

Agenda
Courtland City Council
Thursday, October 5, 2023 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

7. Reports
 - A. Public Utilities
 - B. Mayor and Council
 - C. Streets Committee
 - D. Planning Commission
 - E. City Clerk

8. Unfinished Business

9. New Business
 - Personnel Policy updates – Holiday, Earned Safe & Sick Time
 - Ordinance 23-104 Amending Chapter IV, Part 3, Parking Regulations

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
September 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 Karen Fluegge

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

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

Kraus made a motion to approve August 3, 2023 regular Council minutes. Bents seconded the motion. Motion carried with all in favor.

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

<u>Check#</u>	<u>VENDOR</u>	<u>DATE</u>	<u>\$AMT</u>	<u>Description</u>
EFT	IRS	10-Aug-23	\$852.94	federal payroll taxes
EFT	MN DEPT OF REVENUE	10-Aug-23	\$154.00	mn payroll taxes
EFT	PERA	10-Aug-23	\$535.64	PERA contributions
EFT	MICROSOFT	10-Aug-23	\$8.86	office 365 subscription
EFT	IRS	24-Aug-23	\$862.64	federal payroll taxes
EFT	MN DEPT OF REVENUE	24-Aug-23	\$156.00	mn payroll taxes
EFT	PERA	24-Aug-23	\$541.15	PERA contributions
22356	BADGER METER	03-Aug-23	\$57.54	beacon web program support meter reading 386 units
22357	CLEARWAY COMMUNITY SOLAR LLC	03-Aug-23	\$2,282.66	solar subscription
22358	COURTLAND FIRE DEPARTMENT	03-Aug-23	\$175.00	calendar adv
22359	DAKOTA SUPPLY GROUP	03-Aug-23	\$167.97	hydrant meter adapter parts
22360	ECOWATER SYSTEMS OF NEW ULM	03-Aug-23	\$16.80	softner salt - fire hall
22361	GOPHER STATE ONE-CALL	03-Aug-23	\$33.75	25 tickets
22362	HAWKINS,INC	03-Aug-23	\$2,246.09	water plant chemical supplies
22363	LOFFLER	03-Aug-23	\$68.60	mfp maintenance 7/24-8/23/23, color copies
22364	LUEPKE OIL & TRUCKING LLC	03-Aug-23	\$354.94	gas/fuel
22365	NICOLLET PLUMBING & HEATING	03-Aug-23	\$128.00	cleaned A/C, check freon at fire hall
22366	Nuvera	03-Aug-23	\$538.84	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet
22367	PROKORE INSPECTIONS, LLC	03-Aug-23	\$1,310.30	remit permits - July 2023
22368	COMCAST, INC	09-Aug-23	\$184.74	comm center, fire hall, city office internet
22369	MILLER SELLNER	09-Aug-23	\$9,971.00	Cub Cadet Mower
22370	Holm, Julie	10-Aug-23	\$1,084.11	Payroll 7/23-8/5/23
22371	Ubel, David	10-Aug-23	\$1,391.08	Payroll 7/23-8/5/23
22372	Voges, Jessie	10-Aug-23	\$553.37	Payroll 7/23-8/5/23
22373	ALLINA HEALTH	17-Aug-23	\$347.30	firefighter physical - hanevik
22374	CARRS TREE SERVICE, INC	17-Aug-23	\$17,000.00	spraying weeds/trees; along sewer line, ROW on shady oak dr, road to wells
22375	CITY OF COURTLAND	17-Aug-23	\$308.58	fire hall, comm center, main shed, city office utilities
22376	CITY OF NEW ULM	17-Aug-23	\$6,988.38	flow to new ulm

22377	COURTLAND MART	17-Aug-23	\$379.17 gas
22378	RENT N SAVE PORTABLE SERVICES	17-Aug-23	\$230.00 porta potty rental parks - July 2023
22379	UNITED NATURAL GAS	17-Aug-23	\$42.62 main shed, firehall,wtr plant,cityoffice natural gas
22380	XCEL ENERGY	17-Aug-23	\$1,504.11 office,firehall,wtrtwr,park,lifts,wtrplnt,mains shed,st lights
22381	Holm, Julie	24-Aug-23	\$918.65 Payroll 8/6-8/19/23
22382	Ubel, David	24-Aug-23	\$1,391.08 Payroll 8/6-8/19/23
22383	Voges, Jessie	24-Aug-23	\$553.37 Payroll 8/6-8/19/23
			\$53,339.28

4MFUND EFT MN PUBLIC FACILITIES AUTHORITY 21-Aug-23 \$139,075.00 PFA BOND

Public Utilities:

Dave reports a new furnace and air conditioner were installed in the city hall at a cost of under \$11,000. The prior system had been in the hall since 1993.

