

Agenda
Courtland City Council
Thursday, November 2, 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
5. Presentation and Payment of Bills
6. Visitors
 - John Stadick Jason Kuester
7. Reports
 - A. Public Utilities
 - B. Mayor and Council
 - C. Streets Committee
 - D. Planning Commission
 - E. City Clerk
8. Unfinished Business
 - Kuester Pit 2 Second Addition default
9. New Business
 - Wishbone Way ditches
 - Resolution 23-109 Collin Drive Feasibility Resolution draft
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

October 5, 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 Rich Reichel

The regular city council meeting was called to order by Mayor Al Poehler at 7:00 pm on October 5, 2023 in the Council chambers in City Hall.

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

Kraus made a motion to approve September 7, 2023 regular Council minutes. Rodewald seconded the motion. Motion carried with all in favor.

Rodewald made a motion to approve September 19, 2023 special work session minutes. Bents seconded the motion. Motion carried with all in favor.

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

Check#	Vendor	DATE	\$AMT	Description
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	

Public Utilities: Dave Ubel explained that the televising of the sewer lines is near completion. There are several issues identified in various parts of the city that will need to be addressed soon. The council recommended to City Clerk Julie Holm that she prepare a letter to all residents and businesses explaining that many cracks, leaks, broken pipes, grease and dirt buildups, and other infiltration problems were found in the sewer lines. The residents and businesses, who have problems on their property, will receive a second letter explaining the problems that were identified so that they can correct the problems. Ubel has already been working with one homeowner because of a rather large leak. Homeowners are responsible for problems up to their connection to the main sewer line. Mayor Poehler voices concern that homeowners know right away that they will be responsible for repairs as outlined in ordinance. Dave has engaged M & R to raise manholes that are low and in one case paved over.

Dave had meeting with city engineer Joe Duncan regarding Stony Point
 Dave also discusses there was a gas line run through a manhole on Highview Court and this will be fixed during the next week, homeowners will receive a letter from Untied Natural Gas regarding pending gas shut off during the repair.

Mayor/Council Reports: NONE

City Clerk: Clerk will be taking October 6th off and office will be closed.

Rich Reichel, a developer in the Kuester Pit 2 Addition, was present to ask questions about what he can and cannot do as he develops the 17 lots that he owns. An example is to use on as a parking lot. Councilmember Bode commented probably need to combine two lots for one to be used as parking.

Reichel asked about what can be done with a vacant lot. Mayor Poehler indicates the development of the area into warehouses/storage sheds limits lots to no outside storage. A conditional use permit could permit parking.

Rich also had questions on recourse with Jason Kuester for completing development of the area. The development agreement stated the public improvements were to be done by Jason Kuester and should have been completed by July 1, the mayor/council recommended that he be sent a letter from the city's attorney giving him a short timeline to complete the project. The agreement focuses on the public improvements such as infrastructure including sewer and water installation, roads and stormwater drainage i.e. drainage pond development.

Fire Chief Dave Ubel recommended Danielle Schlumpberger and Tom Suess to the Courtland City Council as new Courtland Fire Department firefighters. The addition of these two candidates brings total to 23 firefighters which is the maximum allowed in the bylaws. Additional discussion brought up in regard to how hiring happens and if the most qualified candidates were hired. All three candidates were very qualified, two are married couple and discussion of certain factors taken into account when chosen as member.

Kraus made a motion to approve Danielle Schlumpberger and Tom Suess as new firefighters. Rodewald seconded the motion. Motion carried with all in favor.

Clerk Holm presented items for personnel policy updates needed; add Juneteenth as a paid holiday and Paid Time Off (PTO) with regard to new state requirement of earned safe and sick time. The law for ESST takes effect Jan 1, 2024 and updates to policy should take place before year end.

Clerk Holm presents Ordinance 23-104 Amending Part 3, Chapter IV Relative to Parking Regulation forwarded by Planning Commission. The amendments incorporate towing for violations of the ordinance regarding parking restrictions during season as well as during a declared snow emergency.

Rodewald made a motion to approve Ordinance 23-104 Amending Part 3, Chapter IV Parking Regulations. Bode seconded the motion. Motion carried with all in favor.

