

**Agenda**  
**Courtland City Council**  
**Thursday, April 6, 2023 7:00pm**  
**Courtland City Hall**  
**329 Main Street**

**Board of Appeal & Equalization 6:30pm**

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
  
7. Reports
  - A. Public Utilities
  - B. Mayor and Council
  - C. Streets Committee
  - D. Planning Commission
  - E. City Clerk
  
8. Unfinished Business
  - 2023 Fee Schedule
  - 2023 Water Sewer Budget
  
9. New Business
  - Board of Appeal & Equalization
  - 2023 Sanitary Sewer Lateral Televising bids
  
10. Adjournment



Date: March 31, 2023

To: Courtland City Board of Appeal and Equalization Members

From: Shana Jackson, Nicollet County Assessor

Subject: 2023 Values for Taxes Payable in 2024  
Courtland Board of Appeal and Equalization Meeting  
**April 6, 2023 – 6:30 p.m. – Courtland City Building**

Notices of value and classification have been sent to all property owners in the City of Courtland. Individual parcel information is available on our website. You can also call our office at 507-934-7062 if you need additional information. I have enclosed sales information for your review. To reflect the rapidly increasing residential market, the Minnesota Department of Revenue has calculated and applied an upward time adjustment to all residential sale prices in Nicollet County cities of 0.7206% per month (8.9982% annually) from the sale date to the January 3, 2023 assessment date. I have also enclosed a list of the sales in Parcel ID order that include the DOR's time adjusted sale prices (green highlight) that were used for the ratio study.

For the 2023 assessment, we compare the sale price for all arm's length transactions to the assessed value for sales occurring between October 1, 2021 through September 30, 2022. We are required by statute to maintain assessed values at 90-105% of **time adjusted** sale price (based on median average).

**Residential**

There were 13 arm's length sales included in the 2023 sales study with a time adjusted median ratio of **81.15%**. Structure values were increased 13% across the board, with no change to land values. After changes, the time adjusted median ratio is in statutory compliance at **92.86%**.

**Commercial/Industrial**

There were no commercial/industrial sales included in the 2023 sales study. No across the board adjustments were made.

**Attached are the scheduled appointments to date. If additional appointments are made, information will be provided at the meeting (sooner if possible).**

Just a reminder -- We are required to certify that a quorum of board members are present and that at least one voting member who has attended the training is present at the meeting on April 6<sup>th</sup>. Please give me a call if you have any questions prior to the meeting.

6:35 p.m. – Edward & Christiana Frey, 504 Valley View Dr. (14.797.0040)

Proposed 2023 EMV: \$411,300 (\$52,900 Land/\$358,400 Improvements)

Proposed 2023 Classification: Residential Homestead



Owners feel their value took too much of an increase (14.22%), and that they could not get that much if they sold their home on today's market. The median average increase in the City of Courtland was 14%.

**Lot Size:** 23,522 sf

**Year Built:** 2005

**Size:** 1,812 sf on the main level with 1,812 sf of basement (1,594 sf basement finish)

**# Baths:** 3 and ½ (1 with whirlpool bath)

**Extra Features:** Central Air, Wood Deck (274 sf), Fireplace, Attached Triple Garage

**Comparable Sale 7/1/2022** – 421 Riverview Dr., (Wendler to Broughton). See page 3 of residential sales

**Time Adjusted Sale Price:** \$391,508 (Proposed EMV \$333,100)

**Lot size:** 86,684 sf

**Year Built:** 1979

**Size:** 1,620 sf on main level with 2,244 sf basement (1,100 sf basement finish).

**# Baths:** 3

**Extra Features:** Central Air, 2 Fireplaces, Paver Patio (88 sf), Enclosed Porch (180 sf), Attached Double Garage with basement

**Comparable Sale 9/23/2022** – 516 Valley View Dr., (Davis to Koel/Phillips). See page 3 of residential sales

**Time Adjusted Sale Price:** \$439,853 (Proposed EMV \$414,200)

**Lot size:** 16,553 sf

**Year Built:** 2014

**Size:** 1,760 sf on main level with 1,748 sf basement (1,612 sf basement finish).

**# Baths:** 3

**Extra Features:** Central Air, Fireplace, Concrete Patio (448 sf), Open Porch (119 sf), Attached Triple Garage

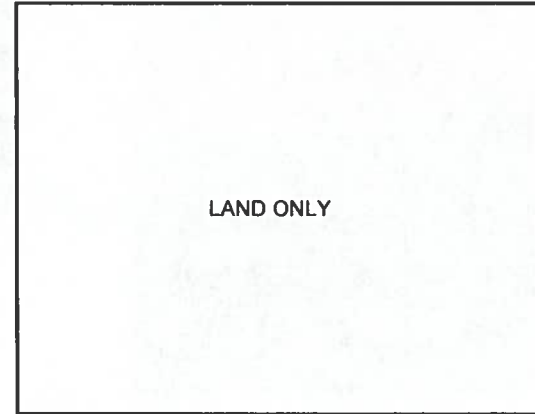
**Nicollet County Assessor  
Public Sales Report with Photos**



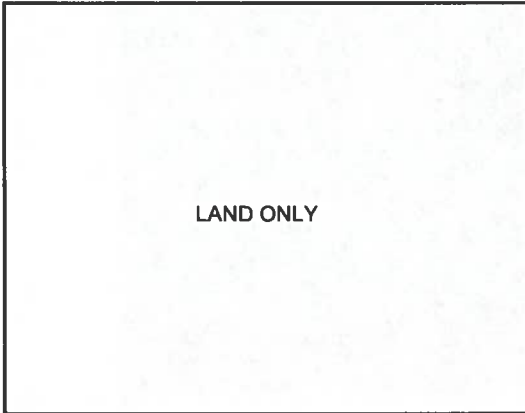
**PIN:** 14.005.0800  
**Style:** 1 1/2 Story Frame  
**Buyer:** ANDERLEY TIMOTHY L & NICOLE NUSZ  
**Address:** 724 MAIN ST  
**Map Area:** Crt Cty  
**Sale Price:** \$135,375      **Date:** 12/13/2021  
**Grade:** 5+10    **SF:** 918      **Year Built:** 1958  
**2022 EMV:**      \$160,100



