

- Poehler
- Bents
- Rodewald
- Kraus
- Bode

**Agenda**  
**Courtland City Council**  
**Thursday, January 4, 2024 7:00pm**  
**Courtland City Hall**  
**329 Main Street**

1. Call to Order
2. Roll Call-Attendance
3. Additions/Approval of the Agenda
4. Approval of Minutes- Regular CC, Special
5. Presentation and Payment of Bills
6. Visitors
  - Matt Mages Eric Hauser
7. Reports
  - A. Public Utilities
  - B. Mayor and Council
  - C. Streets Committee
  - D. Planning Commission
  - E. City Clerk
8. Unfinished Business
  - Lions Park
9. New Business
  - Water Tower Illumination
  - 2024 Appointments and Wages
  - 2024 Fee Schedule
  - Resolution 24-101 Accept Report and Call for Public Hearing 2024 Collin Drive Imp
  - Resolution 24-102 Adopting Safe and Sick Leave Policy
  - Resolution 24-103 Transfer of Funds
  - Resolution 24-104 Personnel Policy update
  - Resolution 24-105 Approving Conditional Use Permit – 400 Main Street
10. Adjournment

**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 7, 2023

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

The regular city council meeting was called to order by Mayor Al Poehler at 7:00 pm on December 7, 2023 in the Council chambers in City Hall.

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

**Kraus made a motion to approve November 2, 2023 regular Council minutes. Bode seconded the motion. Motion carried with all in favor.**

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

| Check# | Vendor                       | DATE      | \$AMT      | Description   |
|--------|------------------------------|-----------|------------|---|
| EFT    | IRS                          | 02-Nov-23 | \$838.39   | federal payroll taxes   |
| EFT    | MN DEPT OF REVENUE           | 02-Nov-23 | \$151.00   | mn payroll taxes  |
| EFT    | PERA                         | 02-Nov-23 | \$538.11   | PERA contributions  |
| EFT    | MICROSOFT                    | 09-Nov-23 | \$8.86     | office 365 subscription   |
| EFT    | IRS                          | 16-Nov-23 | \$852.94   | federal payroll taxes   |
| EFT    | MN DEPT OF REVENUE           | 16-Nov-23 | \$154.00   | mn payroll taxes  |
| EFT    | PERA                         | 16-Nov-23 | \$535.64   | PERA contributions  |
| EFT    | IRS                          | 29-Nov-23 | \$775.32   | federal payroll taxes   |
| EFT    | MN DEPT OF REVENUE           | 29-Nov-23 | \$139.00   | mn payroll taxes  |
| EFT    | PERA                         | 29-Nov-23 | \$492.26   | PERA contributions  |
| 22443  | Holm, Julie                  | 01-Nov-23 | \$918.65   | Payroll 10/15-10/28/23  |
| 22444  | Ubel, David                  | 01-Nov-23 | \$2,765.80 | Payroll 10/15-10/28/23  |
| 22445  | Voges, Jessie                | 01-Nov-23 | \$553.37   | Payroll 10/15-10/28/23  |
| 22446  | CLEARWAY COMMUNITY SOLAR LLC | 02-Nov-23 | \$2,322.80 | solar subscription  |
| 22447  | COMCAST, INC                 | 02-Nov-23 | \$184.74   | fire hall, comm center, city office internet  |
| 22448  | JR REINHART                  | 02-Nov-23 | \$272.00   | mowing 531st Ave ditch, zieske rd at lift station, stormwater drainage east main st |
| 22449  | HAWKINS,INC                  | 02-Nov-23 | \$1,933.09 | water plant chemical supplies(Aqua Hawk,Azone 15,Potassium Permanganate)            |
| 22450  | LOFFLER                      | 02-Nov-23 | \$68.78    | mfp maintenance 10/24-11/23/23, Color Copies  |
| 22451  | PROKORE INSPECTIONS, LLC     | 02-Nov-23 | \$98.00    | building permits sept 2023  |
| 22452  | RIVER VALLEY LAWN CARE       | 02-Nov-23 | \$324.70   | fall weed & feed fire station, red shoe & main st park                              |
| 22453  | TIM PORTNER                  | 02-Nov-23 | \$323.57   | reimburse mileage to chiefs conference 10/18-10/22/23                               |
| 22454  | VOID                         |           | VOID       | VOID  |
| 22455  | Nuvera                       | 02-Nov-23 | \$544.48   | office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet                            |
| 22456  | OTTO ELECTRIC                | 02-Nov-23 | \$236.27   | wiring new a/c furnace replacement city hall  |
| 22482  | BADGER METER                 | 13-Nov-23 | \$57.54    | beacon web program support meter reading 386 units                                  |
| 22483  | CITY OF COURTLAND            | 13-Nov-23 | \$323.35   | fire hall, comm center, main shed, city office utilities                            |
| 22484  | CITY OF NEW ULM              | 13-Nov-23 | \$7,518.24 | flow to new ulm   |

|       |                                |           |             |   |
|-------|--------------------------------|-----------|-------------|---|
| 22485 | CLIFTONLARSONALLEN             | 13-Nov-23 | \$1,255.49  | audit services for 2022-final billing                       |
| 22486 | COURTLAND MART                 | 13-Nov-23 | \$404.25    | (394.86)gas, 9.39(sm propane tank)                          |
| 22487 | ECOWATER SYSTEMS OF NEW ULM    | 13-Nov-23 | \$39.68     | softner salt for fire hall                                  |
| 22488 | VOID                           |           | VOID        | VOID  |
| 22489 | JULIE HOLM                     | 13-Nov-23 | \$396.00    | stamps-general, utility billing                             |
| 22490 | LMCIT                          | 13-Nov-23 | \$1,764.00  | workers comp ins premium after audit                        |
| 22492 | UNITED NATURAL GAS             | 13-Nov-23 | \$183.96    | main shed, firehall,wtr plant,cityoffice natural gas        |
| 22493 | COURTLAND FIRE DEPT RELIEF-GEN | 15-Nov-23 | \$17,619.38 | state fire aid and supplemental                             |
| 22494 | GOPHER STATE ONE-CALL          | 15-Nov-23 | \$71.55     | 26 tickets Sept, 27 tickets Oct                             |
| 22495 | ALLINA HEALTH                  | 15-Nov-23 | \$517.80    | schlumpberger_suess firefighter physicals                   |
| 22496 | Holm, Julie                    | 15-Nov-23 | \$1,011.94  | Payroll 10/29-11/11/23                                      |
| 22497 | Ubel, David                    | 15-Nov-23 | \$1,391.08  | Payroll 10/29-11/11/23                                      |
| 22498 | Voges, Jessie                  | 15-Nov-23 | \$304.46    | Payroll 10/29-11/11/23                                      |
| 22499 | BLETHEN BERENS                 | 29-Nov-23 | \$290.00    | email review kuester development agreement default          |
| 22500 | BOLTON & MENK, INC             | 29-Nov-23 | \$1,592.50  | kuester development oversight 7/22-9/1/23, GIS updates      |
| 22501 | LOFFLER                        | 29-Nov-23 | \$77.78     | mfp maintenance 11/24-12/23/23, color copies                |
| 22502 | RENT N SAVE PORTABLE SERVICES  | 29-Nov-23 | \$192.90    | final porta potty rental parks 10/1-10/26/23                |
| 22503 | XCEL ENERGY                    | 29-Nov-23 | \$1,631.53  | office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights |
| 22504 | Holm, Julie                    | 29-Nov-23 | \$992.49    | Payroll 11/12-11/25/23                                      |
| 22505 | Ubel, David                    | 29-Nov-23 | \$1,391.08  | Payroll 11/12-11/25/23                                      |
| 22506 | Voges, Jessie                  | 29-Nov-23 | \$532.01    | Payroll 11/12-11/25/23                                      |
|       |                                |           | \$54,590.78 |   |

