

**Agenda**  
**Courtland City Council**  
**Thursday, May 2, 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 Mtg
5. Presentation and Payment of Bills
6. Visitors
  - Dave Ubel
  
7. Reports
  - A. Public Utilities
  - B. Mayor and Council
  - C. Streets Committee
  - D. Planning Commission
  - E. City Clerk
  
8. Unfinished Business
  
9. New Business
  - Cooperative Construction Agreement CSAH 24 Improvements
  - Resolution 24-111A Approval G & S Conditional Use Permit - Amended
  - Collin Drive Project Finance
  
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

April 4, 2024

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

Members Absent:

Others Present: Julie Holm Dave Ubel Mark Fiemeyer Eric Hauser Karen Fluegge  
John Stadick Richard Krohn Tim Portner Rich Reichel

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 agenda. Kraus seconded the motion. The motion carried with all in favor.**

**Kraus made a motion to approve March 7, 2024, regular Council minutes. Bents seconded the motion. Motion carried with all in favor.**

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

Check#	Vendor	Date	\$AMT	Description
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
EFT	MICROSOFT	08-Mar-24	\$8.86	office 365 subscription
22657	POSTMASTER	07-Mar-24	\$272.00	postage
22658	COURI & RUPPE, P.L.L.P	13-Mar-24	\$248.44	legal services for fire dept joint powers agreement
22659	LOFFLER	13-Mar-24	\$86.74	mfp maintenance
22660	CITY OF COURTLAND	15-Mar-24	\$296.43	fire hall, comm center, main shed, city office utilities
22661	CITY OF NEW ULM	15-Mar-24	\$6,377.99	flow fees
22662	Holm, Julie	20-Mar-24	\$971.86	Payroll 3/3-3/16/24
22663	Ubel, David	20-Mar-24	\$1,667.18	Payroll 3/3-3/16/24
22664	Voges, Jessie	20-Mar-24	\$623.10	Payroll 3/3-3/16/24
22665	Compart, Ralph	18-Mar-24	\$135.00	PNP Election Judge Pay
22666	Fiemeyer, Mark	18-Mar-24	\$142.50	PNP Election Judge Pay
22667	Holm, Julie	18-Mar-24	\$269.86	PNP Election Judge Pay
22668	Juberien, Dawn	18-Mar-24	\$135.00	PNP Election Judge Pay
22669	Kahnke, Jean	18-Mar-24	\$135.00	PNP Election Judge Pay
22670	Woller, Carrie	18-Mar-24	\$142.50	PNP Election Judge Pay
22671	XCEL ENERGY	18-Mar-24	\$1,359.05	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
EFT	IRS	04-Apr-24	\$1,143.40	federal payroll taxes
EFT	MN DEPT OF REVENUE	04-Apr-24	\$164.00	mn payroll taxes
EFT	PERA	04-Apr-24	\$602.69	PERA contributions
EFT	MICROSOFT	08-Apr-24	\$8.86	office 365 subscription
EFT	COMCAST, INC	04-Apr-24	\$191.18	city office, comm center, fire hall internet
EFT	IRS	18-Apr-24	\$902.69	federal payroll taxes
EFT	MN DEPT OF REVENUE	18-Apr-24	\$165.00	mn payroll taxes
EFT	PERA	18-Apr-24	\$563.05	PERA contributions
22672	BADGER METER	04-Apr-24	\$57.54	beacon web program support meter reading 386 units
22673	BOLTON & MENK, INC	04-Apr-24	\$30,512.50	Annual WCA Reporting, assist lift station pump sizing, Collin Drive Imp Proj
22674	CLEARWAY COMMUNITY SOLAR	04-Apr-24	\$827.15	solar subscription

22675	CLIFTONLARSONALLEN	04-Apr-24	\$6,300.00	audit services YE2023 - 2nd installment
22676	COURTLAND FIRE DEPT REL-GEN	04-Apr-24	\$1,000.00	FIREFIGHTERS SBR REIMB
22677	DAKOTA SUPPLY GROUP	04-Apr-24	\$143.56	green/blue utility marking paint
22678	GOPHER STATE ONE-CALL	04-Apr-24	\$58.05	43 tickets
22679	HACH COMPANY	04-Apr-24	\$233.27	water plant supplies
22680	HAWKINS,INC	04-Apr-24	\$2,925.82	water plant chemicals
22681	LMC	04-Apr-24	\$742.50	regional safety group training meetings
22682	LMCIT	04-Apr-24	\$21,688.00	municipality insurance
22683	LOFFLER	04-Apr-24	\$70.92	mfp maintenance, color copies
22684	LUEPKE OIL & TRUCKING LLC	04-Apr-24	\$85.88	FUEL
22685	MN LIFE INS COMPANY	04-Apr-24	\$5.00	dave life ins
22686	PROKORE INSPECTIONS, LLC	04-Apr-24	\$288.16	remit permit fees
22687	QUALITY FLOW SYSTEMS INC	04-Apr-24	\$290.48	lift station maintenance
22688	COLUMN SOFTWARE PBC	04-Apr-24	\$636.52	collin drive improvement bid advertising
22689	POSTMASTER	04-Apr-24	\$72.00	fire department po box fee
22690	POSTMASTER	04-Apr-24	\$408.00	general and utility postage
22691	Holm, Julie	04-Apr-24	\$1,502.22	Payroll 3/17-3/30/24
22692	Ubel, David	04-Apr-24	\$1,430.66	Payroll 3/17-3/30/24
22694	Voges, Jessie	04-Apr-24	\$627.08	Payroll 3/17-3/30/24
22695	Nuvera	04-Apr-24	\$545.25	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intrnet
22696	UNITED NATURAL GAS	04-Apr-24	\$989.89	main shed, firehall, wtr plant, city office natural gas
			\$89,682.91	

Public Utilities: Dave called to have grading done on new street to north and also Collin Drive and Hazel Lane. Dave also brought up for discussion 531<sup>st</sup> Ave to Darlene Beranek, the city had previously brought this road up to good condition and after the construction trucks used it during the project, the road will need work to fix it. Discussion on gathering information on city project on the road and prepare letter to MnDot for repairs to road. Discussion on MnDOT replacing signs at Foothills and 4<sup>th</sup> and Main. Claims of no signs being there before, Dave has pictures from before project.