**PIN:** 14.005.5110  
**Style:** 1 Story Frame  
**Buyer:** DESAER TYLER  
**Address:** 208 FOOTHILLS RD  
**Map Area:** Crt Cty  
**Sale Price:** \$240,000      **Date:** 6/3/2022  
**Grade:** 4+5    **SF:** 1232      **Year Built:** 1956  
**2022 EMV:**      \$204,800



**PIN:** 14.412.0060  
**Style:**  
**Buyer:** DESAER RICHARD & RUTH  
**Address:** 535 WEST RIDGE RD  
**Map Area:** Crt Cty  
**Sale Price:** \$50,000      **Date:** 5/4/2022  
**Grade:**      **SF:**      **Year Built:**  
**2022 EMV:**      \$52,400



**PIN:** 14.413.0050  
**Style:** 1 Story Frame  
**Buyer:** PORTNER AMBER C & PRESTON L PORTNER  
**Address:** 550 WEST RIDGE RD  
**Map Area:** Crt Cty  
**Sale Price:** \$60,000      **Date:** 10/1/2021  
**Grade:** 3+5    **SF:** 1976      **Year Built:** 2021  
**2022 EMV:**      \$76,800



**PIN:** 14.470.0020  
**Style:** 1 Story Frame  
**Buyer:** HORNER DESIREE & STEVEN HORNER  
**Address:** 113 RED SHOE DR  
**Map Area:** Crt Cty  
**Sale Price:** \$230,000      **Date:** 11/24/2021  
**Grade:** 4+10    **SF:** 1092      **Year Built:** 2002  
**2022 EMV:**      \$188,700



**PIN:** 14.471.0050  
**Style:** 1 Story Frame  
**Buyer:** REINARTS JORDAN A & CHEYENNE R REINAR  
**Address:** 107 WISHBONE WAY  
**Map Area:** Crt Cty  
**Sale Price:** \$260,000      **Date:** 8/29/2022  
**Grade:** 4+10    **SF:** 1092      **Year Built:** 2012  
**2022 EMV:**      \$205,200





**PIN:** 14.471.0100 & 14.473.0270  
**Style:** Split Foyer Frame  
**Buyer:** KRAUS CHASE C & BRACH D KRAUS  
**Address:** 110 WISHBONE WAY  
**Map Area:** Crt Cty  
**Sale Price:** \$271,000      **Date:** 7/8/2022  
**Grade:** 4+10    **SF:** 1026    **Year Built:** 2009  
**2022 EMV:**      \$198,200



**PIN:** 14.471.0110  
**Style:** 1 Story Frame  
**Buyer:** MEYER JESSICA L & TANNER D LEWIS  
**Address:** 108 WISHBONE WAY  
**Map Area:** Crt Cty  
**Sale Price:** \$234,000      **Date:** 10/1/2021  
**Grade:** 4+10    **SF:** 1092    **Year Built:** 2013  
**2022 EMV:**      \$211,500



**PIN:** 14.473.0020  
**Style:** None  
**Buyer:** KLOECKL STEVEN & JESSICA  
**Address:** 119 HAZEL LN  
**Map Area:** Crt Cty  
**Sale Price:** \$89,900      **Date:** 2/1/2022  
**Grade:** 3      **SF:** 0      **Year Built:** 2016  
**2022 EMV:**      \$50,400



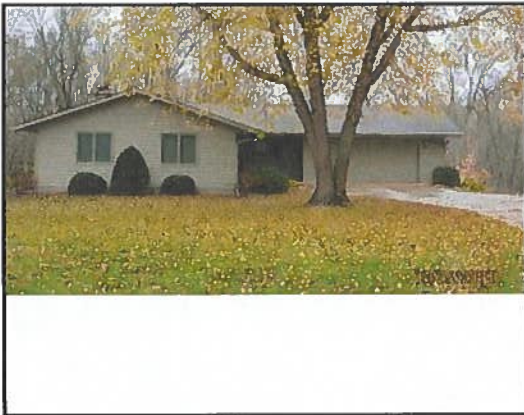
**PIN:** 14.741.0190  
**Style:** 1 Story Frame  
**Buyer:** WACKER CHRISTOPHER  
**Address:** 113 STONY POINT RD  
**Map Area:** Crt Cty  
**Sale Price:** \$280,000      **Date:** 6/3/2022  
**Grade:** 4      **SF:** 1064    **Year Built:** 2001  
**2022 EMV:**      \$203,400



**PIN:** 14.741.0200  
**Style:** 1 Story Frame  
**Buyer:** GITTER PAUL W & TATIANA D GITTER  
**Address:** 117 STONY POINT RD  
**Map Area:** Crt Cty  
**Sale Price:** \$364,000      **Date:** 1/6/2022  
**Grade:** 4+10    **SF:** 1248    **Year Built:** 1997  
**2022 EMV:**      \$262,300



**PIN:** 14.742.0050  
**Style:** 1 Story Frame  
**Buyer:** KLOECKL STEVEN & JESSICA  
**Address:** 417 RIVERVIEW DR  
**Map Area:** Crt Cty  
**Sale Price:** \$430,000      **Date:** 7/1/2022  
**Grade:** 3      **SF:** 1755    **Year Built:** 1972  
**2022 EMV:**      \$380,800



**PIN:** 14.742.0060  
**Style:** 1 Story Frame  
**Buyer:** BROUGHTON EVAN  
**Address:** 421 RIVERVIEW DR  
**Map Area:** Crt Cty  
**Sale Price:** \$375,000      **Date:** 7/1/2022  
**Grade:** 4+10    **SF:** 1620    **Year Built:** 1979  
**2022 EMV:**      \$296,600