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

Meeting adjourned 8:07pm

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

Check #	Vendor	Date	\$AMT	Description
6935e	IRS	13-Oct-23	\$882.15	federal payroll taxes
6936e	MN DEPT OF REVENUE	13-Oct-23	\$160.00	mn payroll taxes
6937e	PERA	13-Oct-23	\$551.45	PERA contributions
6950e	MICROSOFT	08-Oct-23	\$8.86	office 365 subscription
6955e	IRS	19-Oct-23	\$852.94	federal payroll taxes
6956e	MN DEPT OF REVENUE	19-Oct-23	\$154.00	mn payroll taxes
6957e	PERA	19-Oct-23	\$535.64	PERA contributions
6960e	MN DEPT OF REVENUE	25-Oct-23	\$1,773.00	2023 3rd qtr sales tax
22414	Holm, Julie	04-Oct-23	\$918.65	Payroll 9/17-9/30/23
22415	Ubel, David	04-Oct-23	\$1,402.08	Payroll 9/17-9/30/23
22416	Voges, Jessie	04-Oct-23	\$553.37	Payroll 9/17-9/30/23
22417	AUTO VALUE	05-Oct-23	\$13.99	belt for water plant aerator
22418	BADGER METER	05-Oct-23	\$57.54	beacon web program support meter reading 386 units
22419	CARRS TREE SERVICE, INC	05-Oct-23	\$500.00	trim tree limbs over roads, clean up broken
22420	CITY OF COURTLAND	05-Oct-23	\$290.45	fire hall, comm center, main shed, city office utilities
22421	CLEARWAY COMMUNITY SOLAR LLC	05-Oct-23	\$2,405.05	solar subscription
22422	COMCAST, INC	05-Oct-23	\$184.74	comm center, fire hall, city office internet
22423	HAWKINS, INC	05-Oct-23	\$177.42	water plant supplies
22424	LOFFLER	05-Oct-23	\$70.77	mfp maintenance 9/24-10/23/23, color copies
22425	LUEPKE OIL & TRUCKING LLC	05-Oct-23	\$53.68	gas
22426	Nuvera	05-Oct-23	\$545.40	office, fax, fire hall, lifts, wells, wtr twr, wtr plnt intnet
22427	RUNNINGS SUPPLY, INC.	05-Oct-23	\$226.98	supplies pump out generator fuel, water plant supplies
22428	BANYON DATA SYSTEMS, INC	19-Oct-23	\$3,110.00	annual software support for modules
22429	BOLTON & MENK, INC	19-Oct-23	\$2,109.50	eng svcs oversight kuester project 6/24-7/21-23
22430	CITY OF NEW ULM	19-Oct-23	\$6,913.90	flow to new ulm
22431	COURTLAND FIRE DEPT RELIEF-GEN	19-Oct-23	\$3,000.00	ANNUAL CONTRIBUTION
22432	COURTLAND MART	19-Oct-23	\$568.02	GAS(561.38), fire hall cleaning supplies(6.64)
22433	IMMENSE IMPACT, LLC	19-Oct-23	\$605.00	annual website subscription
22434	LMC	19-Oct-23	\$127.94	annual adobe pro subscription
22435	RENT N SAVE PORTABLE SERVICES	19-Oct-23	\$230.00	porta potty rental parks 09/01-09/30
22436	COLUMN SOFTWARE PBC	19-Oct-23	\$267.07	publish ordinance
22437	UNITED NATURAL GAS	19-Oct-23	\$43.75	main shed, firehall, wtr plant, cityoffice natural gas
22438	VIA ACTUARIAL SOLUTIONS	19-Oct-23	\$2,600.00	actuarial report FD
22439	XCEL ENERGY	19-Oct-23	\$1,515.85	office, firehall, wtrtwr, park, lifts, wtrplnt, mainshed, st lights
22440	Holm, Julie	19-Oct-23	\$948.11	Payroll 10/1-10/14/23
22441	Ubel, David	19-Oct-23	\$1,391.08	Payroll 10/1-10/14/23
22442	Voges, Jessie	19-Oct-23	\$502.39	Payroll 10/1-10/14/23
			\$36,250.77	

**CITY OF COURTLAND
RESOLUTION 23-109**

**AUTHORIZING PRELIMINARY REPORT FOR THE PROPOSED
2024 STREET IMPROVEMENT PROJECT**

WHEREAS, The City Council has identified a need to improve Collin Drive within the City; AND

WHEREAS, The construction of Collin Drive from 4th Street (CSAH 24) to the east shall consist of a bituminous street section, concrete curb and gutter, storm sewer, and other related municipal utility adjustments; AND

WHEREAS, The work shall hereby be identified as the 2024 Street Improvement Project and assessed to the benefited properties for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes Chapter 429; AND

WHEREAS, The City Council wishes to study whether or not the proposed projects are necessary, cost effective, and feasible.