Public Utilities: Dave Ubel met with Councilmember Kraus and Bolton and Menk on Collin Drive as they did work to prepare study that will be presented at this meeting.

Dave also spoke with United Natural Gas regarding seeding areas dug up as they put in new lines which will not be happening now with the winter season coming. Council discussion leads to sending letter to them that they will need to obtain right-of-way permit which requires deposit going forward. Deposit is held until restoration is completed to satisfaction of the city. Additionally, Dave would like to see the permits require companies to remove utility marking flags once projects are completed so residents are not left wondering if they can be removed.

Dave raised concerns on the Kuester development project that concrete was found in storm sewer and were not cleaned out as previously stated by Mr. Kuester. Mayor Poehler will contact city attorney to send letter with list of items that are not completed to close out the project.

Dave had question on where council was regarding Wishbone Way ditch issue John Stadick presented to council previously.

Councilmember Kraus addressed that the whole road will need to be looked at and make a plan which will need to now be looked at in the spring.

Dave reports the new owner of the former elevator wants water utilities shut off. There are two connections on the property, Dave has been able to locate one, but it is broke off and will need to be dug up, the other they are not able to find yet.

Council reports: NONE

Mayor report: Mayor Poehler attended Highway 14 opening held on new bridge overpass in Courtland.

Clerk report: Clerk Holm reported she has been contacted by Jaci at Nicollet County regarding election judge training for upcoming Presidential Primary March 5, 2024. Clerk also reported upcoming office closing for Christmas and New Year holidays December 25<sup>th</sup> and January 1<sup>st</sup>.

Clerk Holm has received numerous complaints for property at 113 Main Street for accumulation of vehicles and collection of garbage in these vehicles. Clerk Holm has sent several letters in the past with little or no response. Discussion is for clerk to send another letter with specific date for cleanup and if not done so, matter will be referred to city attorney.

Clerk Holm is updating office desktop computer to a laptop and having a server installed to facilitate backups of data. The setup and hardware cost is \$2,000. Dave Ubel asks if his computer may also be backed up on the new server, Holm will check with installer.

Planning and Zoning has scheduled a public hearing at the next meeting this month for a Conditional Use Permit for property at 400 Main Street. The business is asking to operate an AirBnB/Land Auction office. The property is located in mixed use zone and these would be an allowed use of the property.

Greg Juberien with Courtland Lions is present to discuss donations made by Lions to Courtland Community Center to purchase new chairs. The amount they have donated is \$10,000. Mr. Juberien would also like to discuss previous donations made by Lions toward park fund to update Main Street Park and what the status is on making updates. To date there have been \$30,000 in donations for this purpose. Current savings balance is \$64,000. The city previously applied for a grant for updates but did not receive the grant and the matter has not been pursued since. Councilmember Rodewald will take up the matter again and asks the focus may be to start replacing pieces versus the entire park. Rodewald has also been approached about creating park west of the county road, on Shady Oak Drive on a property that has been previously designated for this purpose.

Joe Duncan and Eric Hauser from Bolton and Menk are present to review preliminary engineering report on Collin Drive as authorized last month by resolution. Approximate cost is \$530,000. Collin Drive has a gravel surface with a width of the driving surface varying from 30-40 feet. They are proposing that it be reconstructed to a 9-ton bituminous pavement section with curb and gutter. The proposed width of the roadway is 36-feet from face-to-face of curb with two 12-foot driving lanes.

Council member Paul Bode said, "What will be the impact on the businesses during construction?" Duncan replied, "The businesses need a way in and out so we will work around that. This will be sequenced as part of the final design plans."

Discussion continued on how assessments will be figured for residents and businesses that benefit from the project. Duncan explained that they follow the state statute, Chapter 429, to set up assessments for projects. The intent is to assess all property owners that both front and utilize Collin Drive for at least one of their access points. Mayor Al Poehler said, "We need to look at the existing use and what size the property is." Ralph Bents added, "There is a lot of ways to look at how to assess property and we want to be fair and equitable." Pam Rodewald said, "We probably need to look at industry differently than residential."

Duncan explained how different tiers can be set up for the assessments of residential, businesses, and commercial property. These should be set up by the January council meeting when Hauser will be back to continue the discussion of the assessment process. A hearing will be scheduled, probably in February, to meet with the people benefited by this project. This would keep the project moving by advertising for bids in March and opening bids in April. Plans are for construction to begin in May with near completion in August. An assessment hearing will be held in September, after the final project costs are available, and then the council should be able to approve the final assessment roll in October.

2024 Budget and Levy: Council members were in agreement to no changes to preliminary budget approved in September.

**Rodewald made a motion approve 2024 General Operating Budget as presented. Bents seconded the motion. Motion carried with all in favor.**

**Rodewald made a motion to approve Resolution 23-110 A Resolution Approving Final 2024 Tax Levy for \$249,591.00. Bents seconded the motion. Motion carried with all in favor.**

Mayor Poehler had one last item regarding business access needs on old Highway 14. Right-of-Way is under jurisdiction of MNDOT until turned to the city that may not be until 2031. Initial calls have not proven fruitful to allowing new accesses. Mayor Poehler feels the landowners should be able to expand or create a new business and have access on this street. Poehler will continue to pursue options and report back.