**PIN:** 14.797.0060  
**Style:** 1 Story Frame  
**Buyer:** KOEL SOMMER & PHILLIPS KYLE  
**Address:** 516 VALLEY VIEW DR  
**Map Area:** Crt Cty  
**Sale Price:** \$427,400      **Date:** 9/23/2022  
**Grade:** 3+5    **SF:** 1748    **Year Built:** 2014  
**2022 EMV:**      \$361,500



**PIN:** 14.797.0100  
**Style:** 1 Story Frame  
**Buyer:** FRIESEN TUCKER W  
**Address:** 540 VALLEY VIEW DR  
**Map Area:** Crt Cty  
**Sale Price:** \$279,000      **Date:** 12/1/2021  
**Grade:** 3      **SF:** 1328    **Year Built:** 2014  
**2022 EMV:**      \$282,500



**PIN:** 14.892.0010  
**Style:** 2 Story Frame  
**Buyer:** SHERWOOD ANDREW  
**Address:** 313 RAILROAD ST  
**Map Area:** Crt Cty NB1  
**Sale Price:** \$110,000      **Date:** 6/13/2022  
**Grade:** 5      **SF:** 560      **Year Built:** 1905  
**2022 EMV:**      \$94,200

### City of Courtland Residential Time Adjusted Sale Prices

Primary Parcel ID	Sale Mo.	Sale Yr.	Net Sale Price	PT Aggregation	City Town	Monthly Trend	Annual Trend	Adjustment Months	Net Sale Price Adj. to 2023
14.005.0800	12	2021	\$135,375	91	Courtland	0.007206	0.08998	13	<b>\$148,620</b>
14.005.5110	6	2022	\$240,000	91	Courtland	0.007206	0.08998	7	<b>\$252,371</b>
14.470.0020	11	2021	\$230,000	91	Courtland	0.007206	0.08998	14	<b>\$254,322</b>
14.471.0050	8	2022	\$260,000	91	Courtland	0.007206	0.08998	5	<b>\$269,504</b>
14.471.0100	7	2022	\$271,000	91	Courtland	0.007206	0.08998	6	<b>\$282,930</b>
14.471.0110	10	2021	\$234,000	91	Courtland	0.007206	0.08998	15	<b>\$260,610</b>
14.741.0190	6	2022	\$280,000	91	Courtland	0.007206	0.08998	7	<b>\$294,433</b>
14.741.0200	1	2022	\$364,000	91	Courtland	0.007206	0.08998	12	<b>\$396,754</b>
14.742.0050	7	2022	\$430,000	91	Courtland	0.007206	0.08998	6	<b>\$448,930</b>
14.742.0060	7	2022	\$375,000	91	Courtland	0.007206	0.08998	6	<b>\$391,508</b>
14.797.0060	9	2022	\$427,400	91	Courtland	0.007206	0.08998	4	<b>\$439,853</b>
14.797.0100	12	2021	\$279,000	91	Courtland	0.007206	0.08998	13	<b>\$306,296</b>
14.892.0010	6	2022	\$110,000	91	Courtland	0.007206	0.08998	7	<b>\$115,670</b>

## Mission of the City of Courtland

We envision Courtland as a city with managed growth which offers a high quality of life for individuals, families and businesses at an affordable cost.

### City Council Minutes

Regular Meeting

March 2, 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 Dave Ubel Greg Juberien Mark Fiemeyer

The regular city council meeting was called to order by Mayor Al Poehler at 7:00 pm on March 2, 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.**

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

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

Check#	Vendor	Date	\$AMT	Description
EFT	IRS	01-Feb-23	\$1,021.10	federal payroll taxes per2
EFT	MN DEPT OF REVENUE	01-Feb-23	\$189.00	mn payroll taxes per2
EFT	PERA	01-Feb-23	\$624.42	PERA contributions per2
EFT	MICROSOFT	09-Feb-23	\$8.86	office 365 subscription
EFT	IRS	24-Feb-23	\$911.40	federal payroll tax per 3
EFT	MN DEPT OF REVENUE	24-Feb-23	\$165.00	mn payroll taxes per3
EFT	PERA	24-Feb-23	\$566.89	PERA contributions per3
EFT	IRS	02-Mar-23	\$857.82	federal payroll taxes per4
EFT	MN DEPT OF REVENUE	02-Mar-23	\$155.00	mn payroll taxes per4
EFT	PERA	02-Mar-23	\$538.21	PERA contributions per4
22139	BADGER METER	02-Feb-23	\$30.88	beacon web program support meter reading 386 units
22140	CLANCY'S FIRE EXTINGUISHERS	02-Feb-23	\$204.92	annual fire extinguisher inspections water plant
22141	CLEARWAY COMMUNITY SOLAR LLC	02-Feb-23	\$1,096.58	solar subscription
22142	COMCAST, INC	02-Feb-23	\$93.37	community center, fire hall internet
22143	COURTLAND RURAL FIRE ASSOC	02-Feb-23	\$9,486.75	2023 budget contribution and 2022 shortfall
22144	CRYTEEL TRUCK EQUIPMENT	02-Feb-23	\$22.88	hyd fluid for plow truck snowplow
22145	GOPHER STATE ONE-CALL	02-Feb-23	\$82.40	25 tickets
22146	HAWKINS,INC	02-Feb-23	\$1,289.81	water plant chemical supplies
22147	A.H. HERMEL CO	02-Feb-23	\$45.91	garbage can liners
22148	LOFFLER	02-Feb-23	\$61.24	mfp maintenance 1/24-2/23/23, color copies
22149	RUNNINGS SUPPLY, INC.	02-Feb-23	\$156.29	2 garage door opener remotes, work gloves
22150	WALTERS EXCAVATING INC	02-Feb-23	\$375.00	push back snow piles payloader
22151	ZIEGLER INC	02-Feb-23	\$1,441.09	loader snow wolf edge replacement
22152	Holm, Julie	09-Feb-23	\$1,083.61	Payroll 01/22-02/04/23 per3
22153	Ubel, David	09-Feb-23	\$1,391.08	Payroll 01/22-02/04/23 per3
22154	Voges, Jessie	09-Feb-23	\$731.12	Payroll 01/22-02/04/23 per3
22155	CITY OF COURTLAND	09-Feb-23	\$290.05	fire hall,community center,main shed,city office utilities
22156	CRYTEEL TRUCK EQUIPMENT	09-Feb-23	\$305.24	repair plow truck snow plow
22158	Nuvera	09-Feb-23	\$517.51	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intnet
22159	LUEPKE OIL & TRUCKING LLC	09-Feb-23	\$1,060.36	fuel
22160	BOLTON & MENK, INC	16-Feb-23	\$575.00	Kuester Pit2 2nd Add oversight nov-dec22
22161	CITY OF NEW ULM	16-Feb-23	\$6,247.55	flow to new ulm