Council Reports: None

Mayor Report: Mayor has discussion for new business on financing for Collin Drive street project.

Planning Commission Report is in packet.

Clerk Report: Clerk brings up for discussion Underground Technologies balance on invoice due. Dave adds to discussion that there is conflict with addresses and videos. Resident John Olson has some issues with his sewer and according to the video with his address listed, they could not televise. Olson had Schultz Plumbing check and they found roots in the line and nothing wrong otherwise. Discussion to have conversation with them about GPS coordinates to verify those with issues.

John Stadick is present representing G & S Manufacturing with regard to Conditional Use Permit for G & S Manufacturing offices at 1001 Main Street. Public hearing was held at Planning and Zoning on March 21, 2024, planning commission did not add any conditions and forwarded for approval.

**Rodewald made a motion to approve Resolution 24-111 Approval of Conditional Use Permit of Operating Business Offices for G & S Manufacturing, LLC. Kraus seconded the motion. Motion carried with all in favor.**

Courtland Recreation Association Liquor License Renewal for 2024-2025. Paperwork submitted and fee paid.

**Rodewald made a motion to approve Courtland Recreation Association Liquor License Renewal. Bode seconded the motion. Motion carried with all in favor.**

Eric Hauser representing Bolton and Menk presents compilation of bids received for 2024 Collin Drive Street Improvement Project. Five bids were received. The project was put out for bids with base bid for Collin Drive, Add alternate one for sidewalk project at Main Street Park and Add alternate two for turn lane. WW Blacktopping was the lowest bidder including alternates at \$534,200.35. Engineering Estimates for base bid and alternates was \$646,123.25. Engineer recommendation is to award to WW Blacktopping based on bid and contractor reputation. Contractor has indicated they will not be able to start project on the timeline previously set forth, start date approximately midsummer and are aware of the substantial completion date of September 1 to make sure seeding has time to take root before cold sets in. Discussion regarding turn lane requirement and city paying, policy for requirement has been forwarded by Nicollet County Seth Greenwood and is found the speed zone in that area is dictating the need for the turn lane. Councilmember Kraus has questioned the requirement being missed on approval of previous developments approved in that area where the developer would have been responsible for costs of the turn lane.

Rich Reichel, property owner adjacent to Collin Drive was not able to make public hearing and is questioning need to assess his properties for this project. Mayor Poehler explains process for including these properties. Mr. Reichel feels these additional assessments are making it harder to continue building on properties and be able to sell them.

Resolution 24-110 Resolution Accepting & Award Bid 2024 Collin Drive Improvement Project is presented for council approval. Rodewald has question of continuing discussion for paying for turn lane addition, discussion will continue before assessment roll is completed.

**Bents made a motion to approve Resolution 24-110 Resolution Accepting and Awarding the Contract for the 2024 Collin Drive Improvement Project. Poehler seconded the motion. Motion carried with all in favor.**

Rich Reichel had some additional questions; one regarding street signs for the Kuester Pit 2 second addition. City will order and install those. Second, would he be able to combine some lots to accommodate larger buildings. Discussion on platted utility easements and how property is recorded. Addition question on downspouts and where can direct water.

Council discussion on question that has been raised on setback requirements along County Road 24 and gravel/stone pile storage. City to send letter regarding questions raised on city ordinance adherence for setbacks.

Deb Costigan has questions regarding sewer line and problems she is having. When the crew was out televising, they had discussion on neighbor property line comes to her clean out and finding large amounts of toilet paper blocking end. Deb had her line cleaned to make sure there were no blocks, line was clean as far they went. Main line is clean, issue is in residential lines. With previous discussion during this meeting about videos not matching addresses, council watches video listed as 505 Mary Lane. Dave will contact Underground Technologies to get list of GPS addresses to make determination of correct videos. Additional discussion of neighbor line connecting to Deb's line.

Councilmember Rodewald brought quotes for updating park equipment and play area at Main Street Park. Council discussed merits of each quote and ultimately chose Midwest Playscapes as their favorite. Discussion to have locals donate time and materials to remove equipment and prepare site for new install. Rodewald will meet with Lions to discuss proposed equipment choices and moving forward. Discussion on payment options, savings balance is \$68,800 which includes \$30,000 the Lions have donated so far. Clerk reminds of ARPA funds balance that can be spent on this which is approximately \$64,000.

Project financing is tabled until next month.

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

Meeting adjourned 8:42pm

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

Respectfully submitted,

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Julie Holm, City Clerk

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Ralph Bents, Acting Mayor

**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 Special Meeting Minutes  
Board of Appeal and Equalization  
April 4, 2024

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

Others Present: Julie Holm, City Clerk  
Shana Jackson, Nicollet County Assessor's Office  
Erin Wachtel, Nicollet County Assessor's Office

The Local Board of Appeal and Equalization was opened by Council Member Bents at 6:30pm on April 4, 2024 in the Council Chamber of City Hall.

There were no visitors present.

**Rodewald made a motion to close the public hearing. Kraus seconded the motion. Motion carried will all in favor.**

Hearing closed at 6:45 p.m.