**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,

Signed: \_\_\_\_\_  
Al Poehler, Mayor

Attest: \_\_\_\_\_  
Julie Holm, City Clerk

**Resolution # 23-110**

**A Resolution Approving Final 2024 Tax Levy  
Collectible in 2024**

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 2024, upon the taxable property in the City of Courtland, for the following purpose:

**TOTAL LEVY \$ 249,591.00**


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 7, 2023**

Signed:

  
\_\_\_\_\_  
Al Poehler, Mayor

Attest:

  
\_\_\_\_\_  
Julie Holm, City Clerk/Treasurer



**SUMMARY BUDGET**  
City of Courtland, MN  
**2024**

| Actual Amt<br>2021 | Budget<br>2022 | Actual Amt<br>2022 | YTD Actual<br>11 mos 2023 | Budget<br>2023 | Draft Budget<br>2024 | FINAL<br>2024 |
|--------------------|----------------|--------------------|---------------------------|----------------|----------------------|---------------|
|--------------------|----------------|--------------------|---------------------------|----------------|----------------------|---------------|

CHANGE

General Government

|                           |                     |                  |                     |                     |                  |                   |                   |                 |
|---------------------------|---------------------|------------------|---------------------|---------------------|------------------|-------------------|-------------------|-----------------|
| Council                   | \$ 10,194.46        | \$ 12,165        | \$ 10,089.51        | \$ 4,801.20         | \$12,000         | \$ 13,180         | \$ 13,180         | \$ 1,180        |
| Planning Commission       | \$ 2,614.10         | \$ 3,250         | \$ 2,606.71         | \$ 1,573.53         | \$3,000          | \$ 3,000          | \$ 3,000          | \$ -            |
| CITY HALLE-BLDG (new2021) | \$ 29,221.70        | \$ -             | \$ 8,405.14         | \$ 17,673.98        | \$ 16,000.00     | \$ 16,100         | \$ 16,100         | \$ 100          |
| City Clerk-Office Admin   | \$ 103,682.85       | \$ 78,700        | \$ 131,660.43       | \$ 81,511.99        | \$80,000         | \$ 81,400         | \$ 81,400         | \$ 1,400        |
| Elections                 | \$ -                | \$ -             | \$ 3,430.30         | \$ -                | \$0              | \$ 5,000          | \$ 5,000          | \$ 5,000        |
| <b>Total Gen Gvt.</b>     | <b>\$145,713.11</b> | <b>\$ 94,115</b> | <b>\$156,192.09</b> | <b>\$105,560.70</b> | <b>\$111,000</b> | <b>\$ 118,680</b> | <b>\$ 118,680</b> | <b>\$ 7,680</b> |

Public Safety

|                            |                    |                  |                    |                    |                 |                  |                  |                 |
|----------------------------|--------------------|------------------|--------------------|--------------------|-----------------|------------------|------------------|-----------------|
| Fire - Personnel           | \$ 34,252.97       | 17,425           | \$ 33,117.19       | \$ 36,888.65       | 17,425          | 19,050           | 19,050           | \$ 1,625        |
| Fire - Building            | \$ 12,985.93       | 27,650           | \$ 9,388.79        | \$ 11,036.83       | 28,575          | 32,325           | 32,325           | \$ 3,750        |
| Fire - Other Expenses      | \$ 1,651.00        | 2,600            | \$ 697.00          | \$ 1,503.46        | 2,500           | 2,600            | 2,600            | \$ 100          |
| Safety - Civil Defense     | \$ 6,842.44        | 4,100            | \$ 480.00          | \$ -               | 4,500           | 4,500            | 4,500            | \$ -            |
| <b>Total Public Safety</b> | <b>\$55,732.34</b> | <b>\$ 51,775</b> | <b>\$43,682.98</b> | <b>\$49,428.94</b> | <b>\$53,000</b> | <b>\$ 58,475</b> | <b>\$ 58,475</b> | <b>\$ 5,475</b> |

Public Works

|                                 |                     |                   |                     |                     |                  |                   |                   |                  |
|---------------------------------|---------------------|-------------------|---------------------|---------------------|------------------|-------------------|-------------------|------------------|
| Streets & Facilities            | \$ 99,836.00        | \$ 75,150         | \$ 84,318.85        | \$ 88,964.89        | \$94,000         | \$ 96,000         | \$ 96,000         | \$ 2,000         |
| Parks & Grounds                 | \$ 7,237.29         | \$ 6,700          | \$ 11,799.80        | \$ 7,024.52         | \$9,000          | \$ 10,000         | \$ 10,000         | \$ 1,000         |
| Capital Improvement Funds & Del | \$ 56,548.28        | \$ 119,000        | \$ 126,357.32       | \$ 212,392.36       | \$100,000        | \$ 125,000        | \$ 125,000        | \$ 25,000        |
| <b>Total Public Works</b>       | <b>\$163,621.57</b> | <b>\$ 200,850</b> | <b>\$222,475.97</b> | <b>\$308,381.77</b> | <b>\$203,000</b> | <b>\$ 231,000</b> | <b>\$ 231,000</b> | <b>\$ 28,000</b> |

**TOTALS ALL Gen Fund**

|                     |                   |                     |                     |                  |                   |                   |                  |
|---------------------|-------------------|---------------------|---------------------|------------------|-------------------|-------------------|------------------|
| <b>\$365,067.02</b> | <b>\$ 346,740</b> | <b>\$422,351.04</b> | <b>\$463,371.41</b> | <b>\$367,000</b> | <b>\$ 408,155</b> | <b>\$ 408,155</b> | <b>\$ 41,155</b> |
|---------------------|-------------------|---------------------|---------------------|------------------|-------------------|-------------------|------------------|

16,402

\$ 20,260 5.8%  
\$41,155 11.2%

8.2%

Revenues

|                         |                     |                   |                     |                     |                  |                   |                   |                  |
|-------------------------|---------------------|-------------------|---------------------|---------------------|------------------|-------------------|-------------------|------------------|
| Property Taxes (Levied) | \$ 213,449.34       | \$ 219,220        | \$ 221,667.34       | \$ 123,692.34       | \$230,616        | \$ 249,591        | \$ 249,591        | \$ 18,975        |
| Special Assessments     | \$ 11,364.86        | \$ 10,000         | \$ 145,510.78       | \$ 5,702.79         | \$0              | \$ -              | \$ -              | \$ -             |
| Cable Franchise Taxes   | \$ 9,221.86         | \$ 10,000         | \$ 10,255.21        | \$ 9,321.70         | \$10,000         | \$ 11,800         | \$ 11,800         | \$ 1,800         |
| Licenses & Permits      | \$ 12,411.99        | \$ 7,500          | \$ 2,995.04         | \$ 8,458.85         | \$7,500          | \$ 5,000          | \$ 5,000          | \$ (2,500)       |
| Intergovernmental       | \$ 131,058.17       | \$ 92,020         | \$ 107,662.34       | \$ 65,580.98        | \$96,284         | \$ 118,064        | \$ 118,064        | \$ 21,780        |
| Charges for Services    | \$ -                | \$ -              | \$ -                | \$ -                | \$0              | \$ -              | \$ -              | \$ -             |
| Earnings on Investments | \$ 2,492.59         | \$ 100            | \$ 9,221.05         | \$ 30,394.92        | \$15,000         | \$ 20,000         | \$ 20,000         | \$ 5,000         |
| Misc                    | \$ 25,401.38        | \$ 7,900          | \$ 22,500.79        | \$ 43,550.51        | \$7,600          | \$ 3,700          | \$ 3,700          | \$ (3,900)       |
| <b>TOTAL REVENUES</b>   | <b>\$405,400.19</b> | <b>\$ 346,740</b> | <b>\$519,812.55</b> | <b>\$286,702.09</b> | <b>\$367,000</b> | <b>\$ 408,155</b> | <b>\$ 408,155</b> | <b>\$ 41,155</b> |