22162	COMCAST, INC	16-Feb-23	\$91.37	main st office internet svc
22163	MN LIFE INS COMPANY	16-Feb-23	\$5.00	dave life insurance
22164	MN RURAL WATER ASSOCIATION	16-Feb-23	\$275.00	dave mn rural water conference registration mar 7-9, 2023
22165	SCSU Welcome Center	16-Feb-23	\$355.00	Julie clerk conference registration mar 21-24, 2022
22166	UNITED NATURAL GAS	16-Feb-23	\$3,108.64	main shed, firehall,wtr plant,cityoffice natural gas
22167	XCEL ENERGY	16-Feb-23	\$3,412.83	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
22168	Holm, Julie	22-Feb-23	\$1,038.89	Payroll 02/05-02/18/23 per4
22169	Ubel, David	22-Feb-23	\$1,579.54	Payroll 02/05-02/18/23 per4
22170	Voges, Jessie	22-Feb-23	\$566.09	Payroll 02/05-02/18/23 per4
22171	COURTLAND MART	22-Feb-23	\$777.70	gas,wiper blades plowtrk, ice melt, reg safety mtg supp
22172	BADGER METER	01-Mar-23	\$30.88	beacon web program support meter reading 386 units
22173	CLEARWAY COMMUNITY SOLAR LLC	01-Mar-23	\$804.63	solar subscription
22174	CLIFTONLARSONALLEN	01-Mar-23	\$5,250.00	audit services
22175	COMCAST, INC	01-Mar-23	\$93.37	comm center, fire hall internet svc
22176	FRONTLINE PLUS FIRE & RESCUE	01-Mar-23	\$600.00	annual siren contract service agreement 2023 2 sirens
22177	LEAGUE OF MINNESOTA CITIES	01-Mar-23	\$635.63	regional safety meetings
22178	LOFFLER	01-Mar-23	\$67.07	mfp maintenance 2/24-3/23/23
22179	LUEPKE OIL & TRUCKING LLC	01-Mar-23	\$652.23	fuel plow truck&loader
22180	MINNESOTA DEPARTMENT OF HEALTH	01-Mar-23	\$546.00	1st qtr 2023 service connection fee
22181	ZIEGLER INC	01-Mar-23	\$466.41	loader snowwolf blade parts
22182	ALLINA HEALTH	01-Mar-23	\$157.50	new firefighter physical - krohn
22183	GOPHER STATE ONE-CALL	01-Mar-23	\$2.70	2 tickets
			\$52,142.82	

**Public Utilities:** Dave reports a resident across from the community center still has a dumpster they seem to be using for regular garbage. Clerk Holm has sent notices previously to remind them of city ordinance. Council directs clerk to send letter with copies to Riverview Sanitation and LJP with date of removal requirement.

**Street Committee:** Dave reports the water drainage issue on Stony Point Road will need to be addressed again. Recent snow melt and inability for it to drain properly has caused some ice issues. There is a concrete driveway in the property at 117 Stony Point Road that does not allow for drainage. Council previously consulted an engineer for solutions with high costs involved. Council agrees a solution will need to happen.

**Council Reports:** NONE

**Mayor Report:** Mayor Poehler and Fire Chief Ubel attended meeting with lawyer to move forward with Joint Powers formation for the Fire Department. The lawyer is well versed in drafting these types of contracts and has done several. The name chosen for Joint Powers is Courtland Area Fire District and could be changed. A draft of contract should be ready by next council meeting for review.

**Clerk Report:** Clerk Holm reminds council of she will be attending clerk conference March 21-24. Holm also reports of taking vacation on March 30-31. Holm makes council aware the Board of Appeal & Equalization will be held before the next council meeting April 6 at 6:30pm.

Greg Juberien would like to apply again for the vacancy on city planning commission board. Greg applied for the last vacancy in 2022 along with Ed Mages. Mages was appointed at that time.

**Rodewald made a motion to accept Greg Juberien for appointment to Courtland Planning Commission Board. Bents seconded the motion. Motion carried with all in favor.**

Clerk Holm presents Courtland Rec Assn Liquor License 2023-2024 renewal for approval.

**Rodewald made a motion to approve Courtland Rec Assn Liquor License for 2023-2024. Bode seconded the motion. Motion carried with all in favor.**

The Nicollet County Ledger office has been closed and no printed paper has been seen since early December. There have been online publications on Facebook. Clerk Holm subscribes to online publication and there have been no new postings since November. Clerk asks if council would like to make change to official newspaper or just use backup The Journal to publish notices. Council directs clerk to continue using The Journal and during meeting next January the change can be made.

Council discusses 2023 Fee Schedule changes clerk noted. Additional discussion is needed before making decision on permit fees. Clerk will forward previous formula used with New Ulm to figure permits.

Council discusses 2023 Water/Sewer Budget as prepared. Discussion leads to waiting until after audit is complete to have more complete picture of expenses. There is a large expense for water/sewer move and extension in 4<sup>th</sup> Street intersection that will be put into assets to be depreciated.

Dave Ubel ask about charging shed owners for the water infrastructure fee. When looking to create revenue for bond repayment, the fee was added to the twelve well users siting fire protection from the city. Discussion will be to look over ordinance to see if possible to charge properties without water service.

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

Meeting adjourned 8:30 pm

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

Check #	Vendor	DATE	\$AMT	Description
EFT	IRS	02-Mar-23	\$857.82	federal payroll taxes
EFT	MN DEPT OF REVENUE	02-Mar-23	\$155.00	mn payroll taxes
EFT	PERA	02-Mar-23	\$538.21	PERA contributions
EFT	MICROSOFT	16-Mar-23	\$8.86	office 365 subscription
EFT	IRS	03-Apr-23	\$979.63	federal payroll taxes
EFT	MN DEPT OF REVENUE	03-Apr-23	\$178.00	mn payroll taxes
EFT	PERA	03-Apr-23	\$602.90	PERA contributions
EFT	IRS	03-Apr-23	\$852.94	federal payroll taxes
EFT	MN DEPT OF REVENUE	03-Apr-23	\$154.00	mn payroll taxes
EFT	PERA	03-Apr-23	\$535.64	PERA contributions
22172	BADGER METER	01-Mar-23	\$30.88	beacon web program support meter reading 386 units
22173	CLEARWAY COMMUNITY SOLAR LLC	01-Mar-23	\$804.63	fire hall
22174	CLIFTONLARSONALLEN	01-Mar-23	\$5,250.00	audit services
22175	COMCAST, INC	01-Mar-23	\$93.37	comm center, fire hall internet svc
22176	FRONTLINE PLUS FIRE & RESCUE	01-Mar-23	\$600.00	annual siren contract service agreement 2023 2 sirens
22177	LEAGUE OF MINNESOTA CITIES	01-Mar-23	\$635.63	regional safety meetings
22178	LOFFLER	01-Mar-23	\$67.07	mfp maintenance 2/24-3/23/23
22179	LUEPKE OIL & TRUCKING LLC	01-Mar-23	\$652.23	fuel
22180	MINNESOTA DEPARTMENT OF HEALTH	01-Mar-23	\$546.00	1st qtr 2023 service connection fee
22181	ZIEGLER INC	01-Mar-23	\$466.41	loader snowwolf blade parts
22182	ALLINA HEALTH	01-Mar-23	\$157.50	new firefighter physical - krohn
22183	GOPHER STATE ONE-CALL	01-Mar-23	\$2.70	2 tickets
22184	Holm, Julie	09-Mar-23	\$946.77	Payroll 2/19-3/4/23
22185	Ubel, David	09-Mar-23	\$1,391.08	Payroll 2/19-3/4/23
22186	Voges, Jessie	09-Mar-23	\$860.58	Payroll 2/19-3/4/23
22187	ALLINA HEALTH	16-Mar-23	\$93.60	new firefighter respirator exam
22188	BOLTON & MENK, INC	16-Mar-23	\$1,190.00	sewer televising spec prep for bid
22189	CITY OF COURTLAND	16-Mar-23	\$288.73	fire hall
22190	CITY OF NEW ULM	16-Mar-23	\$6,196.81	flow to new ulm
22191	COMCAST, INC	16-Mar-23	\$91.37	main st office internet
22192	COURTLAND FIRE DEPT RELIEF	16-Mar-23	\$1,900.00	firefighter sbr reimb
22193	COURTLAND MART	16-Mar-23	\$698.87	gas
22194	CRYSTEEL TRUCK EQUIPMENT	16-Mar-23	\$1,211.69	plow truck plow repair
22195	JOHN STADICK	16-Mar-23	\$20.99	garbage bags for fire hall
22196	LMCIT	16-Mar-23	\$20,766.00	municipality insurance
22197	Nuvera	16-Mar-23	\$518.90	office, fax, fire hall
22198	RUNNINGS SUPPLY, INC.	16-Mar-23	\$81.55	shop wall mounts
22199	UNITED NATURAL GAS	16-Mar-23	\$2,500.28	main shed natural gas
22200	XCEL ENERGY	22-Mar-23	\$3,282.52	fire hall
22201	Holm, Julie	22-Mar-23	\$918.65	Payroll 3/5-3/18/23
22202	Ubel, David	22-Mar-23	\$1,628.08	Payroll 3/5-3/18/23
22203	Voges, Jessie	22-Mar-23	\$553.37	Payroll 3/5-3/18/23
22204	BADGER METER	06-Apr-23	\$30.88	beacon web program support meter reading 386 units
22205	BLETHEN BERENS	06-Apr-23	\$330.00	emails with Julie regarding ordinances and possible changes
22206	CLEARWAY COMMUNITY SOLAR LLC	06-Apr-23	\$813.63	fire hall
22207	COMCAST, INC	06-Apr-23	\$93.37	comm center, fire hall internet
22208	ECOWATER SYSTEMS OF NEW ULM	06-Apr-23	\$26.74	softner salt for fire hall
22209	GOPHER STATE ONE-CALL	06-Apr-23	\$16.20	12 tickets
22210	HAWKINS,INC	06-Apr-23	\$1,019.83	water plant chemicals
22211	LOFFLER	06-Apr-23	\$68.90	mpf maintenance 3/24-4/23/23
22212	LUEPKE OIL & TRUCKING LLC	06-Apr-23	\$110.19	fuel
22213	Nuvera	06-Apr-23	\$512.96	office, fire hall
22214	RITWAY BUSINESS FORMS	06-Apr-23	\$236.41	checks
22215	POSTMASTER	06-Apr-23	\$68.00	fire department post office box
22216	UNITED NATURAL GAS	06-Apr-23	\$1,587.36	main shed natural gas
			\$64,223.73	

## City of Courtland Fee Schedule

	<u>2023</u>	<u>2022</u>	<u>Notes</u>	
<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	\$ 600.00	*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	\$ 300.00		
Non compliance fee	\$ 60.00	\$ 60.00	sewer lateral non compliance	
<b>Liquor</b>				
On-Sale Intoxicating	\$ 1,650.00	\$ 1,650.00		Res.
Off-Sale Intoxicating	\$ 100.00	\$ 100.00		Res.
On-Sale Non-Intoxicating (3.2)	\$ 25.00	\$ 25.00		Res.
Off-Sale Non-Intoxicating (3.2)	\$ 25.00	\$ 25.00		Res.
On-Sale Sunday	\$ 200.00	\$ 200.00		Res.
On-Sale Wine	\$ 25.00	\$ 25.00		Res.
Temporary	\$ 25.00	\$ 25.00		
User Permit Fee	\$ 25.00	\$ 25.00		
<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	\$ 25.00	\$ 25.00		Res.
OHV permit	\$ 15.00	\$ 15.00		
<b>Zoning</b>				
Mechanical(furnance,water heater,garage heater, stove	\$ 50.00	\$ 45.00		
Primary Structure		*		Ord.
Addition to Primary Structure		*		Ord.
Accessory Structure 100-200 sf no inspec required	\$ 40.00	\$ 40.00		
Accessory Structure over 200 sf		*		
Deck/Fence w/no inspection required	\$ 25.00	\$ 25.00		Ord.
		\$15 up to \$100, \$15 plus 10% of fee over \$100	*Permits: Current New Ulm Inspection fee schedule plus;	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.	



## City of Courtland

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**From:** Melissa Baxter <melissa.baxter@ci.new-ulm.mn.us>  
**Sent:** Thursday, March 05, 2015 8:47 AM  
**To:** ctlclerk@comcast.net  
**Subject:** New Home Permits

Hi Julie,

I'm not sure if we covered this or not but when calculating a building permit for a new home we calculate a value based on square footage and base the permit on that to keep it the same across the board for the size of the home and not for how expensive the finishes may be. So we do not take a value from the contractor we calculate based on a State of MN chart. This is how we calculate:

Main Floor/2 <sup>nd</sup> Story	\$95.73/square foot	updated to \$100.26/square foot
Unfinished basement	\$16.50/square foot	
Finished basement	\$33.00/square foot	
Garage	\$16.50/square foot	

For example, a 1,500 square foot home with unfinished basement and 700 square foot garage would be calculated like this:

Main floor - 1,500 x 95.73 = \$143,595  
Basement – 1,500 x 16.50 = \$24,750  
Garage – 700 x 16.50 = \$11,550  
Total Value for Permit = \$179,895 or rounded to \$180,000

If they finish part of the basement you calculate the part that is finished and the part that is unfinished.

This just keeps the permits fair across the board based on the size of homes being built since they all require the same number of inspections. Let me know if you have any questions.

Thanks!

*Missy Baxter*

City of New Ulm  
Department of Building Safety  
100 North Broadway  
New Ulm, MN 56073  
P: 507-359-8245  
F: 507-359-8306

**City of New Ulm**  
*2022 Schedule of Licenses, Permits, Fees and Miscellaneous Charges*

		Revenue Account #	Section City Code	Miscellaneous Information	2022 Fee	Bond or Insurance
<b>Construction &amp; Development Fees</b>						
Building Permit Fixed Fee	Repairs & Maintenance (windows, shingles, decks, sheds & siding)	101-1200-32210	11.02		\$59 + \$1 state surcharge	
Building Permit	Residential Additions & Garages	101-1200-32210	11.02	<i>See Attachment I</i>		
Building Permit Refund Policy					<i>See Attachment I</i>	
Building Permit	Residential New Single Family	101-1200-32210	11.02	/\$1,1000	\$8 per \$1,000 value + State surcharge	
Building Permit	Residential New Duplex	101-1200-32210	11.02	Permit		
Building Permit	Multi Family, Industrial & Commercial	101-1200-32210	11.02	<i>See Attachment I</i>	<i>Roberta provides schedule</i>	
Building Permit	Other new construction	101-1200-32210	11.02	<i>See Attachment I</i>	<i>See Attachment I</i>	



**City of New Ulm**  
**Building Permit Fee Schedule**  
*Effective January 1, 2013*

Estimated Cost	Fee	Surcharge	Total
\$0 - \$200	\$23.00	\$0.50	\$23.50
201 - 500	23.00	0.50	23.50
501 - 600	26.55	0.50	27.05
601 - 700	29.60	0.50	30.10
701 - 800	32.65	0.50	33.15
801 - 900	35.70	0.50	36.20
901 - 1,000	38.75	0.50	39.25
1,001 - 1,100	41.80	0.55	42.35
1,101 - 1,200	44.85	0.60	45.45
1,201 - 1,300	47.90	0.65	48.55
1,301 - 1,400	50.95	0.70	51.65
1,401 - 1,500	54.00	0.75	54.75
1,501 - 1,600	57.05	0.80	57.85
1,601 - 1,700	60.10	0.85	60.95
1,701 - 1,800	63.15	0.90	64.05
1,801 - 1,900	66.20	0.95	67.15
1,901 - 2,000	69.25	1.00	70.25
2,001 - 3,000	83.25	1.50	84.75
3,001 - 4,000	97.25	2.00	99.25
4,001 - 5,000	111.25	2.50	113.75
5,001 - 6,000	125.25	3.00	128.25
6,001 - 7,000	139.25	3.50	142.75
7,001 - 8,000	153.25	4.00	157.25
8,001 - 9,000	167.25	4.50	171.75
9,001 - 10,000	181.25	5.00	186.25
10,001 - 11,000	195.25	5.50	200.75
11,001 - 12,000	209.25	6.00	215.25
12,001 - 13,000	223.25	6.50	229.75
13,001 - 14,000	237.25	7.00	244.25
14,001 - 15,000	251.25	7.50	258.75
15,001 - 16,000	265.25	8.00	273.25
16,001 - 17,000	279.25	8.50	287.75
17,001 - 18,000	293.25	9.00	302.25
18,001 - 19,000	307.25	9.50	316.75
19,001 - 20,000	321.25	10.00	331.25
20,001 - 21,000	335.25	10.50	345.75
21,001 - 22,000	349.25	11.00	360.25
22,001 - 23,000	363.25	11.50	374.75
23,001 - 24,000	377.25	12.00	389.25

