

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

December 1, 2022

Members Present: Mayor Al Poehler
Council Member Pam Rodewald
Council Member Justin Kraus
Council Member Kandyce Peton
Members Present Virtually Council Member Ralph Bents

Members Absent:

Others Present: Julie Holm Dave Ubel Steve Kloeckl Mark Fiemeyer Paul Bode

The regular city council meeting was called to order by Mayor Poehler at 7:00 pm on December 1, 2022 in the Council chambers in City Hall.

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

Bents made a motion to approve November 3, 2022 regular Council minutes. Peton seconded the motion. Motion carried with all in favor.

Kraus made a motion to approve November 17, 2022 special meeting minutes. Peton seconded the motion. Motion carried with all in favor.

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

Check#	Vendor	Date	\$AMT	Description
EFT	MICROSOFT	03-Nov-22	\$8.65	office 365 subscription
EFT	IRS	17-Nov-22	\$761.19	federal payroll taxes
EFT	MN DEPT OF REVENUE	17-Nov-22	\$136.00	mn payroll taxes
EFT	PERA	17-Nov-22	\$475.80	PERA contributions
EFT	IRS	29-Nov-22	\$744.21	federal payroll taxes
EFT	MN DEPT OF REVENUE	29-Nov-22	\$123.00	mn payroll taxes
EFT	PERA	29-Nov-22	\$482.10	PERA contributions
22007	Holm, Julie	03-Nov-22	\$869.48	Payroll 10/16-10/29/22
22008	Ubel, David	03-Nov-22	\$1,321.12	Payroll 10/16-10/29/22
22009	Voges, Jessie	03-Nov-22	\$349.80	Payroll 10/16-10/29/22
22010	BADGER METER	03-Nov-22	\$30.88	beacon web program support - meter reading 386 units
22011	CLEARWAY COMMUNITY SOLAR LLC	03-Nov-22	\$2,152.76	Solar subscription
22012	COMCAST, INC	03-Nov-22	\$93.38	community center, fire hall internet svc
22013	GOPHER STATE ONE-CALL	03-Nov-22	\$43.20	32 Tickets
22014	HAWKINS,INC	03-Nov-22	\$1,970.47	water plant chemical supplies
22015	JORDAN EDWARDS	03-Nov-22	\$2.00	sidewalk easement city, roadway easement county
22016	LMC	03-Nov-22	\$1,096.44	adobe annual license
22017	LOFFLER	03-Nov-22	\$56.17	mfp maintenance contract 10/24-11/23/22, color copies
22018	NICOLLET COUNTY	03-Nov-22	\$92.00	record easements - jedwards – sidewalk main st/park co rd 24
22019	Nuvera	03-Nov-22	\$506.70	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet,wbste host
22020	RUNNINGS SUPPLY, INC.	03-Nov-22	\$11.79	water plant supplies for maintenance
22021	DAVE UBEL	03-Nov-22	\$1,678.69	reimburse travel expenses fire chief conference
22022	TIM PORTNER	03-Nov-22	\$306.25	reimburse travel expenses fire chief conference
22023	BLETHEN BERENS	16-Nov-22	\$480.00	kuester agmt reviews, edwards easements, research loan Ctl Rec
22024	CITY OF COURTLAND	16-Nov-22	\$297.41	fire hall,community center,main shed,city office utilities
22025	CITY OF NEW ULM	16-Nov-22	\$7,364.63	flow fees to new ulm
22026	COMCAST, INC	16-Nov-22	\$91.37	internet svc city office
22027	COURTLAND MART	16-Nov-22	\$672.07	gas, paper towels(city office), toilet paper(cityoffice), batteries