Respectfully submitted,

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Julie Holm, City Clerk

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Al Poehler, Mayor

Check#	Vendor	DATE	\$AMT	Description
EFT	PAYA_NUVEI	30-Apr-24	\$7.00	ach transaction reversal fee
22697	Holm, Julie	17-Apr-24	\$1,075.85	Payroll 3/31-4/13/2024
22698	Ubel, David	17-Apr-24	\$1,430.66	Payroll 3/31-4/13/2024
22699	Voges, Jessie	17-Apr-24	\$665.26	Payroll 3/31-4/13/2024
22700	CITY OF COURTLAND	18-Apr-24	\$362.22	fire hall, comm center, main shed, city office utilities
22701	CITY OF NEW ULM	18-Apr-24	\$6,937.94	flow fees to new ulm
22702	COURTLAND MART	18-Apr-24	\$646.11	gas
22703	LMCIT	18-Apr-24	\$5,589.00	work comp insurance prem 5/1/24-04/30/25
22704	XCEL ENERGY	18-Apr-24	\$1,003.25	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
EFT	COMCAST, INC	01-May-24	\$94.59	main st office internet
EFT	IRS	02-May-24	\$898.82	federal payroll taxes
EFT	MN DEPT OF REVENUE	02-May-24	\$163.00	mn payroll taxes
EFT	PERA	02-May-24	\$557.37	PERA contributions
EFT	MICROSOFT	16-May-24	\$17.72	office 365 subscriptionx2
EFT	COMCAST, INC	14-May-24	\$96.59	comm center internet
EFT	IRS	16-May-24	\$908.16	federal payroll taxes
EFT	MN DEPT OF REVENUE	16-May-24	\$165.00	mn payroll taxes
EFT	PERA	16-May-24	\$562.30	PERA contributions
22705	Holm, Julie	02-May-24	\$937.43	Payroll 4/14-4/27/24
22706	Ubel, David	02-May-24	\$1,430.66	Payroll 4/14-4/27/24
22707	Voges, Jessie	02-May-24	\$699.69	Payroll 4/14-4/27/24
22708	BADGER METER	02-May-24	\$22.80	beacon web program support meter reading 386 units
22709	BOLTON & MENK, INC	02-May-24	\$23,936.50	eng svcs collin drive project
22710	CLEARWAY COMMUNITY SOLAR LLC	02-May-24	\$1,574.96	solar subscription
22711	ECOWATER SYSTEMS OF NEW ULM	02-May-24	\$28.24	softner salt
22712	GOPHER STATE ONE-CALL	02-May-24	\$211.95	157 tickets
22713	HAWKINS,INC	02-May-24	\$1,194.00	water plant chemicals Azone 15
22714	LOFFLER	02-May-24	\$64.76	mfp maintenance, color copies
22715	MILLER SELLNER	02-May-24	\$126.49	service lawn mower
22716	MN LIFE INS COMPANY	02-May-24	\$5.00	dave life ins
22717	NICOLLET COUNTY	02-May-24	\$32.00	main st office county solid waste fee
22718	Nuvera	02-May-24	\$544.15	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt inetnet
22719	PROKORE INSPECTIONS, LLC	02-May-24	\$192.85	remit permit fees
22720	RUNNINGS SUPPLY, INC.	02-May-24	\$39.07	parts to check household water pressure
			\$52,221.39	

**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.**

Planning Commission Minutes

Regular Meeting

April 18, 2024

Present: Commissioner Chair Ed Mages  
Commissioner Greg Juberien  
Commissioner Al Poehler  
Commissioner Natasha Goblirsch  
Commissioner Julie Holm

Absent:

Visitors:

The regular scheduled Planning Commission meeting was opened by Commissioner Chair Mages on April 18, 2024 at 6:30 p.m. in the Courtland City Council Chambers.

**APPROVAL OF MINUTES.**

**Juberien made a motion to approve the minutes from the February 15, 2024 Planning Commission meeting. Poehler seconded the motion. The motion carried with all in favor.**

Commissioner Holm was visited by Karl Sorg, owner of elevator property. Mr. Sorg described plan he would like to pursue for the property which included building large bin in middle of property and replacing dryer with upgraded system. Mr. Sorg would like to make sure that these changes would be accepted before moving forward.

Commissioners discussed survey questions would like to have and method of conducting the survey. Discussion to research questions to be included and send to Julie to compile list.

**Poehler made motion to adjourn. Goblirsch seconded the motion. Motion carried with all in favor.**

Meeting adjourned at 7:30p.m.

Respectfully submitted,

Ed Mages, Chair

Julie Holm, City Clerk

**COOPERATIVE CONSTRUCTION AGREEMENT  
BETWEEN  
NICOLLET COUNTY AND THE CITY OF COURTLAND  
FOR  
DESIGN, CONSTRUCTION, AND MAINTENANCE  
OF  
CSAH 24 SIDEWALK & TURN LANE IMPROVEMENTS**

THIS AGREEMENT, made and entered into by and between the City of Courtland, a municipal corporation, organized under the laws of the State of Minnesota, party of the first part, hereinafter referred to as “City”, and the County of Nicollet, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, party of the second part, hereinafter referred to as “County”;

WITNESSETH:

WHEREAS, The County and the City have been involved in discussions for the design and construction of sidewalk and turn lane improvements along segments of CSAH 24, and

WHEREAS, Sidewalk improvements along CSAH 24 from Old TH 14 to the City of Courtland ball fields are necessitated due to pedestrian safety concerns and the lack of an existing sidewalk, and