\$ - \$97,461.51 -\$176,669.33 \$ - \$ - \$ - \$0

230,616 \$ 249,591 \$ 249,591 Final Levy (decrease \$8,1  
219,220 \$ 230,616 \$230,616  
\$ 11,396 \$ 18,975 \$ 18,975 **Levy Increase**

**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

Public Hearing Meeting TNT Hearing  
December 7, 2023

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

Members Absent:

Others Present: Julie Holm, City Clerk Dave Ubel Mark Fiemeyer Joe Duncan Eric Hauser Greg Juberien

The special city council public hearing meeting was called to order by Mayor Poehler at 6:30 pm on December 7, 2023 in the Council chambers in City Hall.

No visitors present had concerns regarding taxation.

**Rodewald made a motion to close public hearing at 7:00pm. Bode seconded the motion. Motion carried with all in favor.**

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

Respectfully submitted

Julie Holm, City Clerk

\_\_\_\_\_  
Julie Holm, City Clerk

\_\_\_\_\_  
Al Poehler, Mayor

| 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 devlopment                         |
| 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 riverview,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,wrtwr,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  |



**CITY OF COURTLAND**  
**ELECTED OFFICIALS APPOINTMENTS/WAGES**  
**2024**

|         |                      | <u>City Council</u>    |
|---------|----------------------|------------------------|
| Members | Allan Poehler, Mayor | Term December 31, 2024 |
|         | Paul Bode            | Term December 31, 2026 |
|         | Ralph Bents          | Term December 31, 2024 |
|         | Justin Kraus         | Term December 31, 2024 |
|         | Pamela Rodewald      | Term December 31, 2026 |

|       |         | <u>2024</u> | <u>2023</u>      |  |
|-------|---------|-------------|------------------|--|
| Seats | Mayor   | 2 year term | \$2,180<br>\$ 70 | \$2,180 per year present or not<br>\$70 per special meeting attended |
|       | Members | 4 year term | \$1,560<br>\$ 60 | \$1,560 per year present or not<br>\$60 per special meeting attended |

|         |                   | <u>Planning Commission</u>           |
|---------|-------------------|--------------------------------------|
| Members | Natasha Goblirsch | Term December 31, 2026               |
|         | Al Poehler        | Term December 31, 2024– Mayor’s term |
|         | Julie Holm        | Clerk by Ordinance                   |
|         | Greg Juberien     | Term December 31, 2025               |
|         | Ed Mages          | Term December 31, 2024               |

|       |             |             |          |                             |
|-------|-------------|-------------|----------|-----------------------------|
| Seats | Member      | 3 year term | \$ 37.50 | \$ \$37.50 per mtg attended |
|       | Chairperson | 3 year term | \$ 42.50 | \$ \$42.50 per mtg attended |

**Proposed 3% Increase Employees**

|                        |                       | <u>2024</u> | <u>2023</u>                                     |           |
|------------------------|-----------------------|-------------|---|-----------|
| City Clerk             | Julie Holm            | \$20.28     | \$19.69per hour                                 | part time |
| Utility Technician     | Jessie Voges          | \$18.93     | \$18.38per hour                                 | part time |
| Utility Superintendent | Dave Ubel             | \$25.09     | \$24.36 per hour<br>Emergency pay –time and 1/2 | full time |
| City Maintenance       | Dave Ubel             | \$25.09     | \$24.36 per hour<br>Emergency pay –time and 1/2 | full time |
| Weed Inspector         | Al Poehler            |             |   |           |
| Asst. Weed Inspector   | Maintenance personnel |             |   |           |

Fire Department

|                      |             | 2024      | 2023               |
|----------------------|-------------|-----------|--------------------|
| Fire Chief           | David Ubel  | \$1750.00 | \$1750.00 per year |
| Asst. Chief          | Tim Portner | \$ 875.00 | \$ 875.00 per year |
| City Fire Marshall   | David Ubel  | \$ 15.00  | \$ 15.00 per hour  |
| Fire Dept. Secretary | Dan Davis   | \$ 200.00 | \$ 200.00 per year |

Appointments

|                         |   |
|-------------------------|---|
| Acting Mayor            | Ralph Bents                               |
| City Emergency Manager  | David Ubel                                |
| Public Utilities        | Pam Rodewald –Ralph Bents                 |
| Street/Maintenance      | Justin Kraus - Paul Bode                  |
| Finance                 | Ralph Bents - Paul Bode                   |
| Insurance Agent         | Jeff Grommersch-Community Insurance, Inc. |
| City Attorney           | Jeremy Berg, Blethen Berens               |
| Official Depository     | Alliance Bank                             |
| Official Newspaper      | New Ulm Journal                           |
| City Accountant/Auditor | Craig Popenhagen, CliftonLarsonAllen LLP  |
| Responsible Authority   | Ralph Bents, Acting Mayor                 |
| Natural Gas             | Al Poehler - Ralph Bents                  |
| Housing                 | Pam Rodewald - Al Poehler                 |

Miscellaneous

|               |                                       |
|---------------|---------------------------------------|
| Wage Scale    | \$15.00                               |
| Per Diem      | \$60.00 per ½ day<br>\$120.00 per day |
| Mileage       | per federal guidelines                |
| Election Wage | \$15.00 per hour                      |