22028	HACH COMPANY	16-Nov-22	\$500.07	water plant chemical supplies
22029	METERING & TECHNOLOGY SOLUTION	16-Nov-22	\$140.90	cellular lte endpoint key fob
22030	RIVERBEND BUSINESS PRODUCTS	16-Nov-22	\$20.47	cardstock
22031	THE JOURNAL	16-Nov-22	\$31.26	ph hearing notice
22032	UNITED NATURAL GAS	16-Nov-22	\$358.08	main shed, firehall,wtr plant,cityoffice natural gas
22033	W W BLACKTOPPING, INC	16-Nov-22	\$5,500.00	12" Storm Drain Ashlyynn Ct
22034	Holm, Julie	17-Nov-22	\$856.14	Payroll 10/30-11/12/22
22035	Ubel, David	17-Nov-22	\$1,321.12	Payroll 10/30-11/12/22
22036	Voges, Jessie	17-Nov-22	\$181.08	Payroll 10/30-11/12/22
22037	Compart, Ralph	17-Nov-22	\$105.00	Payroll 10/30-11/12/22
22038	Fiemeyer, Mark	17-Nov-22	\$225.00	Election judge payroll 11/8/22
22039	Holm, Julie	17-Nov-22	\$313.18	Election judge payroll 11/8/22
22040	Juberien, Dawn	17-Nov-22	\$127.50	Election judge payroll 11/8/22
22041	Kahnke, Jean	17-Nov-22	\$105.00	Election judge payroll 11/8/22
22042	Woller, Carrie	17-Nov-22	\$127.50	Election judge payroll 11/8/22
22043	RENT N SAVE PORTABLE SERVICES	17-Nov-22	\$140.96	porta potty rental 10/1-10/19/22
22044	XCEL ENERGY	17-Nov-22	\$1,563.85	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
22045	Holm, Julie	30-Nov-22	\$1,077.79	Payroll 11/13-11/26/22
22046	Ubel, David	30-Nov-22	\$1,321.12	Payroll 11/13-11/26/22
22047	Voges, Jessie	30-Nov-22	\$603.29	Payroll 11/13-11/26/22
			\$36,836.87	

Public Utilities Report: Dave has questions on towing a vehicle parked on street that does not run and owner has been notified to move the vehicle. Discussion of how policy is written and how to proceed for the future. Dave reports work done at the water plant to increase the need to backwash. The process has resulted in only needing to backwash about once a week versus every day. Dave would like to have on record that he will not need to plow the new Kuester Pit 2 Second Addition roads until public improvements are completed. The roads are all gravel at this point and will stay that way until spring. Council is in agreement that no plowing should be done until the improvements are completed and turned over to the city.

Council Reports: None

Mayor Report: None

Street Committee: None

Planning Commission minutes are included in the packet. Commissioners have been working on updating Comprehensive Plan in regards to zoning of new area around new highway construction. Dave Ubel took commissioners on a driving tour on the new construction to get views from that prospective and each commissioner will give their views on what each area should be. Councilmember Kraus asks if planning commission would also discuss the plans for removal of Co Rd 12 and the future of the area including utilities.

Clerk Report: Kuester Pit 2 Second Addition and starting to issue permits. The public improvements are for the most part completed except curb and gutter and bituminous which it is now too late in the year to do. Elevations are set along with property pins being installed. Clerk has been approached to issue permits now for party that has purchased nine lots and is ready to build. Council reviews agreement and pictures obtained and reports from city engineer. Council agrees to issuing permits and have conversation to resume street improvements including Collin Drive in spring as weather permits.

Clerk has agreement with Prokore for inspections after has been to the lawyer.

Clerk will have some days this coming month she will be off as per an email she forwarded to council explaining. The office will be closed December 9th thru the 16th. The office will also be closed December 26th for Christmas and January 2nd for New Year holiday.

Dirt Merchant final pay request pond outfall improvements. This is for retainage on the project in 2020. Clerk received an email asking if had been paid and after consulting with Bolton and Menk found it was missed. Bolton and Menk prepared the request for approval.

Rodewald made a motion to approve Dirt Merchant Final Pay Request 2020 Pond Outfall Improvements for \$1,166.81. Peton seconded the motion. Motion carried with all in favor.

Clerk has received inquiry to selling THC products. With no ordinance in place, businesses can sell without license or permits with the new law that went into effect July 1, 2022. Council will have planning commission look into what options are.

Steve Kloeckl is present for a Conditional Use Permit forwarded by Planning Commission after a public hearing at the last meeting. Council reviews notes and concerns forwarded. The improvements of the units has reduced the amount of debris or pollution older units produced to nearly nothing.

Kraus made a motion to approve Resolution 22-117 Approval of Conditional Use Permit for Outdoor Furnace Operation at 417 Riverview Drive, Courtland, MN by Steve Kloeckl. Peton seconded the motion. Motion carried with all in favor.