WHEREAS, Improvements to Collin Drive will be completed in 2024 which will encourage further commercial/residential development and generate additional traffic volume at the intersection of Collin Drive and CSAH 24 necessitating the construction of a right turn lane on CSAH 24 at Collin Drive, and

WHEREAS, CSAH 24 is under the jurisdiction of the County for purposes of maintenance and improvements, and

WHEREAS, It is the desire of both parties to enter into a written document regarding the improvements and maintenance of CSAH 24, and

NOW, THEREFORE, Pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the City of Courtland and Nicollet County as follows:

- A. That this agreement shall apply only to the improvements and maintenance of CSAH 24 for sidewalk improvements from Old TH 14 to the City of Courtland ball fields and a right turn lane at the intersection of CSAH 24 and Collin Drive. (See Attached Figure 1)



B. Prosecution of work will be performed on the following basis.

City of Courtland will:

- 1) Prepare construction plans and specifications in accordance with current City, County, and MnDOT State Aid Standards, develop an estimate of cost for the construction project, and secure written approval from the County Engineer for the final plans and specifications.
- 2) Act as the contracting agency for the construction project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
- 3) Provide the necessary surveying, construction inspection, and engineering oversight services for the project. Provide as-built plan sets upon project completion.
- 4) Provide a registered professional engineer to prepare the construction plans and specifications and to supervise the construction of the project. Said supervision shall include keeping adequate records to document the quality of construction and the substantiation of pay quantities.
- 5) Maintain the project open to inspection by the County or their duly authorized representatives.
- 6) Obtain the written approval of the County Engineer for any changes in work issued through work orders or supplemental agreements to the contractor involving work in the CSAH 24 road right-of-way, prior to the performance of such work when feasible.

C. The City agrees to do all things necessary for the construction of said project except as set forth in this agreement. Said project on CSAH 24 is to be constructed, consistent with current City, County, and MnDOT State Aid standards.

D. It is agreed by and between the parties hereto that the City shall diligently pursue any necessary permanent road right-of-way and permanent/temporary easements for the construction of said project and is responsible for all costs associated with acquiring the permanent road right-of-way and permanent/temporary easements. The City of Courtland shall transfer ownership of all permanent road right-of-way and permanent easements acquired for the project to Nicollet County upon completion of the project.

E. The County has adopted a Policy for the division of costs for improvements to County Highways within a municipality, said Policy being adopted by the Nicollet County Board of Commissioners on September 22, 2009, a copy of which is attached hereto, and made a part hereof for reference, shall apply to the improvements on the hereinbefore described CSAH 24 with the following modifications or additions:

1. The following statement shall be added to Subsections G. CONCRETE SIDEWALK CONCURRENT WITH COUNTY CONSTRUCTION PROJECT, and H. CONCRETE CURB AND GUTTER (NEW OR RECONSTRUCTED) and CONCRETE PEDESTRIAN RAMPS (NEW OR RECONSTRUCTED) CONCURRENT WITH COUNTY CONSTRUCTION PROJECT:

*Concrete pedestrian ramps and sidewalks that do not meet current ADA standards & guidelines shall be treated as worn out pedestrian ramps and worn out sidewalks.*

F. The method of financing the portion of the improvement project within the City of Courtland shall be the prerogative of Nicollet County and the City of Courtland. Funding of the project is subject to the following provisions:

1) CONSTRUCTION COSTS:

The City of Courtland is responsible for 100% of the construction costs.

2) ENGINEERING COSTS:

The City of Courtland is responsible for 100% of the engineering costs.

G. The City of Courtland agrees to save, hold harmless and indemnify Nicollet County and the County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of services hereunder, and further the City agrees to defend at its own sole cost and expense any action for proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.

The County agrees to save, hold harmless and indemnify the City of Courtland and the City's officers, agents, employees, and volunteer workers against any and all claims, losses, or lawsuits for damages arising from, allegedly arising from, or related to the County's provision of services hereunder, and further the County agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the County's provision of services hereunder.

It is hereby understood and agreed that any and all employees of the County and all other persons employed by the County in the performance of the provisions of services hereunder shall not be considered employees of the City and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by third parties as a consequence of any act or omission on the part of said County employees while so engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the City.

It is hereby understood and agreed that any and all employees of the City and all other persons employed by the City in the performance of the provisions of services hereunder shall not be considered employees of the County and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by third parties as a consequence of any act or omission on the part of said City employees while so engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the County.

H. Pursuant to Minnesota Statute 16C.05, Subd. 5, the City agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as

often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

The City agrees to maintain these records for a period of six years upon the completion and final acceptance of the project.

- I. Pursuant to Minnesota Statute 16C.05, Subd. 5, the County agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the County and involve transactions relating to this Agreement.

County agrees to maintain these records for a period of six years upon the completion and final acceptance of the project.

- J. During the performance of this Agreement, the City and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- K. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be executed.

City of Courtland, Minnesota

Nicollet County, Minnesota

\_\_\_\_\_  
Mayor, City of Courtland

\_\_\_\_\_  
Nicollet County Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

Attest:

\_\_\_\_\_  
City Administrator/Clerk

\_\_\_\_\_  
County Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As To Form:

Approved As To Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
County Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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**NICOLLET COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**COST PARTICIPATION POLICIES  
APPLICABLE  
TO  
COOPERATIVE HIGHWAY PROJECTS  
BETWEEN  
NICOLLET COUNTY AND OTHER AGENCIES**

**Adopted by the Nicollet County Board of Commissioners on September 22, 2009**

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# NICOLLET COUNTY

## DEPARTMENT OF PUBLIC WORKS

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### COST PARTICIPATION POLICIES APPLICABLE TO COOPERATIVE HIGHWAY PROJECTS BETWEEN NICOLLET COUNTY AND OTHER AGENCIES

#### I. PURPOSE

To establish policies for determining appropriate division of cost participation to be used by Nicollet County in funding cooperative roadway, traffic signal and bridge construction projects with the Minnesota Department of Transportation, municipalities, townships, and other agencies.