**CITY OF COURTLAND  
MEETINGS FOR 2024**

|                        |        |   |
|------------------------|--------|---|
| <b>January 1-2</b>     |        | <b>New Year's Day - City Office Closed</b>          |
| January 4              | 7:00pm | Regular Council Meeting                             |
| <b>January 15</b>      |        | <b>Martin Luther King Jr. Day - Office Closed</b>   |
| January 18             | 6:30pm | Planning Commission Meeting                         |
| February 1             | 7:00pm | Regular Council Meeting                             |
| February 7             | 7:00pm | Courtland Rural Fire Assn Annual Meeting            |
| February 15            | 6:30pm | Planning Commission Meeting                         |
| <b>February 19</b>     |        | <b>President's Day - City Office Closed</b>         |
| March 7                | 7:00pm | Regular Council Meeting                             |
| March 19-22            |        | <b>City Office Closed - Clerk Attend Conference</b> |
| March 21               | 6:30pm | Planning Commission Meeting                         |
| April 4                | 7:00pm | Regular Council Meeting                             |
| April 18               | 6:30pm | Planning Commission Meeting                         |
| May 2                  | 7:00pm | Regular Council Meeting                             |
| May 16                 | 6:30pm | Planning Commission Meeting                         |
| <b>May 27</b>          |        | <b>Memorial Day - City Office Closed</b>            |
| June 6                 | 7:00pm | Regular Council Meeting                             |
| <b>June 19</b>         |        | <b>Juneteenth - City Office Closed</b>              |
| June 20                | 6:30pm | Planning Commission Meeting                         |
| <b>July 4</b>          |        | <b>Independence Day - City Office Closed</b>        |
| July 11                | 7:00pm | Regular Council Meeting                             |
| July 18                | 6:30pm | Planning Commission Meeting                         |
| August 1               | 7:00pm | Regular Council Meeting                             |
| August 15              | 6:30pm | Planning Commission Meeting                         |
| <b>September 2</b>     |        | <b>Labor Day - City Office Closed</b>               |
| September 5            | 7:00pm | Regular Council Meeting                             |
| September 19           | 6:30pm | Planning Commission Meeting                         |
| October 3              | 7:00pm | Regular Council Meeting                             |
| October 17             | 6:30pm | Planning Commission Meeting                         |
| November 7             | 7:00pm | Regular Council Meeting                             |
| <b>November 11</b>     |        | <b>Observed Veteran's Day - City Office Closed</b>  |
| November 14            | 6:30pm | Planning Commission Meeting                         |
| <b>November 28-29</b>  |        | <b>Thanksgiving - City Office Closed</b>            |
| December 5             | 7:00pm | Regular Council Meeting                             |
| December 19            | 6:30pm | Planning Commission Meeting                         |
| <b>December 25</b>     |        | <b>Christmas Day - City Office Closed</b>           |
| <b>January 1, 2025</b> |        | <b>New Year's Day - City Office Closed</b>          |

| City of Courtland Fee Schedule                         |   |   |  |      |
|--|---|---|--|------|
|  | 2024  | 2023  | Notes  |      |
| <b>Utilities</b>                                       |   |   |  |      |
| Water Base Rate  | \$ 19.00  | \$ 19.00  |  |      |
| Water Base Rate-Commercial                             | \$ 25.00  | \$ 25.00  |  |      |
| Water infrastructure fee                               | \$ 22.00  | \$ 22.00  |  |      |
| Base Rate - 2nd Meter                                  | \$ 4.00   | \$ 4.00   |  |      |
| Water Flow Charge-Residential                          | \$ 6.75   | \$ 6.75   | per 1000 gal for 10,000 gal                    |      |
|  | \$ 7.25   | \$ 7.25   | over 10,000 up to 20,000gallons                |      |
|  | \$ 8.00   | \$ 8.00   | over 20,000 gallons                            |      |
| Water Flow Charge-Commercial                           | \$ 6.75   | \$ 6.75   | per 1000 gal for 10,000 gal                    |      |
|  | \$ 7.25   | \$ 7.25   | over 10,000 up to 20,000gallons                |      |
|  | \$ 8.00   | \$ 8.00   | over 20,000 gallons                            |      |
| Sewer Base Rate  | \$ 19.00  | \$ 19.00  |  |      |
| Sewer Flow Charge                                      | \$ 7.25   | \$ 7.25   | per 1000 gallons                               |      |
| Bulk Water   | \$25 meter hook up per month plus usage at \$10 per 1000gal | \$25 meter hook up plus usage at \$8 per 1000gal    |  |      |
| Water/Sewer hook-up includes one meter*                | \$ 625.00   | \$ 625.00   | *RvrVw/MyLn, Collin Drive, Zieske Rd see chart |      |
| Sewer Hook-up  | \$ 1,750.00   | \$ 1,750.00   | w/o main extension                             |      |
| Utility Late Fee                                       | \$ 10.00  | \$ 10.00  | plus interest                                  |      |
| Utility Reconnect Fee                                  | \$ 50.00  | \$ 50.00  |  |      |
| Sewer Construction License                             | \$ 25.00  | \$ 25.00  |  | Ord. |
| Water meter(additional)                                | \$ 325.00   | \$ 325.00   |  |      |
| Non compliance fee                                     | \$ 60.00  | \$ 60.00  | sewer lateral non compliance                   |      |
| <b>Misc. Licenses</b>                                  |   |   |  |      |
| Adult Use Business                                     | \$ 500.00   | \$ 500.00   |  | Ord. |
| Adult Use Manager                                      | \$ 50.00  | \$ 50.00  |  | Ord. |
| Dog  | \$ 8.00   | \$ 8.00   | \$5 during first month                         | Res. |
| Peddler/MFU  | \$ 25.00  | \$ 25.00  |  | Res. |
| OHV permit   | \$ 15.00  | \$ 15.00  |  |      |
| <b>Zoning</b>  |   |   |  |      |
| Mechanical(furnance,water heater,garage heater, stove) | \$ 50.00  | \$ 50.00  | Plus State Surcharge                           |      |
| Residential Primary Structure                          | \$8/\$1,000   | \$8/\$1,000   | Plus Plan Review & State Surcharge             | Ord. |
| Addition to Residential Structure                      | \$8/\$1,000   | \$8/\$1,000   | Plus Plan Review & State Surcharge             | Ord. |
| Residential detached Structure                         | \$8/\$1,000   | \$8/\$1,000   | Plus Plan Review & State Surcharge             | Ord. |
| Residential interior remodel                           | \$ 55.00  | \$ 55.00  | Plus State Surcharge                           |      |
| Commercial Structure                                   | per Permit fee schedule                                     | per Permit fee schedule                             | Plus Plan Review & State Surcharge             |      |
| Addition to Commercial Structure                       | per Permit fee schedule                                     | per Permit fee schedule                             | Plus Plan Review & State Surcharge             |      |
| Accessory Structure up to 200 sf, no inspec required   | \$ 40.00  | \$ 40.00  | Plus State Surcharge                           |      |
| Accessory Structure over 200 sf                        | \$ 55.00  | \$ 55.00  | Garden/Utility Shed/Plus State Surcharge       |      |
| Windows/Siding/Doors/Decks/Fence                       | \$ 55.00  | \$ 55.00  | Plus State Surcharge                           |      |
| Residential Roof Permit                                | \$ 90.00  | \$ 55.00  | Plus State Surcharge                           |      |
| Deck/Fence w/no inspection required                    | \$ 25.00  | \$ 25.00  | Plus State Surcharge                           | Ord. |
| Plat   | \$ 750.00   | \$ 750.00   | plus professional fees                         | Ord. |
| Variance   | \$ 100.00   | \$ 100.00   | plus professional fees                         | Ord. |
| CUP  | \$ 300.00   | \$ 300.00   | plus professional fees                         | Ord. |
| Re-Zone  | \$ 300.00   | \$ 300.00   |  | Ord. |
| Simple Lot Division                                    | \$ 50.00  | \$ 50.00  |  | Ord. |
| After-the-fact-permit                                  | 25%   | 25%   | in addition to permit                          |      |
| <b>Misc. Fees &amp; Charges</b>                        |   |   |  |      |
| Business Subsidy Application                           | \$ 100.00   | \$ 100.00   |  |      |
| Housing RLF Application                                | \$ -  | \$ -  |  |      |
| Document Fee (copying)                                 | \$ 0.20   | \$ 0.20   | per sheet with \$1 min.                        |      |
| Assessment Search                                      | \$ 20.00  | \$ 20.00  |  |      |
| ROW Permit   | \$ 100.00   | \$ 100.00   | PLUS DEPOSIT *REVIEW                           |      |
| Returned Check (NSF)                                   | \$ 20.00  | \$ 20.00  |  |      |
| Fire Safety Inspection-Residential                     | \$ 15.00  | \$ 15.00  |  |      |
| Fire Safety Inspection-Commercial                      | \$ 25.00  | \$ 25.00  |  |      |
| Fire Calls(per vehicle)                                | \$ 500.00   | \$ 500.00   |  |      |
| Fire Calls(structure)                                  | \$ 500.00   | \$ 500.00   |  | Ord. |
| Fire Calls(Labor)                                      | \$15.00per hour/per firefighter on calls over 4hrs.         | \$15.00per hour/per firefighter on calls over 4hrs. |  |      |
| Fire Calls (other reimbursements)                      | expendables and contractors as needed                       | expendables and contractors as needed               |  |      |
| Special Mtg for Individual's Benefit                   | \$ 300.00   | \$ 300.00   |  |      |
| Current Services                                       | \$ 50.00  | \$ 50.00  | PER HOUR/1 HR MIN.                             |      |
|  |   |   |  |      |
|  |   |   |  |      |