Dave Ubel reported that Nuvera will be starting to put in fiber in part of the city next week. Mayor Al Poehler said to be sure that they stay in the utility easement. Ubel also reported that there was a request to have the park shelters cleaned and that has been done.

Ubel has been working with workers who are running a camera through the sewer lines to check on the sewer’s condition. They are finding many issues with the manholes and various items in the sewer lines that can cause problems: such as, grease, pipes, boards, etc. He also said they are finding that many lateral sewer lines are crushed. It is looking like the main sewer line in the city will need to be jetted to clean it. And, if they find a homeowner is not in compliance, the homeowner will be responsible for jet cleaning their sewer line. The workers are using GPS to mark where everything in the sewer: such as, where the curb stop is, where a sewer line dumps into the main sewer, where the cleanout is, and marking dead ends.

Mayor Report:

Council Reports:

Justin Kraus suggested that the council continue to think about having a place for residents to take brush to burn. He said, “If we want people to keep their yards clean, we need a place for brush piles.” It was suggested that they find a site or area where there could be a locked gate and the resident would sign out the key from the City Clerk, and maybe have a camera on site. Ralph Bents suggested that they should publish when the area would be open.

Planning Commission Notes:

Julie Holm reported that the Planning Commission is working on the parking ordinance, and it will probably be coming back to the council soon and then it will be ready to publish.

City Clerk:

Holm attended a meeting with the Nicollet County Attorney regarding cannabis and an ordinance on public use. There haven’t been any complaints in Nicollet County yet, but they are concerned with people smoking near places like day cares and parks. There will be another meeting and the topic of licensing businesses in cities will also be discussed. Holm said that four Certificates of Deposits will be due next month with a total value of about \$600,000 which has earned \$19,718 in interest. The 4M, Minnesota Municipal Money Market Fund, earns about 5.25 percent without being in a CD and has earned about \$20,000 in interest so far this year.

Dave Ubel told the council that there are two or three sidewalks that are heaving and are not ADA compliant so they should be fixed. Pam Rodewald said that the property owners need to fix it. Al Poehler suggested that we take another look into it to see what needs to be done.

Holm presented the contract to the council from Banyon Utility Billing for an additional add-on to the current municipal software system. The contract is at no initial cost save for the annual \$195 support fee, an additional component of the program will allow for ebilling and auto pay by ACH or echeck and residents will be charged \$1.10 per transaction which is less than credit card fees. Credit card payment user fees will be 2.75% which is lower than current Allpaid fee of 2.95%

Council continues discussion from last month in regarding responsibility of diseased trees. Councilmembers Kraus and Rodewald compiled information from other cities on the matter. They found that trees in the city’s right-of-way are the city’s responsibility for removal and property owners would be responsible for trees on their property and any overhang of the right-of-way. There is a grant through the DNR that can be applied for to provide cities with funds to remove and

replace trees. Councilmember Rodewald will look into what is needed for the application. The deadline for initial funding is September 18th.

2024 Preliminary Budget and Levy is due by September 30th, need to schedule budget work session. Councilmembers discuss dates they are available. Work session is set for Tuesday, September 19th for 6:30pm. Clerk Holm will post the date of meeting.

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

Meeting adjourned 7:48pm

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

DRAFT

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
Work Session Meeting
September 19, 2023

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

Members Absent: Council Member Paul Bode

Others Present: Julie Holm, City Clerk

The special city council work session meeting was called to order by Mayor Poehler at 6:30pm on September 19, 2023 in the Council chambers at City Hall.

Councilmember Bents provided worksheets for everyone. Council discussion begins with discussion of public safety department and fire chief and assistant chief salaries. Council agrees to increase these salaries to \$2,000 and \$1,000 respectively. Discussion also for anticipated contribution to rural budget, they are still working on creating joint powers agreement and the amount of contribution should not change much. There is still discussion on values contributed by each to be worked out.

Discussion on public works and roads, agreement to use previously budgeted dollars into streets and roads fund to start building capital funding as several roads will need to be done in the near future. Other discussion are wages for part time employee as Jessie continually puts in 20 hours per week. Additional discussion regarding amount of gas charged at Courtland Mart and gas and fuel at Luepke Oil as the only gas machine city has is the lawn mower.

General government discussion is to increase mayor salary to \$2,400 per year and council to \$1800 per year. These will become effective after next election.

Discussion regarding revenues, Clerk Holm presents numbers for interest being earned in 4M Fund and the CD's that will come due next month. These funds will be put back into CD's again and will earn at least 5% generating approximately same revenue as this year for general government as funds are also for enterprise fund. Liquid portion of 4M Fund is earning 5.25% currently but that will fluxgate with market and is not guaranteed for the coming year.