NOW THEREFORE BE IT ADOPTED BY THE CITY COUNCIL OF THE CITY OF COURTLAND, MINNESOTA THAT: It hereby orders the preparation of a feasibility report by consulting City Engineer Bolton and Menk for the improvements to be known as the 2024 Street Improvement Project to include whether it should best be made as proposed or in connection with another improvement, the estimated cost of the improvement as recommended, and a description of the methodology used to calculate individual assessments for affected parcels.

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:

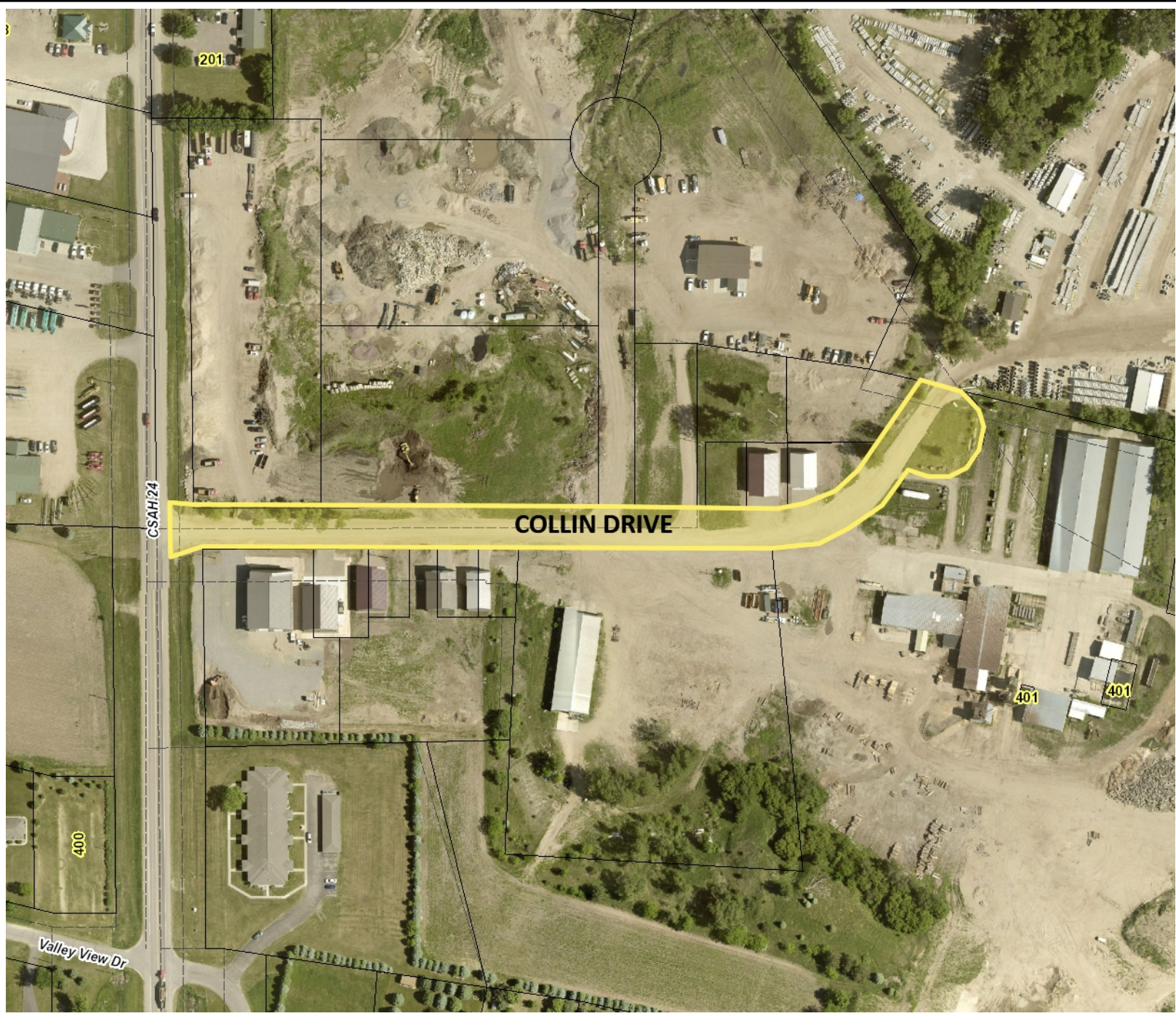
and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 2nd day of November 2023.

ATTEST:

Al Poehler, Mayor

Julie Holm, City Clerk



City of Courtland

Nicollet County, MN

Legend

-  City Limits
-  Parcels (12-14-2021)
-  Lot Lines
-  Minnesota River
-  Parks

COLLIN DRIVE

COLLIN DR



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Courtland is not responsible for any inaccuracies herein contained.

