

Mission of the City of Courtland

We envision Courtland as a city with managed growth which offers a high quality of life for individuals, families and businesses at an affordable cost.

City Council Minutes

Regular Meeting

January 4, 2024

Members Present: Mayor Al Poehler
Council Member Pam Rodewald
Council Member Justin Kraus
Council Member Ralph Bents
Council Member Paul Bode

Members Absent:

Others Present: Julie Holm Dave Ubel Mark Fiemeyer Joe Duncan Eric Hauser Greg Juberien John Stadick Richard Krohn Karen Fluegge
Matt Mages Ed Mages

The regular city council meeting was called to order by Mayor Al Poehler at 7:00 pm on January 4, 2024 in the Council chambers in City Hall.

Rodewald made a motion to approve the amended agenda. Kraus seconded the motion. The motion carried with all in favor.

Kraus made a motion to approve December 7, 2023 regular Council minutes. Bode seconded the motion. Motion carried with all in favor.

Kraus made a motion to approve December 7, 2023 Special Council minutes. Bents seconded the motion. Motion carried with all in favor.

Rodewald made a motion to approve monthly bills. Kraus seconded the motion. Motion carried with all in favor.

Check#	Vendor	DATE	\$AMT	Description
EFT	MICROSOFT	08-Dec-23	\$8.86	office 365 subscription
EFT	IRS	14-Dec-23	\$838.31	federal payroll taxes
EFT	MN DEPT OF REVENUE	14-Dec-23	\$151.00	mn payroll taxes
EFT	PERA	14-Dec-23	\$527.91	PERA contributions
EFT	CITY OF COURTLAND	20-Dec-23	\$60.52	TRANSFER TAX SETTLEMENT TO SAVINGS
EFT	CITY OF COURTLAND	20-Dec-23	\$5,000.00	TRANSFER LIONS COMMCTR DONATION TO SAVINGS
EFT	IRS	29-Dec-23	\$3,064.14	federal payroll taxes
EFT	MN DEPT OF REVENUE	29-Dec-23	\$333.00	mn payroll taxes
EFT	PERA	29-Dec-23	\$541.33	PERA contributions
22389	VOID		VOID	VOID
22507	CLEARWAY COMMUNITY SOLAR LLC	07-Dec-23	\$1,963.91	solar subscription fire hall
22508	COMCAST, INC	07-Dec-23	\$184.74	fire hall, comm center, city office internet
22509	COURTLAND FIRE DEPT RELIEF-GEN	07-Dec-23	\$2,298.00	calls & practices 2023
22510	HAWKINS,INC	07-Dec-23	\$1,663.10	water plant chemicals(Azone 15)
22511	LMC	07-Dec-23	\$1,065.00	membership dues 2023-2024
22512	LUEPKE OIL & TRUCKING LLC	07-Dec-23	\$272.56	fuel
22513	MINNESOTA DEPARTMENT OF HEALTH	07-Dec-23	\$546.00	4th qtr 2023 service connection fees
22514	MN LIFE INS COMPANY	07-Dec-23	\$5.00	dave life insurance
22515	MN RURAL WATER ASSOCIATION	07-Dec-23	\$400.00	2024 membership dues
22516	Nuvera	07-Dec-23	\$544.49	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet
22517	PROKORE INSPECTIONS, LLC	07-Dec-23	\$2,087.52	remit building permit fees nov 2023
22518	POSTMASTER	07-Dec-23	\$70.00	po office box rental fee
VOID	VOID		VOID	VOID
22520	CITY OF COURTLAND	07-Dec-23	\$293.53	fire hall, comm center, main shed, city office utilities
22521	LUEPKE OIL & TRUCKING LLC	13-Dec-23	\$245.40	generator fuel
22523	Holm, Julie	14-Dec-23	\$960.83	Payroll 11/26-12/9/23
22524	Ubel, David	14-Dec-23	\$1,391.08	Payroll 11/26-12/9/23
22525	Voges, Jessie	14-Dec-23	\$589.13	Payroll 11/26-12/9/23
22526	Ubel, David	14-Dec-23	\$2,139.08	Payout accrued PTO
22527	Bents, Ralph	14-Dec-23	\$831.15	2nd half 2023 Council pay
22528	Bode, Paul	14-Dec-23	\$831.15	2nd half 2023 Council pay