|  |             |  |  |  |
|--|-------------|--|--|--|
| Water&Sewer hookup fees                    |             |  |  |  |
| Riverview Mary Lane - water                | \$5,000.00  |  |  |  |
| Collin Drive service connection (S & W)    | \$8,000.00  |  |  |  |
| Collin Drive line extension (S & W)        | \$16,000.00 |  |  |  |
| Zieske Road Industrial development (Sewer) | \$10,000.00 |  |  |  |

**APPENDIX A**

City Of Courtland, Minnesota  
Building Permit Fee Schedule Established 2024

**BUILDING PERMIT FEE SUMMARY (1997 UBC) VALUATION**

| <b>Total Valuation</b>         | <b>Fee</b>  |
|--------------------------------|---|
| \$1.00 to \$500.00             | \$23.00   |
| \$501.00 to \$2,000.00         | \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00             |
| \$2,001.00 to \$25,000.00      | \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00        |
| \$25,001.00 to \$50,000.00     | \$391.25 for the first \$25,000.00 plus \$10.20 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00      |
| \$50,000.01 to \$100,000.00    | \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00      |
| \$100,001.00 to \$500,000.00   | \$993.75 for the first \$100,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00     |
| \$500,001.00 to \$1,000,000.00 | \$3,223.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and up          | \$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof                               |

**SURCHARGE FEE SUMMARY (STATE OF MINNESOTA)**

| <b>Total Valuation</b>    | <b>Fee</b>                                      |
|---------------------------|---|
| \$0 - \$1,000,000         | Value x \$0.0005                                |
| \$1,000,001 - \$2,000,000 | \$500 + (Value between \$1 and 2M x \$0.0004)   |
| \$2,000,001 - \$3,000,000 | \$900 + (Value between \$2 and 3M x \$0.0003)   |
| \$3,000,001 - \$4,000,000 | \$1,200 + (Value between \$3 and 4M x \$0.0002) |
| \$4,000,001 - \$5,000,000 | \$1,400 + (Value between \$4 and 5M x \$0.0001) |
| \$5,000,001 and up        | \$1,500 + (Value over 5M x \$0.00005)           |

| <b>Plan Review Summary</b>   |
|--|
| 65% of Permit Fee (Commercial Permits)<br>\$125.00 Review Fee (Residential Permits)<br>65% of Permit Fee + 25% of Permit Fee; Each Subsequent Similar Plan (Master Plan with Similar Plans)<br>25% of Permit Fee, After State Approval (State Permits) |
| <b>Total Permit Fee</b>  |
| Building Permit + Surcharge + Plan Review Fee = Total Permit Fee   |

## APPENDIX B

### City Of Courtland, Minnesota Building Permit Fee Schedule

#### RESIDENTIAL FEES

(FOR MAINTENANCE-BASED PERMITS AND FLAT FEES)

Definition of residential: IRC-1 Single Family Dwelling: Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or occupied for living purposes. IRC-2 Two-family dwelling: Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or occupied for living purposes. IRC-3 Townhouse: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extended from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. IRC-4 Accessory Structure: A structure not greater than 3000 square feet in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot. All non-residential based permits shall be based on the City adopted building permit fee summary valuation table provided in Appendix A.

#### Maintenance Permit Fees

- Re-Roof: \$90.00 replacement of roofing materials and reroofing activities
- Re-Side \$55.00 replacement of siding or exterior wall coverings
- Re-Window \$55.00 replacement of same size windows. Not to include new installation or alterations egress windows
- Re-Door \$55.00 replacement of same-size exterior doors
- Garage Door \$55.00 replacement of same size overhead door

#### Zoning Permit Fees

- Sheds (under 200 sq. ft.): \$55.00 and no state surcharge  
*Detached accessory structures used as tool and storage sheds and similar uses, over 200 square feet of floor area will require a building permit.*
- Fences (under 7' in height.): \$55.00 and no state surcharge  
*Fences over 7' in height, and retaining walls over 4' in height will require a building permit.*
- Deck and platforms: \$55.00 and no state surcharge  
*Decks and platforms more than 30 inches above the adjacent grade, larger than 200 square feet of floor area, are attached to a structure, or are designed with frost footings, or are part of an accessible route will require a building permit*

## APPENDIX B CONTINUED

### City Of Courtland, Minnesota Building Permit Fee Schedule

#### Plumbing Permit Fees

- New Fixtures \$55.00 Minimum, \$10 Per Fixture After 8 fixt.  
*This permit is specific to new fixtures and replacement of existing fixtures for a like fixtures. Examples include toilet, faucets, exterior hose bibb maintenance.*
- Lawn Irrigation Systems: \$55.00

#### Mechanical Permit Fees

- New mechanical appliances: \$55.00  
*This permit is specific to new appliance units and replacement of existing appliance such as a water heater, fire-place inserts or furnace and air-conditioner change-out. Installation or alterations of existing duct systems or venting with replacement of existing equipment will require a value-based building permit. Single permits may be approved by the Building Official for simultaneous change-outs for heating and cooling systems which do not require more than one (1) inspection for multiple systems.*
- Gas line with mechanical permit: \$12.50 per line
- Gas line without mechanical permit: \$55.00
- Fireplace masonry: Based on value of project