Clerk presents a resolution for transfer of funds. This is to close out loan from water/sewer fund used to pay off bond in 2018. The amount owed is now \$45,379.17. The assessments have also all been collected and those funds will be drawn from to complete the total along with the budgeted \$30,000.

Rodewald made a motion to approve Resolution 22-116 Resolution of Funds Transfer. Peton seconded the motion. Motion carried with all in favor.

2023 Budget: Council reviews budget for any reductions needed. Finding none, council agrees to keep preliminary budget as final budget. Currently budget is a 5.2% increase.

Bents made a motion to approve Resolution 22-115 Resolution Approving Final 2023 Tax Levy Collectible in 2023. Rodewald seconded the motion. Motion carried with all in favor.

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

Meeting adjourned 7:52pm

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

Respectfully submitted,

Signed: _____
Al Poehler, Mayor

Attest: _____
Julie Holm, City Clerk

RESOLUTION 22-117

Approval of Conditional Use Permit for Outdoor Furnace Operation at 417 Riverview Drive, Courtland, MN by Steve Kloeckl

WHEREAS, Minnesota Statute 462.3595 authorizes and Section 303.13 Subd 6 of the Courtland City Code allows the approval of a conditional use permit (CUP) under certain circumstances;

WHEREAS, on November 4 2022, Steve Kloeckl property owner 417 Riverview Drive applied for a Outdoor Furnace Conditional Use Permit;

WHEREAS, the zoning designation of the property is R-1 Residential;

WHEREAS, on November 17, 2022, the Courtland Planning Commission held a public hearing for the proposed CUP;

WHEREAS, the proposed CUP is for operating an Outdoor Furnace;

WHEREAS, neighboring property owners provided concerns about safety, noise, and pollution control;

WHEREAS, the Planning Commission recommended the Council approve a conditional use permit for outdoor furnace operations;

WHEREAS, on December 1, 2022, the City Council considered the application and discussed it with Steve Kloeckl;

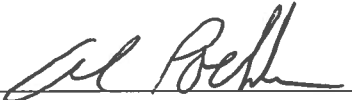
AND WHEREAS, the City of Courtland desires to protect the public health, safety, and welfare;

NOW, THEREFORE, BE IT RESOLVED THAT, the City of Courtland grants a conditional use permit for outdoor furnace operation at the following property with the following conditions:


417 Riverview Drive in the City of Courtland, Nicollet County, Minnesota PIN: 14.742.0050

1. This CUP becomes void if not recorded at their expense by Steve Kloeckl at the Nicollet County Recorder's Office within 60 days of its approval. By recording this permit, Steve Kloeckl, indicate their agreement to abide by the conditions herein.
2. The CUP is valid for duration of operation upon approval and recording at the Nicollet County Recorder's Office.
3. The City may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other statutes, rules and ordinances.

Passed by the City Council for the City of Courtland on the 1st day of December 2022.

Signed: 
Al Poehler, Mayor



Attest: 
Julie Holm, City Clerk

RESOLUTION # 22-116

A RESOLUTION OF FUNDS TRANSFER

WHEREAS, the City of Courtland has borrowed funds from 601 Water/Sewer Fund to pay a Public Improvement Bond from 2013 for the total amount of \$135,379.17;


WHEREAS, the City, through the General fund, has budgeted for a repayment of \$30,000.00 for 2022;

WHEREAS, the City has also committed some of the special assessments received from the bonded project to also repay borrowed funds;

WHEREAS, the balance of repayment as of December 31, 2021 is \$45,379.17;

THEREFORE, the city clerk shall transfer funds in the amount of \$45,379.17 from General fund to 601 Water/Sewer Fund for loan repayment effective December 31, 2022.

SIGNED:



Al Poehler, Mayor

ATTEST:



Julie Holm, City Clerk-Treasurer



Resolution # 22-115

**A Resolution Approving Final 2023 Tax Levy
Collectible in 2023**

BE IT RESOLVED BY the City Council of the City of Courtland, County of Nicollet, Minnesota, that the following sums of monies be levied for the current year, collectible in 2023, upon the taxable property in the City of Courtland, for the following purpose:

TOTAL LEVY \$ 230,616.00

The city clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Nicollet County, Minnesota.

Adopted by the City Council on December 1, 2022

Signed:



Al Poehler, Mayor

Attest:



Julie Holm, City Clerk/Treasurer