22529	Goblirsch, Natasha	14-Dec-23	\$138.52	2nd half 2023 Commission pay
22530	Holm, Julie	14-Dec-23	\$207.79	2nd half 2023 Commission pay
22531	Juberien, Greg	14-Dec-23	\$173.16	2nd half 2023 Commission pay
22532	Kraus, Justin	14-Dec-23	\$831.15	2nd half 2023 Council pay
22533	Mages, Ed	14-Dec-23	\$235.49	2nd half 2023 Commission pay
22534	Poehler, Allan	14-Dec-23	\$1,274.43	2nd half 2023 Council_Comm pay
22535	Rodewald, Pamela	14-Dec-23	\$828.15	2nd half 2023 Council pay
22536	Davis, Dan	14-Dec-23	\$184.70	2023 FD Secretary Pay
22537	Portner, Timothy	14-Dec-23	\$808.06	2023 FD Assistant Fire Chief Pay
22538	Ubel, David	14-Dec-23	\$1,616.12	2023 FD Fire Chief Pay
22539-22544	VOIDED CHECKS		VOIDS	VOIDS
22545	ALLINA HEALTH	21-Dec-23	\$93.60	firefighter physical - schlumpberger
22546	BADGER METER	21-Dec-23	\$57.54	beacon web program support meter reading 386 units
22547	BLETHEN BERENS	21-Dec-23	\$50.00	call with J Kuester, email re status of development
22548	BOLTON & MENK, INC	21-Dec-23	\$684.00	mtg stony point, kuester pit2 walk thru and punchlist
22549	CARRS TREE SERVICE, INC	21-Dec-23	\$4,100.00	remove dying ash trees along rvw,shady oak,by wrtwr,lag lift station
22550	CHUCK SPAETH FORD, INC.	21-Dec-23	\$1,607.08	plow truck oil change, replace sensor(ck engine light on)
22551	CITY OF NEW ULM	21-Dec-23	\$7,402.14	flow fees
22552	COURTLAND MART	21-Dec-23	\$380.24	gas
22553	CRYSTEEL TRUCK EQUIPMENT	21-Dec-23	\$361.30	plow truck snow plow service
22554	DAKOTA SUPPLY GROUP	21-Dec-23	\$1,013.77	grinder for used hydrant trade with city of montgomery
22555	GOPHER STATE ONE-CALL	21-Dec-23	\$102.60	41 tickets - Sept (replacment)
22556	JACOB HOLM	21-Dec-23	\$2,000.00	server, laptop, setup labor city office
22557	MR PAVING	21-Dec-23	\$4,359.88	collin dr ditch repair
22558	PROKORE INSPECTIONS, LLC	21-Dec-23	\$263.37	remit november permits
22559	RITEWAY BUSINESS FORMS	21-Dec-23	\$437.73	utility billing postcards
22560	COLUMN SOFTWARE PBC	21-Dec-23	\$55.47	publish ph Mages CUP
22561	UNITED NATURAL GAS	21-Dec-23	\$595.40	main shed, firehall,wtr plant,cityoffice natural gas
22562	XCEL ENERGY	21-Dec-23	\$2,132.42	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
22563	Holm, Julie	28-Dec-23	\$980.83	Payroll 12/10-12/23/23
22564	Ubel, David	28-Dec-23	\$1,391.08	Payroll 12/10-12/23/23
22565	Voges, Jessie	28-Dec-23	\$553.76	Payroll 12/10-12/23/23
			\$63,826.52	
EFT	CITY OF COURTLAND	29-Dec-23	\$355,000.00	transfer to 4M FUND

Public Utilities: Dave Ubel reports lift stations have been serviced and found two pumps will need to be pulled and have propeller replaced. The station at Stony Point stand pipe is rotted and is making a plan to replace.

Dave Ubel and Councilmember Kraus are have contacted Seth Greenwood at Nicollet County to request attention to sidewalk project the city forwarded for approval over a year ago. The city has submitted all the necessary paperwork, waiting for Nicollet County review.

Council reports: Paul Bode and Dave Ubel met with Corey Hulke from Courtland Township to discuss chairs to order with donations funds from Courtland Lions. Style of chairs were chosen along with racks. Discussion of what to do with chairs being replaced.

Mayor report: NONE

City Clerk: Audit is scheduled week of Jan 29th and has passed out forms council members need to fill out and return to clerk. Holm attended an election judge meeting with Jaci at Nicollet County for the upcoming Presidential Primary in March. Election judges will attend an additional hour of training this month in preparation. Holm also had discussion with Jaci regarding election procedure, years ago Courtland Township changed their elections to be in November with the city and became a combined polling place but two registration books are maintained and separate reports are done at end of day. Jaci is requesting that in the future the books be combined and this could streamline end of day balancing. Tim Harmening, clerk for the township is going to speak to Courtland Township Board to get opinion. Council is okay leaving unless there is statute needing us to changes.