#### OTHER BUILDING PERMIT FEES

(MOVED BUILDINGS, DEMOLITION AND RELATED BUILDING PERMIT FEES)

#### Moved Building Fees

- Manufactured Home Installation: \$250.00  
*This permit is specific to the installation of a manufactured home into the jurisdiction in accordance with Minnesota Rules 1350. Additional permits such as mechanical, plumbing, and gas lines may apply.*
- Moved-in single family home: \$250.00
- Moved-in accessory structure: \$55.00
- Plumbing Connection Fee: \$55.00
- Mechanical Connection Fee: \$55.00

#### Other Inspection Related Fees

- Reinspection Fee: \$55.00 each  
*A re-inspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when: 1) the*



address of the job site is not posted, 2) the approved plans are not readily available for the inspector, 3) full access to the site is not provided for the inspector, 4) the inspector is not met by the responsible individual, (no show) 5) on residential maintenance-based permits where corrections are required to be inspected and deviations from the approved plans occur without prior approval by the building official. Reinspection fees are due on or before the reinspection is to be rendered. Payment shall be made payable to the municipality.

- Demolition Fee: \$55.00 per building  
*This permit is specific to demolition of existing residential and commercial buildings only. Permit fee applicable to the demolition of each building structure including accessory structures. Demolition fee not to include removal of fuel storage tank removal. Fuel storage tank removal to be based on Building Permit Fee Valuation Table.*
- Inspections outside of normal hours: \$68.00/hour
- Additional Plan Review: \$68.00/ hour  
*Specific to new changes, additions, alteration or revisions to an approved plan.*
- Investigation Fee: \$68.00/hour  
*Specific to initiating work without a permit or work completed outside the scope of an approved plan or permit.*
- Permit Renewal: 50% of original permit fee  
*Renewal must occur within 180 days of expiration of original approved permit with no changes to the proposed work or plan. A new permit number may apply.*
- Change of Use, Occupancy: \$100.00
- Change Of Use, State Licensed Facility: \$100.00
- Temporary Certificate of Occupancy: \$1,000.00  
*Temporary certificate of occupancy scenarios may require the use of an escrow account and additional municipal administration costs. Determination for this fee shall be made by the Building Official in consultation with municipal administration.*

## REFUND OF BUILDING PERMIT AND PLAN REVIEW FEES

### Refund Of Fees

- Plan Review: 100%  
*If plan review of a submitted project has not been initiated.*
- Plan Review: 50%  
*If plan review of a submitted project has been initiated but not completed in entirety.*
- Plan Review: 0%  
*If plan review of a submitted project has been initiated and completed in entirety.*
- Permit Fee: 75%  
*If work for a submitted project has been permitted and no work has been initiated within 6 month of permit issuance by the municipality.*
- Maintenance Based Permits: 0%  
*Maintenance based permits do not include a refund after processing of application and issuance of a building permit.*

**COURTLAND CITY COUNCIL  
RESOLUTION 24-101**

**RESOLUTION RECEIVING REPORT AND CALLING FOR PUBLIC HEARING  
FOR THE 2024 COLLIN DRIVE IMPROVEMENT PROJECT**

WHEREAS, The City Council deems it necessary and expedient that the City of Courtland, Minnesota, construct certain improvements including installation of street, curb and gutter, and utility service improvements associated with the 2024 Collin Drive Improvement Project, as described in and in accordance with the preliminary report prepared by Bolton and Menk, Inc., consulting engineers including the following:

A. The construction and reconstruction of Collin Drive east of 4<sup>th</sup> Street

WHEREAS, The City Council has been advised by the consulting engineers that said improvements are necessary, cost-effective and feasible and should best be made as proposed, and the consulting engineers' report to this effect has hereto been received by the Council, and filed with the City Clerk; and

WHEREAS, The statute provides that no such improvement shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereto in the official newspaper stating the time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, in accordance with law.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Courtland, Nicollet County, Minnesota as follows:

1. A public hearing will be held at the time and place set forth in the Notice of Hearing attached hereto as Exhibit A to consider proposed improvements.
2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.
3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.
4. The City Clerk is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publication shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the City Clerk shall mail notice of the hearing to the owner of each parcel of land described within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or County Treasurer, the City Clerk shall ascertain such ownership by any practicable means and give mailed notice to such owners.
5. The City Clerk is hereby authorized and directed to cause to be prepared the Impact of Assessments, which may be in the form attached hereto as Exhibit 2, consistent with the determinations of this City Council on and prior to the date hereof.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 4<sup>th</sup> day of January, 2024.

ATTEST:

\_\_\_\_\_  
Al Poehler  
Mayor

\_\_\_\_\_  
Julie Holm  
City Clerk

**EXHIBIT A**

**NOTICE OF PUBLIC HEARING ON THE  
2024 Collin Drive Improvement Project**

Notice is hereby given that the City Council of the City of Courtland, Minnesota will meet at City Hall located at 329 Main Street in Courtland on **Thursday, February 1, 2024 at 7:00 p.m.** to consider the construction of the following improvement of the 2024 Collin Drive Improvement Project.

- A. The construction and reconstruction of street and utility improvements for Collin Drive east of 4<sup>th</sup> Street

The total estimated project costs of said improvements is \$621,400.

The area to be assessed for such improvements are as follows:

- A. Properties adjacent to and having main access to 4<sup>th</sup> Street via Collin Drive

**A reasonable estimate of the impact of the assessment will be available at the hearing.**

The City Council proposes to proceed under the authority granted by Chapter 429 M.S.A.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting. Written or oral objections will be considered.

Dated: January 4, 2024

BY ORDER OF THE CITY COUNCIL

---

Julie Holm, City Clerk

Published in the New Ulm Journal on **01/19/2024 and 01/26/2024.**

Date

Property Owner  
Address  
City, State, Zip Code

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BY ORDER OF THE CITY COUNCIL

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Julie Holm, City Clerk

Published in the New Ulm Journal on **01/19/2024 and 01/26/2024.**

**CITY OF COURTLAND  
RESOLUTION #2024-102**

**STATE OF MINNESOTA  
COUNTY OF NICOLLET  
CITY OF COURTLAND**

**RESOLUTION ADOPTING SICK AND SAFE TIME POLICY**

WHEREAS, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state; and

WHEREAS, the new policy must be in effect on or before January 1, 2024; and

WHEREAS, the City of Courtland is a family friendly environment and employer who would like to be supportive to employees in their time off needs;

WHEREAS, the City aims to have equitable treatment of employees; WHEREAS, attachment A shows the new policy;

NOW THEREFORE BE IT RESOLVED, by the City Council of Courtland, that the Sick and Safe Time policy shown in attachment A be added to the City's Personnel Policy, effective January 1, 2024.

Adopted this 4th day of January, 2024.