Preliminary budget and levy was reached. Preliminary levy is set at \$249,591.00 resulting in 8.2% increase.

Bents made a motion to approve Resolution 23-108 A Resolution Approving Preliminary 2023 Tax Levy Collectible in 2023. Rodewald seconded the motion. Motion carried with all in favor.

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

The meeting closed at 8:15 p.m.

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

Respectfully submitted,

Julie Holm, City Clerk

Al Poehler, Mayor

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EFT	IRS	07-Sep-23	\$852.94	federal payroll taxes
EFT	MN DEPT OF REVENUE	07-Sep-23	\$154.00	mn payroll taxes
EFT	PERA	07-Sep-23	\$535.34	PERA contributions
EFT	Microsoft	08-Sep-23	\$8.86	office 365 subscription
EFT	IRS	21-Sep-23	\$862.64	federal payroll taxes
EFT	MN DEPT OF REVENUE	21-Sep-23	\$156.00	mn payroll taxes
EFT	PERA	21-Sep-23	\$541.15	PERA contributions
22384	Holm, Julie	07-Sep-23	\$962.16	Payroll 8/20-9/2/23
22385	Ubel, David	07-Sep-23	\$1,477.67	Payroll 8/20-9/2/23
22386	Voges, Jessie	07-Sep-23	\$553.37	Payroll 8/20-9/2/23
22387	BADGER METER	07-Sep-23	\$57.54	beacon web program support meter reading 386 units
22388	CLEARWAY COMMUNITY SOLAR LLC	07-Sep-23	\$2,307.28	solar subscription
22389	GOPHER STATE ONE-CALL	07-Sep-23	\$55.35	41 TICKETS
22390	JP PLUMBING & HEATING	07-Sep-23	\$11,094.50	REMOVE AND INSTALL FURNACE & AC UNITS
22391	LOFFLER	07-Sep-23	\$80.24	mfp maintenance 8/24-9/23/23, color copies
22392	LUEPKE OIL & TRUCKING LLC	07-Sep-23	\$126.03	FUEL
22393	Nuvera	07-Sep-23	\$539.59	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet
22394	RIVER VALLEY LAWN CARE	07-Sep-23	\$324.70	weed & feed fire station, red shoe & main st park
22395	RUNNINGS SUPPLY, INC.	07-Sep-23	\$30.97	chainsaw bar oil,snap clip(flag at main st park)
22396	COMCAST, INC	07-Sep-23	\$184.74	comm center, firehall, city office internet
22397	Holm, Julie	20-Sep-23	\$946.77	Payroll 9/3-9/16/23
22398	Ubel, David	20-Sep-23	\$1,512.65	Payroll 9/3-9/16/23
22399	Voges, Jessie	20-Sep-23	\$604.23	Payroll 9/3-9/16/23
22400	BANYON DATA SYSTEMS, INC	21-Sep-23	\$195.00	UB NUVEI ONLINE PAY MODULE BILL PAY SUPPORT
22401	BLETHEN BERENS	21-Sep-23	\$300.00	emails with clerk re parking ordinance amendment
22402	BOLTON & MENK, INC	21-Sep-23	\$3,144.50	kuester devlopment oversight services 5/27-6/23/23
22403	CITY OF COURTLAND	21-Sep-23	\$290.69	fire hall, comm center, main shed, city office utilities
22404	CITY OF NEW ULM	21-Sep-23	\$6,984.39	flow to new ulm
22405	VOID		VOID	VOID
22406	MINNESOTA DEPARTMENT OF HEALTH	21-Sep-23	\$546.00	3rd qtr 2023 service connection fee
22407	MN LIFE INS COMPANY	21-Sep-23	\$10.00	dave life insurance(Aug-Sept)
22408	PROKORE INSPECTIONS, LLC	21-Sep-23	\$1,401.04	building permits aug 2023
22409	RENT N SAVE PORTABLE SERVICES	21-Sep-23	\$230.00	park porta potty rentals august
22410	UNITED NATURAL GAS	21-Sep-23	\$46.28	main shed, firehall,wtr plant,cityoffice natural gas
22411	XCEL ENERGY	21-Sep-23	\$918.63	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
22412	COURTLAND MART	21-Sep-23	\$496.44	gas, OSHA training hosting supplies(water,plates,napkins,cups,juice)
22413	RICHARD KROHN	21-Sep-23	\$63.64	reimburse purchase of floor squeegee for fire hall
			\$38,595.33	

**ORDINANCE 23-104
CITY OF COURTLAND
NICOLLET COUNTY, MINNESOTA**

**An Ordinance Amending Part 3 of Chapter IV of the City Code of the City of Courtland
Relative to Parking Regulations**

403.01. Prohibited Parking.

Parking upon city streets shall be prohibited as follows:

Subdivision 1. Upon any area of a street adjacent to an area where curb has been painted yellow.