#### II. SCOPE

The establishment of cost policy is consistent with Minnesota Statutes, Sections 162.17, 373.01, 471.59 and Amendments.

#### III. GENERAL POLICIES

- A. The basic premise is that the County pays for costs peculiar to County needs and municipalities pay for costs peculiar to municipal or local needs.
- B. The County may limit its participation to items eligible for reimbursement with County State Aid Highway (CSAH) funds, notwithstanding the specific policies contained in this document. However, the County will not request CSAH funds for project costs assigned to the municipality as a result of the approved cooperative construction agreement, in order not to preclude the municipality from using its Municipal State Aid funds for those project costs.
- C. A greater degree of County participation is afforded municipalities having a population of less than 5,000 because of the function of the County roadways in these areas. It is generally true that these roadways are of greater benefit to County-wide users and of less benefit to local users than is the case for roadways in more urbanized areas. In addition, this would be a form of compensation for the absence of direct State Aid allocations to these municipalities.
- D. It is recognized that there may be occasional differences between these policies and written participation policies of the Minnesota Department of Transportation. In those cases, participation will be negotiated by the County Engineer.



## IV. DEFINITIONS

Bikeway: A bicycle route, bicycle path, or bicycle lane.

1. Bicycle Route: A roadway or shoulder signed to encourage bicycle use.
2. Bicycle Path: A bicycle facility designed for exclusive or preferential use by persons using bicycles and constructed or developed separately from the roadway or shoulder.
3. Bicycle Lane: A portion of a roadway or shoulder designed for exclusive or preferential use by persons using bicycles. Bicycle lanes are to be distinguished from the portion of the roadway or shoulder used for motor vehicle traffic by physical barrier, striping, marking, or other similar device.

Contributing Flow: A storm sewer procedure that considers that each agency participates in proportion to its share of the design discharge for each section of sewer between inflow points. This method is used by the Minnesota Office of State Aid on all projects except where federal participation is anticipated.

County: Nicollet County.

County Engineer: The County Engineer of Nicollet County or a designated representative.

Municipality: Any municipality or township within Nicollet County.

Over 5,000: A municipality of 5,000 population or more.

Peak Discharge: A storm sewer method that considers that each agency's share is the ratio of its peak discharge through each section of sewer between inflow points to the summation of peak discharge for all agencies participating in the section of sewer between inflow points.

Permanent Traffic Signal: A traffic control signal system normally consisting of metal signal poles with mast arms and underground electrical systems with conduit, cable and handhole installations.

Storm Sewer: A drainage system usually consisting of one or more pipes connecting two or more drop inlets. The purpose is to convey surface runoff water from the inlets to an acceptable outlet.

Street Lighting: All components normally installed by a municipality for the purpose of street illumination.

Standard Specifications: Minnesota Department of Transportation Standard Specification for Construction, latest edition and/or supplement thereto.

State Aid Manual: Manual published by the Minnesota Department of Transportation outlining State Aid policies and procedures.

State Highway: A highway under jurisdiction of the State of Minnesota.

Temporary Traffic Signal: A traffic control signal system normally consisting of wood poles with signal indications suspended on span wires and overhead electrical systems.

Trunk Line: Main conveyor of storm sewer system.

Under 5,000: A municipality under 5,000 population.

Utilities: Water, heating, electric, storm sewer, gas, sanitary, telephone, cable TV, telegraph, street lighting, fiber optics, etc.

## V. ROADWAYS

The County's participation in roadway projects will be as follows:

- A. RIGHT-OF-WAY -
1. Right-of-way, permanent roadway easement, slope easement, drainage easement and temporary construction easement for existing County highway.
 

Under 5,000	Negotiation by County Engineer
Over 5,000	Negotiation by County Engineer
  2. Right-of-way, permanent roadway easement, slope easement, drainage easement and temporary construction easement for any newly established or dedicated County highway.
 

Under 5,000	Negotiation by County Engineer
Over 5,000	Negotiation by County Engineer
  3. The County's percentage of participation in retaining walls constructed in lieu of right-of-way will be the same as for right-of-way.
  4. Right-of-way required for wetland mitigation and for surface water retention basins will be at the same participation ratio as the remainder of the project even if the locations of these facilities are not contiguous to the project.
- B. CLEARING AND GRUBBING -
- |                  |      |
|------------------|------|
| Under/Over 5,000 | 100% |
|------------------|------|
- C. GRADING -
- |                  |      |
|------------------|------|
| Under/Over 5,000 | 100% |
|------------------|------|
- D. BASE AND SURFACING -
1. County participation for a 2-lane street.
 

Under/Over 5,000	100%
------------------	------
  2. Parking lanes
 

Under/Over 5,000	0%
------------------	----
- E. TURN LANES
1. County Participation for Turn lane Construction
 

New -	Under/Over 5,000	0%
Replacement -	Under/Over 5,000	100%

F. STORM SEWER -

The County's participation is based on the State Aid formula as defined in State Aid Manual No. 5-892.600-605 which uses the ratio of contributing flows except on federally funded projects where the peak discharge formula is used to arrive at the percentage of allowable state Aid funds. The construction of retention basins for surface water and storm sewer runoff will be considered part of the trunk storm sewer system and will be at the same participation ratio as the trunk storm sewer lines. Participation on County Roads will be determined by using the State Aid formula using the ratio of contributing flows.

1. Trunk lines.

Under 5,000	100% of County's Contributing Flow
Over 5,000	100% of County's Contributing Flow

2. Catch basins and leads within the County highways and at the curb returns of side roadway entrances that drain onto the County highways.

Under 5,000	100% of County's Contributing Flow
Over 5,000	100% of County's Contributing Flow

No credit is allowed to a municipality for an inplace storm sewer system.

G. CONCRETE SIDEWALK CONCURRENT WITH COUNTY CONSTRUCTION PROJECT

New -	Under/Over 5,000		0%
Replacement -	Under/Over 5,000	*	100%

\* Except when County Engineer determines existing to be worn out. Worn out sidewalk to be treated as new sidewalk.

H. CONCRETE CURB AND GUTTER (NEW OR RECONSTRUCTED) AND CONCRETE PEDESTRIAN RAMPS (NEW OR RECONSTRUCTED) CONCURRENT WITH COUNTY CONSTRUCTION PROJECT -

New -	Under 5,000		100%
New -	Over 5,000		0%
Replacement -	Under/Over 5,000	*	100%

\* Except when County Engineer determines existing to be worn out. Worn out concrete curb and gutter to be treated as new concrete curb and gutter.

I. CONCRETE CURB AND GUTTER AND SIDEWALK FOR MEDIANS (NEW OR RECONSTRUCTED) CONCURRENT WITH COUNTY CONSTRUCTION PROJECT -

Under 5,000	100%
Over 5,000	100%

J. PAVED DRIVEWAY ENTRANCES (NEW OR RECONSTRUCTED) CONCURRENT WITH COUNTY CONSTRUCTION PROJECT -

Under 5,000	100%
Over 5,000	100%

K. MUNICIPAL UTILITY RELOCATION OR RECONSTRUCTION -

- |    |  |      |
|----|--|------|
| 1. | Initial installation performed without a permit or not in compliance with a County permit.   |      |
|    | Under/Over 5,000   | 0%   |
| 2. | Relocation, reconstruction, improvement, or replacement of unserviceable existing facilities (County Engineer shall determine if existing facility is serviceable or unserviceable).   |      |
|    | Under/Over 5,000   | 0%   |
| 3. | Relocation necessitated because of addition of parking lane requested by the municipality.   |      |
|    | Under/Over 5,000   | 0%   |
| 4. | In-kind relocation required solely because of County construction procedures.  |      |
|    | Under/Over 5,000   | 100% |
| 5. | Adjustment of existing utility structures to accommodate elevation changes at the street surface. This includes items such as adjusting manhole castings and valve boxes. Lateral extension of utility appurtenances such as hydrants, water service valves, etc. required by the road construction are not included in this category unless they are required solely due to the addition of a parking lane requested by a municipality. |      |
|    | Under/Over 5,000   | 0%   |

L. PRIVATE UTILITY RELOCATION OR RECONSTRUCTION -

- |    |  |    |
|----|--|----|
| 1. | Initial installation was within County right-of-way. |    |
|    | Under/Over 5,000                                     | 0% |

VI. TRAFFIC SIGNAL SYSTEM

The County's participation in traffic signal system projects will be as follows:

A. PERMANENT TRAFFIC SIGNAL SYSTEM INSTALLATIONS -

Intersection of County Highway with City Street and/or Township Road (City or Township Location).

1. County cost participation in the installation of a traffic signal to be proportional to the number of legs that are County highways (i.e. 2 of 4 entering legs are County highways, participation equals 50%).
2. County cost participation in the furnishing of electrical power to a traffic signal to be 0%. Electrical power to be furnished by the City or Township.
3. County cost participation in the maintenance of a traffic signal to be 100%, unless otherwise stipulated by special agreement with the Minnesota Department of Transportation or other agency.
4. County cost participation in any subsequent revisions, modifications, or updatings of a traffic signal originally installed in accordance with the provisions of this cost participation policy, even to the extent of complete reconstruction, to be borne in the same manner as the initial installation.

Intersection of County Highway with State Highway (City or Township Location)

1. County cost participation in the installation of a traffic signal to be proportional to the number of legs that are County highways and in accordance with Minnesota Department of Transportation policies.
2. County cost participation in the furnishing of electrical power to a traffic signal to be 0%. Electrical power to be furnished by the Minnesota Department of Transportation, the City and/or the Township.
3. County cost participation in the maintenance of a traffic signal to be 0%. Maintenance to be furnished by the Minnesota Department of Transportation.
4. County cost participation in any subsequent revisions, modifications, or updatings of a traffic signal originally installed in accordance with the provisions of this cost participation policy, even to the extent of complete reconstruction, to be borne in the same manner as the initial installation.

B. TEMPORARY TRAFFIC SIGNAL INSTALLATION -

Intersection of County Highway with City Street and/or Township Road (City or Township Location)

1. County cost participation in the installation of a temporary traffic signal to be proportional to the number of legs that are County highways (i.e. 2 or 4 entering legs are County highways, participation equals 50%) if, by cooperative agreement, it is the plan of the County, the City and/or the Township to install a permanent traffic signal at the same location in the future. Full credit for the City's and/or Township's investment in the installation of a temporary traffic signal will be applied toward the City's and/or Township's participation in a permanent traffic signal at the same location if it is installed within the time limits set forth in the cooperative agreement. This credit may be extended should circumstances beyond the control of the City and/or Township delay the installation of the permanent signal beyond the time limits set forth in the cooperative agreement.
2. County cost participation in the furnishing of electrical power to a temporary traffic signal to be 0%. Electrical power to be furnished by the City or Township.
3. County cost participation in the maintenance of a temporary traffic signal to be 100%, unless otherwise stipulated by special agreement with the Minnesota Department of Transportation or other agency.

