloski	\$225.00
Jennifer Guetter	\$270.00

Nicholas Johnson discussed the submissions of RFP’s for auditing services. A motion was made by Varcoe and seconded by Oellien to approve the Kinner and Company contract for auditing services. All voted in favor. None voted against. The motion was carried.

Nicholas Johnson discussed the 2016 budget.

A contract with Prairie Five to utilize the community center for senior dining was reviewed. A motion was made by Oellien and seconded by Maas to approve the agreement. All voted in favor. None voted against. The motion was carried.

A motion was made by Maas and seconded by Varcoe to adjourn to closed session for union negotiations. All voted in favor. None voted against. The motion was carried.

A motion was made by Varcoe and seconded by Maas to reopen the meeting. All voted in favor. None voted against. The motion was carried.

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

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator