

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

March 7, 2024

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

Members Absent: Mayor Al Poehler

Others Present: Julie Holm Dave Ubel Mark Fiemeyer Eric Hauser Karen Fluegge Bob Schabert

The regular city council meeting was called to order by Acting Mayor Ralph Bents at 7:00 pm on March 7, 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 February 1, 2024 regular Council minutes. Bode seconded the motion. Motion carried with all in favor.

Bode made a motion to approve February 1, 2024 special Council minutes. Rodewald 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.

	Vendor	DATE	\$AMT	Description
EFT	MICROSOFT	08-Feb-24	\$8.86	office 365 subscription
EFT	IRS	09-Feb-24	\$920.67	federal payroll taxes
EFT	MN DEPT OF REVENUE	09-Feb-24	\$168.00	mn payroll taxes
EFT	PERA	09-Feb-24	\$571.95	PERA contributions
EFT	IRS	22-Feb-24	\$892.67	federal payroll taxes
EFT	MN DEPT OF REVENUE	22-Feb-24	\$163.00	mn payroll taxes
EFT	PERA	22-Feb-24	\$557.37	PERA contributions
22617	Holm, Julie	07-Feb-24	\$1,134.48	Payroll 1/21-2/3/24
22618	Ubel, David	07-Feb-24	\$1,430.66	Payroll 1/21-2/3/24
22619	Voges, Jessie	07-Feb-24	\$652.79	Payroll 1/21-2/3/24
22620	LUEPKE OIL & TRUCKING LLC	05-Feb-24	\$221.94	fuel
22621	Nuvera	05-Feb-24	\$551.97	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet
22622	UNITED NATURAL GAS	15-Feb-24	\$1,792.54	main shed, firehall,wtr plant,cityoffice natural gas
22623	RUNNINGS SUPPLY, INC.	15-Feb-24	\$79.02	snow pusher, keys, hose washer, oil
22624	GOPHER STATE ONE-CALL	15-Feb-24	\$52.70	2 tickets
22625	COURTLAND MART	15-Feb-24	\$521.27	gas
22626	CITY OF NEW ULM	15-Feb-24	\$7,119.97	flow fees
22627	CITY OF COURTLAND	15-Feb-24	\$307.29	fire hall, comm center, main shed, city office utilities
22628	Voges, Jessie	21-Feb-24	\$677.17	Payroll 2/4-2/17/24
22629	Ubel, David	21-Feb-24	\$1,430.66	Payroll 2/4-2/17/24
22630	Holm, Julie	21-Feb-24	\$971.86	Payroll 2/4-2/17/24
22631	MN RURAL WATER ASSOCIATION	26-Feb-24	\$275.00	conference registration - Dave Ubel
22632	MN State Fire Chiefs Assoc	28-Feb-24	\$460.00	membership renewal
22633	NICOLLET COUNTY	28-Feb-24	\$46.00	record lien satisfaction - schmidt
EFT	COMCAST, INC	01-Mar-24	\$201.18	city office, comm center, fire hall internet
EFT	IRS	07-Mar-24	\$907.73	federal payroll taxes
EFT	MN DEPT OF REVENUE	07-Mar-24	\$166.00	mn payroll taxes
EFT	PERA	07-Mar-24	\$565.32	PERA contributions

EFT	IRS	21-Mar-24	\$902.78	federal payroll taxes
EFT	MN DEPT OF REVENUE	21-Mar-24	\$165.00	mn payroll taxes
EFT	PERA	21-Mar-24	\$562.30	PERA contributions
22634	Voges, Jessie	07-Mar-24	\$662.17	Payroll 2/18-3/2/24
22635	Ubel, David	07-Mar-24	\$1,430.66	Payroll 2/18-3/2/24
22636	Holm, Julie	07-Mar-24	\$942.81	Payroll 2/18-3/2/24
22637	BADGER METER	07-Mar-24	\$57.54	beacon web program support meter reading 386 units
22638	BLETHEN BERENS	07-Mar-24	\$270.00	phone call, email and letter Kuester Pit 2 development
22639	BOLTON & MENK, INC	07-Mar-24	\$8,474.00	Kuester Pit 2 sewer report, onsite mtg, collin dr project svcs
22640	CLEARWAY COMMUNITY SOLAR LLC	07-Mar-24	\$880.92	solar subscription
22641	CLIFTONLARSONALLEN	07-Mar-24	\$6,300.00	audit services YE2023
22642	COURTLAND MART	07-Mar-24	\$481.82	gas
22643	COURTLAND RURAL FIRE ASSOC	07-Mar-24	\$7,620.00	2024 budget contribution and 2023 budget shortfall
22644	ECOWATER SYSTEMS OF NEW ULM	07-Mar-24	\$16.80	softner salt
22645	GOPHER STATE ONE-CALL	07-Mar-24	\$6.75	6 tickets
22646	HAWKINS,INC	07-Mar-24	\$168.75	aqua hawk - water plant supplies
22647	RIVER BEND BUSINESS PRODUCTS	07-Mar-24	\$335.04	office supplies, whiteboard calendar for water plant
22648	VOID	07-Mar-24	\$0.00	VOID
22649	LUEPKE OIL & TRUCKING LLC	07-Mar-24	\$250.65	gas, fuel
22650	MINNESOTA DEPARTMENT OF HEALTH	07-Mar-24	\$546.00	1st qtr 2024 service connection fee
22651	MN LIFE INS COMPANY	07-Mar-24	\$10.00	dave life ins feb-mar
22652	Nuvera	07-Mar-24	\$548.70	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet
22653	PROKORE INSPECTIONS, LLC	07-Mar-24	\$106.57	permit fee remittance
22654	RUNNINGS SUPPLY, INC.	07-Mar-24	\$41.87	coupler, torch
22655	COLUMN SOFTWARE PBC	07-Mar-24	\$45.42	notice ph g&s offices 1001 main st
22656	UNITED NATURAL GAS	07-Mar-24	\$1,031.36	main shed, firehall,wtr plant,cityoffice natural gas
			\$53,075.90	