Estimated Cost	Fee	Surcharge	Total
\$24,001 - 25,000	\$391.25	\$12.50	\$403.75
25,001 - 26,000	401.35	13.00	414.35
26,001 - 27,000	411.45	13.50	424.95
27,001 - 28,000	421.55	14.00	435.55
28,001 - 29,000	431.65	14.50	446.15
29,001 - 30,000	441.75	15.00	456.75
30,001 - 31,000	451.85	15.50	467.35
31,001 - 32,000	461.95	16.00	477.95
32,001 - 33,000	472.05	16.50	488.55
33,001 - 34,000	482.15	17.00	499.15
34,001 - 35,000	492.25	17.50	509.75
35,001 - 36,000	502.35	18.00	520.35
36,001 - 37,000	512.45	18.50	530.95
37,001 - 38,000	522.55	19.00	541.55
38,001 - 39,000	532.65	19.50	552.15
39,001 - 40,000	542.75	20.00	562.75
40,001 - 41,000	552.85	20.50	573.35
41,001 - 42,000	562.95	21.00	583.95
42,001 - 43,000	573.05	21.50	594.55
43,001 - 44,000	583.15	22.00	605.15
44,001 - 45,000	593.25	22.50	615.75
45,001 - 46,000	603.35	23.00	626.35
46,001 - 47,000	613.45	23.50	636.95
47,001 - 48,000	623.55	24.00	647.55
48,001 - 49,000	633.65	24.50	658.15
49,001 - 50,000	643.75	25.00	668.75
50,001 - 100,000	643.75	for 1st \$50,000, plus \$7.00 for each additional \$1,000.	
100,001 - 500,000	993.75	for 1st \$100,000 plus \$5.60 for each additional \$1,000.	
500,001 - 1,000,000	3,233.75	for 1st \$500,000 plus \$4.75 for each additional \$1,000.	
1,000,001 & Over	5,608.75	for 1st \$1,000,000 plus \$3.15 foreach additional \$1,000.	

**Plan Review Fee:** Plan review fee to be charged on all new buildings and major alterations. Charge rate is based on 65% of building permit fee not including surcharge. Plan review fee for one- and two- family dwellings is a flat fee of \$100

**State Surcharge (on all permits):**

- \$101 - \$1,000 = \$.50 surcharge (minimum surcharge \$.50)
- \$1,000 - \$999,000 = estimated cost x .0005
- \$1,000,000 and up = see scale below
- \$1,000,000 - \$2,000,000 = \$500 for \$1,000,000 + (.0004 x amount over \$1,000,000)
- \$2,000,000 - \$3,000,000 = \$900 for \$2,000,000 + (.0003 x amount over \$2,000,000)
- \$3,000,000 - \$4,000,000 = \$1,200 for \$3,000,000 + (.0002 x amount over \$3,000,000)
- \$4,000,000 - \$5,000,000 = \$1,400 for \$4,000,000 + (.0001 x amount over \$4,000,000)
- \$5,000,000 and over = \$1,500 for \$5,000,000 + (.00005 x amount over \$5,000,000)

**Building Permit Fee + Plan Review Fee + State Surcharge = TOTAL BUILDING PERMIT FEE**

# PERMIT



## City of Courtland

329 Main Street  
PO Box 42  
Courtland, MN 56021  
(507) 354-7055  
www.cityofcourtland.com

**Permit Type:** Building  
**Permit Number:** #0000257  
**Date Issued:** 05/12/2022

---

**Site Address: 538 West Ridge Road**

---

### Description:

Sub Type: New - Single Family

---

### Comments:

---

#### Fee Summary:

Valuation: \$213327

house 1950 sq ft x 102.26

garage 1080 sq ft x 16.50

H -195607

G 17820

213327  $\times \frac{124.000}{1000}$   
 $= 214 \times 8 =$   
1712.00

Description	Amount
Permit Fee	\$1712.00
State Surcharge	\$106.66
City Admin Fee	\$186.20
Plan Review Fee	\$100.00
<b>Total:</b>	<b>\$2104.86</b>

---

### Contractor:

Al Poehler Construction  
Tauber Plumbing  
Nilson Heating  
Otto Electric

### Owner:

Al Poehler Construction  
507-276-2454

I HEREBY AGREE THAT THIS WORK WILL BE PERFORMED ACCORDING TO: (1) THE APPROVED PLANS & SPECIFICATIONS; (2) THE APPLICABLE CITY ORDINANCES & CODES; AND (3) THE MN STATE BUILDING CODE. A SEPARATE ELECTRICAL PERMIT IS REQUIRED.

---

Applicant/Permitee Signature

---

Issued By Signature



# PERMIT



## City of Courtland

329 Main Street  
PO Box 42  
Courtland, MN 56021  
(507) 354-7055  
www.cityofcourtland.com

**Permit Type:** Building  
**Permit Number:** #0000260  
**Date Issued:** 05/26/2022

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**Site Address: 316 4TH STREET**

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### Description:

Sub Type: Addition - Commercial

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### Comments:

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#### Fee Summary:

Valuation: \$651261

\*Chent 3233.75 for first  
500,000  
+ 152 x 475 = 722  

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\$ 3955.75

Description	Amount
Permit Fee	\$3955.75
State Surcharge	\$325.63
City Admin Fee	\$410.57
Plan Review Fee 65% of permit fee	\$2571.24
<b>Total:</b>	<b>\$7263.19</b>

---

#### Contractor:

FARASYN'S CONSTRUCTION INC/AMERIBUILT  
J.P. PLUMBING  
NU CURRENT ELECTRIC

#### Owner:

507-359-4230

I HEREBY AGREE THAT THIS WORK WILL BE PERFORMED ACCORDING TO: (1) THE APPROVED PLANS & SPECIFICATIONS; (2) THE APPLICABLE CITY ORDINANCES & CODES; AND (3) THE MN STATE BUILDING CODE. A SEPARATE ELECTRICAL PERMIT IS REQUIRED.