Intersection of County Highway with State Highway (City or Township Location)

1. County cost participation in the installation of a temporary traffic signal to be proportional to the number of legs that are County highways if, by cooperative agreement, it is the plan of the Minnesota Department of Transportation to install a permanent traffic signal at the same location in the future. Said cooperative agreement is to include a provision whereby full credit for the County's investment in the installation of a temporary traffic signal will be applied toward the County's participation in a permanent traffic signal at the same location.
2. County cost participation in the furnishing of electrical power to a temporary traffic signal to be 0%. Electrical power to be furnished by the Minnesota Department of Transportation, the City and/or the Township.
3. County cost participation in the maintenance of a traffic signal to be 0%. Maintenance to be furnished by the Minnesota Department of Transportation.

VII. BRIDGES

The County's participation in bridge projects will be as follows:

Under/Over 5,000 Negotiation by County Engineer

VIII. STREET LIGHTING

The County will not participate in the installation of new street lighting with the exception of those street lights attached to traffic signals on County highways. Those lights will be financed on the same basis as the installation of traffic signals. Participation in the relocation or reconstruction of existing street lighting will be on the same basis as for municipal utility relocation or reconstruction (see Paragraph K of Section No. V).

IX. BIKEWAYS

Nicollet County recognizes the increasing use of bicycles as a means of transportation. Nicollet County will consider incorporating bicycle lanes or routes within the roadway design concurrent with roadway construction when the route is part of an overall community bicycle system plan, when economically feasible to construct, and when judged to be in the best interest of the public. Bicycle paths separate from the roadway itself will normally not be constructed unless it is part of an overall community plan for a bicycle trail system. The County's participation in bicycle routes, paths, and lanes will be as follows:

New -	Under 5,000		100%
New -	Over 5,000		0%
Replacement -	Under/Over 5,000	*	100%

\* Except when County Engineer determines existing to be worn out. Worn out bikeways are to be treated as new bikeways.

X. LANDSCAPING

The County will participate in State Aid eligible landscaping items with total participation not to exceed 25% of the maximum permitted by State Aid rules.

XI. ENGINEERING

The County's participation in engineering includes design costs which are cost incurred prior to the award of the contract and contract administration costs which are costs incurred subsequent to the award of contract.

A. The municipality will reimburse the County an agreed (negotiated) percentage of the municipality's share of the contract construction cost for the Design and/or Contract Administration performed by the County.

Under/Over 5,000 Negotiation by County Engineer

XII. LUMP SUM, PRO-RATA ITEMS

Proposal forms carry lump sum bidding requirements for the items of Mobilization (2021), Maintenance and Restoration of Haul Roads (2051) and Traffic Control (0563). Field Office and Field Laboratory (2031) are not, strictly speaking, lump sum pay items. However, their general characteristics are such as to require that they

be handled the same as Mobilization. A municipality shall be charged a pro-rata share of the above items. Proration shall be based on a percentage factor applied to the cost amounts chargeable to the County and the municipality for other construction items. Mobilization, Maintenance and Restoration of Haul Roads, Field Office and Field Laboratory, and Traffic Control are construction items and shall be subject to the negotiated percentage charge for engineering.

### XIII. INVOICE AMOUNT COMPUTATION

After bids have been received and a contract awarded, and also upon completion of construction, the unit prices shall be substituted for the estimated unit prices/quantities and the percentage ratio established originally shall be recomputed.

### XIV. MAINTENANCE

The County is responsible for maintaining the County highway between curbs or between outside edge of shoulders. It may enter into agreement with the municipality to perform this work on a reimbursable basis.

The County is responsible for maintenance of bridges and culverts on the County route.

The municipality is responsible for maintenance of its utilities including any storm sewer within the County highway right-of-way.

The municipality is responsible for maintaining bicycle paths and walking trails within the County highway right-of-way.

The municipality is responsible for maintaining boulevard or ditch areas, landscaped median areas, irrigation systems, sidewalk, retaining walls, steps and other related items within the right-of-way on an urban design section.

## Current Portfolio

4/30/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				04/30/2024		4M Account Balance	\$871,132.76	5.264%	\$1.000	\$871,132.76	\$871,132.76
CD	N	1354418-1	10/13/2023	10/13/2023	07/12/2024	BOM Bank, LA	\$200,000.00	5.494%		\$208,218.50	\$200,000.00
CD	N	1357842-1	01/11/2024	01/11/2024	08/12/2024	Financial Federal Bank, TN	\$200,000.00	5.300%		\$206,214.79	\$200,000.00
CD	N	1354420-1	10/13/2023	10/13/2023	10/15/2024	Modern Bank, National Association, NY	\$200,000.00	5.531%		\$211,152.13	\$200,000.00
							<b>\$1,471,132.76</b>			<b>\$1,496,718.18</b>	<b>\$1,471,132.76</b>

**Time and Dollar Weighted Average Portfolio Yield:** 5.454%

**Weighted Average Portfolio Maturity:** 115.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
4M	59.215%	\$871,132.76	4M Account
CD	40.785%	\$600,000.00	Certificate of Deposit

## Index

**Cost** is comprised of the total amount you paid for the investment including any fees and commissions.

**Rate** is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par** is the amount received at maturity for fixed rate investments.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