Clerk Holm reports on new online bill portal for utility bills is now active and she will be sending info in the next utility bill to sign up for options now provided.

Clerk Holm provided council with statement of 4M investment fund. There is one CD coming due next week and will be renewed. Mayor Poehler suggests longer term CD investments for funds not immediately needed. Clerk will renew CD to come due staggered with other CD renewals.

Clerk Holm reports the office with be closed for the Martin Luther King Holiday January 15, 2024.

Eric Hauser, representing Bolton and Menk, presented a revised 2024 Street Improvement Project engineering report for Collin Drive. This replaces the report presented at last month's council meeting. The estimated cost is \$510,800 which is lower than the initial estimated cost of \$530,000. Those estimates do not include the costs for water and sewer services which will be assessed directly to property owners. The city will be paying 25percent of the project cost and the remaining 75percent would be as recommended in a five-tier approach for how costs should be assessed to residents by the size of their properties. The tiers would be non-adjacent to Collin Drive by either under three acres or over three acres; or adjacent to Collin Drive by less than two acres, two to five acres, or larger than five acres.

Mayor Poehler likes this approach to figuring assessment by lot sizes and had a question on whether picking items to equal that amount. Hauser states that percentage is usually a better option versus picking parts to equal a percentage. Councilmember Rodewald agrees the 75/25percentage as it is better than picking and choosing parts the city will pay.

Council agrees to call for improvement hearing will be held before the regular council meeting on Thursday, February 1. The assessment roll will be available to property owners at the improvement hearing, and it will show how costs are divided out.

Rodewald made a motion to approve Resolution 24-101 Accept Report and Call for Public Hearing 2024 Collin Drive Improvements, Bents seconded the motion. Motion carried with all in favor.

Planning Commission has forwarded a Conditional Use Permit for approval. Matt Mages representing Mages Land Co/Suite Jean Rental has applied for a Conditional Use Permit to operate Mages Land Sale office and an Air BnB at 400 Main Street. The property is zoned mixed business and the use is allowed. The property will be remodeled to accommodate office and add an addition for garage and storage. Public hearing was held and neighbors brought concerns regarding parking and noise. The rental portion of the property will also have licensing through Nicollet/Brown Co Health. Mr. Mages did address these items during the hearing and planning commission made recommendation regarding driveway in accordance with city ordinance.

Rodewald made a motion to approve Resolution 24-105 Approving of Conditional Use Permit of Air BnB(Suite Jean Rental) and Land Auction Sales Office(Mages Land Co) for NELS, LLC. Kraus seconded the motion. Motion carried with all in favor.

Councilmember Rodewald reports on moving forward with updating Main Street Park. The grant program previously applied for and did not get is open again. Courtland Lions have donated \$30,000 to date, Councilmember Rodewald feels the city should match this with funds previously were going to be used. Mayor Poehler would like to take map design and number by priority to begin replacing most needed items. Rodewald also would keep an eye out for used equipment that large cities may be moving. There are also several residents that will donate portions such and concrete and landscaping. Courtland Lions will also contribute additional funds as the year progresses.

Water tower illumination. Councilmember Bode proposes the city illuminate the water tower. Bode provided pictures using handheld lights on the ground. Dave Ubel has made some inquires and other cities have a pole with a spotlight. Dave will make further investigation.

2024 Appointments and Wages schedule. Clerk Holm presents updated schedule with suggested increases.

Kraus made a motion to approve 2024 Elected Official Appointments and Wages with proposed 3% wage increase for city employees. Rodewald seconded the motion. Motion carried with all in favor.

Clerk Holm has prepared 2024 Fee Schedule updating Zoning Fees to reflect minor changes suggested by inspector. Included is also an attachment from inspector to be included to better define permits and the schedule of permits.

Kraus made a motion to approve 2024 Fee Schedule. Bents seconded the motion. Motion carried with all in favor.

Clerk Holm has prepared resolution to include Sick and Safe Time Policy into Personnel Policy. This is required by state now and does not change schedule of accrued leave.

Bode made a motion to approve Resolution 24-102 Resolution Adopting Sick and Safe Time Policy. Rodewald seconded the motion. Motion carried with all in favor.

Clerk Holm has prepared a resolution recording transferring city funds from local bank to investment fund.

Rodewald made a motion to approve Resolution 24-103 Resolution of Funds Transfer. Kraus seconded the motion. Motion carried with all in favor.

Rodewald made a motion to adjourn. Kraus seconded the motion. Motion carried with all in favor.

Meeting adjourned 8:30pm

A signed written copy of the minutes is on file in the office of the city clerk.

Respectfully submitted,


Julie Holm, City Clerk

Al Poehler, Mayor