Eric Hauser from Bolton and Menk presents to council the plans and specifications that have been prepared for review with the expectation that council will approve and authorize to advertise for bids. In addition to Collin Drive Improvement Project being bid, Bolton and Menk has prepared the plans and specifications necessary for sidewalk project along County Road 24 for Main Street Park that city has been waiting for approval by Nicollet County. The bids will be separate from each other and council could opt to not proceed with sidewalk of cost is too much. Hauser has received information from Seth Greenwood that a turn lane will be required northbound. Council discussion on what has prompted this and asks for clarification from Seth on specific county policy requirements. Additional discussion on proposed costs for water line stubs to properties and if those that absolutely do not wish to have this put in place will be required to sign documents to that effect and the documents would have time frame they would not be allowed to make connections for possibly 10years. Hauser will draft letters of opting in or out of connection for next month council to consider. Council is in agreement that bidding should move forward to determine costs to be able to move forward.

Rodewald made a motion to approve Resolution 24-109 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS COLLIN DRIVE IMPROVEMENTS. Kraus seconded the motion. Motion carried with all in favor.

**CITY OF COURTLAND
RESOLUTION 24-109**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR
THE 2024 COLLIN DRIVE IMPROVEMENT PROJECT.**

WHEREAS, Bolton and Menk, Inc., the consulting engineers for the City, has prepared final plans and specifications for 2024 Collin Drive Improvement Project and such plans and specifications have been presented to the Council for approval.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COURTLAND, NICOLLET COUNTY, MINNESOTA.

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk.
2. The City Clerk shall prepare and cause to be inserted in the New Ulm Journal, the official newspaper, and online on QuestCDN which qualifies as a regional trade publication, an advertisement for bids upon the making of such improvements under such approved plans and specifications.

The advertisement shall be published in each of said publications at least once not less than three (3) weeks before the date set for opening bids, shall specify the work to be done, shall state that bids will be received until April 2, 2024 at 2:00 p.m. at Courtland City Hall, 329 Main Street, Courtland, Minnesota, at such time they will be publicly opened. No bids will be considered unless submitted as instructed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the City of Courtland for five percent (5%) of the amount of such bid.

The adoption of the foregoing resolution was duly moved by Councilmember Rodewald and seconded by Councilmember Kraus and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: Bents; Rodewald; Kraus; Bode

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 7th day of March, 2024.

Richard Krohn has made an application to Nicollet County to combine his lots 240 Ashlynn Court and 290 Collin Drive. Discussion on what the property will be assessed for the improvement project and combining the lots will lessen the amount of assessment. **Rodewald made motion to approve combining 240 Ashlynn Court PID: 14.591.0060 and 290 Collin Drive PID: 14.682.0010. Kraus seconded the motion. Motion carried with all in favor.**

Public Utilities: Dave reported last month main lift station is in need of replacement and the lift stations at Stony Point and Lagoon Drive are in need of repairs. Estimated cost of replacement for main lift station is \$80,000. Dave has made request from Quality Flow for quotes on each lift station. Quality Flow has done the service checks and repairs in the past and he would like to have them continue. Discussion on need for additional bids.

Dave also reports about the lead inventory of service lines will need to be completed in the next few months. This is a requirement by State of MN Health Department. Form letters are available to send out to residents to facilitate gathering the information.

No Mayor Report

Council Report: Bode asks if new chairs for community center have been ordered, Dave reports they have. Disposition of chairs being replaced is discussed.

Planning Commission: Holm reports public hearing for G & S Conditional Use Permit for offices at 1001 Main Street will take place at the March meeting. Continued discussion on doing survey for land use planning.

City Clerk: Julie reports PNP election went well with 100 citizens turning out the day of to vote. Julie will attend MCFOA Clerk's Conference March 19-22 and the city office will be closed.

Unfinished Business: Main Street (Lions) Park; Rodewald has been working to procure bids on equipment and will present at next month meeting.

Clerk presents municipality insurance tort limit liability waiver. Each year on municipality insurance renewal, council must vote on tort limit liability waiver.

Rodewald made a motion to waive tort limit liability. Bode seconded the motion. Motion carried with all in favor.

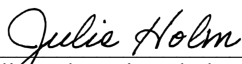
Dave Ubel as Fire Chief has an updated Mutual Aid Agreement for signature but needs clarification on who will sign. Dave also has copy of Joint Powers Agreement that was voted on at Annual Fire Meeting in February at which no one from city was able to attend. Rodewald asks for clarification of equation calculations.

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

Meeting adjourned 8:39pm

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

Respectfully submitted,


Julie Holm, City Clerk

Ralph Bents, Acting Mayor