## Deposit Codes

N	Single FEIN
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GL Balances

Current Period: May 2024

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
GENERAL FUND	G 101-10400	\$0.00	\$0.00	\$285,981.05
WATER FUND	G 601-10400	\$0.00	\$0.00	\$490,922.63
<b>Total Investments 4M Fund</b>		\$0.00	\$0.00	\$776,903.68
<b>Investments 4M Fund-XMAS DEC</b>				
GENERAL FUND	G 101-10401	\$0.00	\$0.00	\$1,641.07
<b>Total Investments 4M Fund-XMAS DEC</b>		\$0.00	\$0.00	\$1,641.07
<b>Investments 4M Fund-ST REPAIR</b>				
GENERAL FUND	G 101-10402	\$0.00	\$0.00	\$251,452.11
<b>Total Investments 4M Fund-ST REPAIR</b>		\$0.00	\$0.00	\$251,452.11
<b>Investments 4M Fund-LAWNMOWER</b>				
GENERAL FUND	G 101-10404	\$0.00	\$0.00	\$10,553.62
<b>Total Investments 4M Fund-LAWNMOWER</b>		\$0.00	\$0.00	\$10,553.62
<b>Investments 4M Fund-SNOWPLOW</b>				
GENERAL FUND	G 101-10405	\$0.00	\$0.00	\$35,479.07
<b>Total Investments 4M Fund-SNOWPLOW</b>		\$0.00	\$0.00	\$35,479.07
<b>Investments 4M Fund-LOADER</b>				
GENERAL FUND	G 101-10408	\$0.00	\$0.00	\$48,239.50
<b>Total Investments 4M Fund-LOADER</b>		\$0.00	\$0.00	\$48,239.50
<b>Investments 4M Fund-PARK FUND</b>				
GENERAL FUND	G 101-10409	\$0.00	\$0.00	\$69,584.99
<b>Total Investments 4M Fund-PARK FUND</b>		\$0.00	\$0.00	\$69,584.99
<b>Equity/Crystal Coop</b>				
GENERAL FUND	G 101-10410	\$0.00	\$0.00	
<b>Total Equity/Crystal Coop</b>		\$0.00	\$0.00	
<b>Investments 4M Fund-FIREBARN</b>				
GENERAL FUND	G 101-10411	\$0.00	\$0.00	\$102,557.68
<b>Total Investments 4M Fund-FIREBARN</b>		\$0.00	\$0.00	\$102,557.68
<b>Investments 4M Fund-SIREN</b>				
GENERAL FUND	G 101-10412	\$0.00	\$0.00	\$13,282.44
<b>Total Investments 4M Fund-SIREN</b>		\$0.00	\$0.00	\$13,282.44
<b>Investments 4M Fund-WTR EQUIP</b>				
WATER FUND	G 601-10415	\$0.00	\$0.00	\$20,287.53
<b>Total Investments 4M Fund-WTR EQUIP</b>		\$0.00	\$0.00	\$20,287.53
<b>Investments 4M Fund-WTR TOWER</b>				
GENERAL FUND	G 101-10416	\$0.00	\$0.00	\$0.00
WATER FUND	G 601-10416	\$0.00	\$0.00	\$47,073.61
<b>Total Investments 4M Fund-WTR TOWER</b>		\$0.00	\$0.00	\$47,073.61
<b>Investments 4M Fund-PUMP REPLA</b>				
GENERAL FUND	G 101-10417	\$0.00	\$0.00	\$0.00
WATER FUND	G 601-10417	\$0.00	\$0.00	\$94,077.46
<b>Total Investments 4M Fund-PUMP REPLA</b>		\$0.00	\$0.00	\$94,077.46

\$1,471,132.76

**RESOLUTION 24-111A**

**Approval of Conditional Use Permit of Operating Business Offices for G & S Manufacturing, 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 February 27, 2024, Pat Stadick, owner G & S Manufacturing, LLC applied for a Conditional Use Permit to operate offices;

WHEREAS, the zoning designation of the site is I-1, Industrial;

WHEREAS, on March 21, 2024, the Courtland Planning Commission held a public hearing for the proposed CUP;

WHEREAS, the proposed CUP is for operating business offices of G & S Manufacturing, LLC ;

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

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

WHEREAS, on April 4, 2024, the City Council considered the application and discussed it with Pat Stadick;

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 operating offices for G & S Manufacturing, LLC at the following property with the following conditions:

1001 Main Street in the City of Courtland, Nicollet County, Minnesota PIN: 14.006.0705; Legal Description as follows;

That part of the East Half of the West Half of the Southeast Quarter (E ½ of W ½ of SE¼) of Section Six (6), Township 109 North Range 29 West, Nicollet County, Minnesota, described as follows:

Commencing at the East Quarter corner of said Section 6; thence North 89 degrees 3 7 minutes 12 seconds West, an assumed bearing, along the north line of said Southeast Quarter of Section 6 a distance of 1319.01 feet to the northeast corner of the West Half of the Southeast Quarter of Section 6; thence South 00 degrees 19 minutes 40 seconds West along the east line of said West Half 760.63 feet to the point of beginning; thence continuing South 00 degrees 19 minutes 40 seconds West along said east line 779 .10 feet to the north line of a tract of land described in a certain deed recorded as Document# 166985 in Book 189 of Deeds; page 252; thence North 89 degrees 28 minutes 00 seconds West along said north line 658.60 feet to the west line of said East Half of the West Half of the Southeast Quarter; thence North 00 degrees 17 minutes 39 seconds East along said west line 1054.31 feet to the centerline of U.S. Trunk Highway Number 14; thence South 66 degrees 50 minutes 19 seconds East long said centerline 715.27 feet to the point of beginning.

1. This CUP becomes void if not recorded at their expense by G & S Manufacturing, LLC at the Nicollet County Recorder’s Office within 60 days of its approval. By recording this permit, G & S Manufacturing, 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.

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

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

Al Poehler, Mayor

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

Julie Holm, City Clerk