Signed:

---

Al Poehler, Mayor

ATTEST:

---

Julie Holm,  
City Clerk-Treasurer

ATTACHMENT A: SICK AND SAFE LEAVE POLICY  
CITY OF COURTLAND

**Earned Sick and Safe Leave**

**(a) Accruing Earned Sick and Safe Leave**

Full-time benefitted and part-time, non-benefitted employees who work for at least 80 hours in a year for the city will accrue Earned Sick and Safe Leave at one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year. This leave is available for immediate use and will not be paid out at the end of each year for unused balances. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city.

Volunteer Firefighters will earn one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year. This applies to employees performing at least 80 hours of work in a year for the city. Pay out of Earned Sick and Safe Leave will be at the same rate for the activity being claimed for volunteer firefighters. Activities include: meetings, trainings, drills and call outs.

**(b) Earned Sick and Safe Leave Use**

For volunteer firefighters, leave may be used as it is accrued in the increments for the activities noted above. The request to use Earned Sick and Safe Leave for any item missed must be made in the month that it occurred. A form must be filled out with the fire chief noting the activity missed in order to use the leave. You will then be paid the normal pay for that item and the deduction of your Earned Sick and Safe Leave will be made in the amount standardized above.

For all full and part time employees, the leave may be used as it is accrued in increments of not less than fifteen (15) minutes for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking

- Obtain services from a victim services organization
- Obtain psychological or other counseling
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
- With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
  - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
  - Obtain services from a victim services organization
  - Obtain psychological or other counseling
  - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
  - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

**(c) For Earned Sick and Safe Leave purposes, family member includes an employee's:**

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee



**(d) Advance Notice for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

**(e) Carry Over of Earned Sick and Safe Leave**

All employees and volunteer firefighters are eligible for carry over of accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

**(f) Retaliation prohibited**

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

**(g) Benefits and return to work protections**

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

**(h) Separation from employment**

Upon separation from employment, Earned Sick and Safe Leave previously accrued but not used will not be paid out.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation , previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

**CITY OF COURTLAND**  
**RESOLUTION # 24-103**  
**A RESOLUTION OF FUNDS TRANSFER**

WHEREAS, the City of Courtland has established to invest funds in interest generating funds;

WHEREAS, the City has established investments through PMA Financial Network, LLC (4M FUND)

WHEREFORE, the city clerk has transferred funds in the amount of \$105,000. From General Fund 101 and \$250,000.00 from Utilities Fund 601 to 4M Fund Investments on December 29, 2023.

**Adopted by the City Council on January 4, 2024**

Signed:

\_\_\_\_\_  
Al Poehler, Mayor

Attest:

\_\_\_\_\_  
Julie Holm, City Clerk/Treasurer

**RESOLUTION 24-105**

**Approval of Conditional Use Permit of Air BnB(Suite Jean Rental) and Land Auction Sales Office(Mages Land Co) for NELS, LLC**

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 December 1, 2023, Matt Mages owner NELS, LLC applied for a Conditional Use Permit to operate an Air BnB(Suite Jean Rental) and Land Auction Sales Office(Mages Land Co.)

WHEREAS, the zoning designation of the site is B-1, Business/Residential Mix;

WHEREAS, on December 21, 2023, the Courtland Planning Commission held a public hearing for the proposed CUP;

WHEREAS, the proposed CUP is for operating an Air BnB(Suite Jean Rental) and Land Auction Sales Office(Mages Land Co.);

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

WHEREAS, the Planning Commission recommended the Council approve a conditional use permit for Air BnB(Suite Jean Rental) and Land Auction Sales Office(Mages Land Co) operations;

WHEREAS, on January 4, 2024, the City Council considered the application and discussed it with Matt Mages;

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 Airbnb/Land Auction Sales Office at the following property with the following conditions:

400 Main Street in the City of Courtland, Nicollet County, Minnesota PIN: 14.791.0010

1. This CUP becomes void if not recorded at their expense by Matt Mages of NELS, LLC at the Nicollet County Recorder's Office within 60 days of its approval. By recording this permit, Matt Mages of NELS, LLC 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. One access allowed on County Road 24 and one additional access allowed on Foothills Road. Driveway widths in accordance with city ordinance.

**Passed by the City Council for the City of Courtland on the 4<sup>th</sup> day of January 2024.**

Signed: \_\_\_\_\_

Al Poehler, Mayor

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

Julie Holm, City Clerk

**Application for Conditional Use Permit**

City of Courtland State of Minnesota)  
329 Main St. )ss  
Courtland, MN 56021 County of Nicollet)  
(507) 354-7055 Email: [ctclerk@comast.net](mailto:ctclerk@comast.net)

Name: Matt Magez  
Address: 400 MAIN ST. / Courtland, mn. 56021  
Phone: 507-216-7002

I/We, the undersigned, hereby make the following application to the Planning and Zoning Commission and to the City Council of the City of Courtland, Nicollet County, Minnesota. I/We acknowledge that I/we as the applicant have the responsibility of checking all applicable ordinances pertaining to this application and complying with all ordinance requirements.

- Application for Conditional Use Permit (CUP) to conduct the following:  
Mages Land Co + Suite Jean Rental
- Legal description of property to be affected by CUP:  
Block 9 Lot 1+2 Subdivision Cd 14791 Subdivision Name SCHLOTTMAN'S ADD
- Street address of land to be affected by CUP:  
400 MAIN ST.
- Acreage or square footage of property involved:  
0.16 ACRES; 7000 SF
- Present zoning of the property involved:  
Airbnb, Office
- Name and Address of present owner of the property involved:  
NELS LLC  
55780 St. Hwy 19 West / Winthrop, mn. 55396
- Is the proposed use compatible with present and future land uses of the area (explain):  
YES
- Attachments are part of the application.

Applicant's Signature [Signature] Date 11/30/23  
Owner's Signature [Signature] Date 11/30/23

|   |                       |   |                                       |
|---|-----------------------|---|---------------------------------------|
| For Office Use Only:  |                       |   |                                       |
| Application Fee \$300   | Engineering Fee \$    | Legal Fee \$  | Other \$ <u>300.00</u>                |
| Total Fees \$ <u>300.00</u>                                     | Paid \$ <u>300.00</u> | Date <u>12/1/23</u>   | Paid In Full (date) <u>12/1/23 gm</u> |
| Planning/Zoning Commission Recommendation: (Approve/Disapprove) |                       | Date <u>12/1/23</u>   |                                       |
| City Council Decision: (Approve/Disapprove)                     |                       | Date _____ This CUP meets requirements of Chapter 303 of the Courtland City Code. CUP becomes void in one (1) year unless the conditional use is established within such period. Pursuant to Sec 303.20 Subd 5A, nothing shall prevent the City from enacting or amending the City Code to change the status of this CUP. |                                       |
| Authorized Signature _____                                      | Date _____            |   |                                       |