Subdivision 2. Upon any area of a street where parking prohibitions or regulations are posted by signs.

403.02. Restrictions on Parking.

No parking shall be permitted upon any city street between October 1 and April 1 between the hours of 2:00 A.M. and 7:00 A.M.

403.03. Parking; Snow Removal Periods and Street Cleaning

Subdivision 1. Definitions. For purposes of this Part 3, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

1. **Snow Removal Period.** That period commencing any time snow accumulates on the ground in excess of three inches, or when the property city official designated by the City Council directs the proper city personnel to declare a snow emergency as outlined in city snow plowing policy, and terminating on those streets on which snow has been removed if the removal has been completed in a period of time less than three days, and in any event shall terminate after three-days' time.
2. **Street.** Includes any streets, avenues, alleys or other public ways in the City of Courtland.
3. **Vehicle.** Includes all motor vehicles, trailers of all kinds, and contrivances of any kind being moved on wheels, and any non-wheeled object or apparatus located on the any Street.

Subdivision 2. Parking During Snow Removal Period.

No person except emergency vehicles or private vehicles belonging to first responders, on emergency calls, shall park any vehicle on any Street during a Snow Removal Period and shall terminate when snow removal is complete and in no event, after three -days' time.

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CITY OF COURTLAND
NICOLLET COUNTY, MINNESOTA**

403.04. Towing Authority.

For purposes of this section, "Towing Authority" means the City of Courtland, as authorized by Minn. Stat. § 169.04, as amended from time to time, and a private towing company authorized by the City of Courtland. The City of Courtland by the City Council may appoint such elected officers, appointed officials and/or city employees as the parking enforcement officer for the City of Courtland authorized to enforce the provisions of this Part 3, including the issuing of citations, towing reports and engaging the private towing company to remove any offending Vehicles.

403.05. Towing Order Required.

A towing authority may not tow a motor vehicle from public property unless a peace officer or parking enforcement officer has prepared, in addition to the parking citation (which need not carry a fine), a written towing report describing the motor vehicle and the reasons for towing. The report must be signed by the officer and the tow driver.

403.06. Four-Hour Waiting Period.

In enforcing state and local parking and traffic laws, a towing authority may not tow, or allow or require the towing of, a motor vehicle from public property for a parking or traffic violation until four hours after issuance of the traffic ticket or citation, except as provided in §403.05.

403.07. Towing Allowed.

A towing authority may tow a motor vehicle without regard to the four-hour waiting period if:

1. The vehicle is parked in violation for snow emergency regulations or § 403.01 hereof; and has received a warning no less than 24 hours prior to the time of the tow;
2. The vehicle is blocking a driveway, alley or fire hydrant;
3. The vehicle is parked within 30 feet of a stop sign and visually blocking the stop sign;
4. The vehicle is parked in a disability transfer zone or disability parking space without a disability parking certificate or disability license plates;
5. The vehicle is parked in an area that has been posted for temporary restricted parking at least 12 hours in advance;
6. The vehicle is parked within the right-of-way of a controlled-access highway or within the traveled portion of a public street when travel is allowed there;
7. The vehicle is unlawfully parked in a zone that is restricted by posted signs to use by fire, police, public safety or emergency vehicles;

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8. A law enforcement official has probable cause to believe that the vehicle is stolen, or that the vehicle constitutes or contains evidence of a crime and impoundment is reasonably necessary to obtain or preserve the evidence;
9. The driver, operator or person in physical control of the vehicle is taken into custody and the vehicle is impounded for safekeeping;
10. A law enforcement official has probably cause to believe that the owner, operator, or person in physical control of the vehicle has failed to respond to five or more citations for parking or traffic violations;
11. The vehicle is unlawfully parked and prevents egress by a lawfully parked vehicle;
12. The vehicle is junk, abandoned, or is otherwise an unauthorized vehicle as defined in Minn. Stat. § 168B.011 and is subject to immediate removal under Chapter 168B of Minnesota Statutes.

403.08. Private Property.

This section does not restrict the authority of the owner of private property to authorize the towing of a motor vehicle unlawfully parked on the private property.

403.09. Violations.

Violations of the provisions of this Part shall be petty misdemeanors.

This Ordinance shall be in full force and take effect from and after its passage, approval and publication.

Passed by the City Council of the City of Courtland, Minnesota on the 5th day of October, 2023

Signed: _____
Ralph Bents, Acting Mayor

Attest: _____
Julie Holm, City Clerk