---

Applicant/Permitee Signature

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Issued By Signature

<b>Water &amp; Sewer Utilities P &amp; L</b>	<u>Budget 2023</u>	<u>2022 Near Final</u>	<u>2022 Actual to Budget Variance</u>	<u>Budget 2022</u>	<u>Budget 2021</u>	<u>Budget 2020</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>3yr Prior Average</u>
R 601-33400 State Grants and Aids	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-36100 Special Assessments	\$ 5,000	\$0.00	(\$7,500)	\$ 7,500	\$ 10,000	\$ 10,000	\$ 799	\$ 4,283	\$ 17,449	\$ 5,525	\$ 7,510
R 601-36200 Miscellaneous Revenues	\$ -	\$3,959.00	\$3,959	\$ -	\$ -	\$ -	\$ -	\$ 5,002	\$ -	\$ 219	\$ 1,667
R 601-36210 Interest Earnings	\$ 5,000	\$1,753.45	\$753	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,123	\$ 1,518	\$ 1,361	\$ 1,273	\$ 1,334
R 601-36220 Other Rents and Royalties	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-36240 Franchise Fees	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-37100 Water Sales	\$ 10,000	\$31,360.34	\$30,360	\$ 1,000	\$ 750	\$ 750	\$ 1,189	\$ 404	\$ 936	\$ 195	\$ 843
R 601-37110 Base Rate Water	\$ 75,000	\$73,887.32	(\$1,113)	\$ 75,000	\$ 150,000	\$ 150,000	\$ 64,060	\$ 74,477	\$ 148,897	\$ 118,570	\$ 95,811
R 601-37111 Base Rate- Water - 2nd Meter	\$ 4,000	\$4,398.35	\$398	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,414	\$ -	\$ -	\$ -	\$ 1,471
R 601-37120 Water Consumption	\$ 117,000	\$113,999.05	(\$6,001)	\$ 120,000	\$ 102,500	\$ 102,500	\$ 125,742	\$ 105,141	\$ 98,421	\$ 55,426	\$ 109,768
R 601-37130 Water- SChg_ Infrastructure	\$ 80,000	\$78,527.09	(\$1,473)	\$ 80,000	\$ -	\$ -	\$ 77,815	\$ 74,592	\$ -	\$ -	\$ 50,802
R 601-37140 Sales Tax Commercial	\$ 2,500	\$4,051.91	\$2,052	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,449	\$ 1,742	\$ 2,300	\$ 1,233	\$ 2,163
R 601-37150 Water Connect/Reconnect Fee	\$ 7,500	\$4,029.92	(\$3,470)	\$ 7,500	\$ 2,000	\$ 2,000	\$ 12,974	\$ 18,220	\$ 2,036	\$ 2,005	\$ 11,077
R 601-37155 Water Meter Sales	\$ 1,000	\$900.00	(\$100)	\$ 1,000	\$ 600	\$ 600	\$ 150	\$ -	\$ 300	\$ 1,169	\$ 150
R 601-37160 Water Penalty	\$ 500	-\$40.28	(\$1,040)	\$ 1,000	\$ 2,000	\$ 2,000	\$ 1,213	\$ 1,900	\$ 1,945	\$ 1,665	\$ 1,686
R 601-37170 Finance Charges -Water	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-37210 Base Rate - Sewer	\$ 74,500	\$72,663.30	\$163	\$ 72,500	\$ 72,400	\$ 72,400	\$ 72,097	\$ 69,299	\$ 70,376	\$ 68,250	\$ 70,591
R 601-37220 Flow Fees - Sewer	\$ 96,000	\$94,181.15	(\$819)	\$ 95,000	\$ 95,000	\$ 95,000	\$ 102,559	\$ 90,030	\$ 93,869	\$ 84,562	\$ 95,486
R 601-37240 Sewer Replacement	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-37250 Sewer Connect/Reconnect Fee	\$ 1,500	\$600.00	(\$900)	\$ 1,500	\$ 1,750	\$ 1,750	\$ 1,200	\$ 8,000	\$ -	\$ 1,750	\$ 3,067
R 601-37260 Swr Penalty	\$ 500	-\$43.06	(\$1,043)	\$ 1,000	\$ 2,000	\$ 2,000	\$ 754	\$ 1,900	\$ 1,945	\$ 1,665	\$ 1,533
R 601-37270 Finance Charges	\$ -	\$0.00	\$0	\$ -	\$ 500	\$ 500	\$ -	\$ 615	\$ 526	\$ 443	\$ 380
R 601-39200 Interfund Operating Transfers	\$ -	\$45,379.17	\$15,379	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ (0)	\$ 20,000
R 601-39201 Transfer from General Fund	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-39202 Contribution-Enterprise Fund	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-39203 Transfer from Other Fund	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R 601-39300 Proceeds-Gen Long-term Debt	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Utility Revenues</b>	<b>\$ 480,000</b>	<b>\$529,606.71</b>	<b>\$84,607</b>	<b>\$ 500,000</b>	<b>\$ 445,000</b>	<b>\$ 445,000</b>	<b>\$ 498,538</b>	<b>\$ 487,123</b>	<b>\$ 440,361</b>	<b>\$ 343,950</b>	<b>\$475,341</b>

Expenditures	Budget 2023	2022-Prelim Actual	2022 Actual to Budget Variance	Budget 2022	Budget 2021	Budget 2020	2021	2020	2019	2018	3yr Prior Average
E 601-47000-601 Debt Srv Bond Principal	\$ 130,000	\$127,000.00	(\$3,000)	\$ 130,000	\$ 75,000	\$ 75,000	\$ 1	\$ 12,311	\$ 74,800	\$ -	\$ 29,037
E 601-47000-611 Bond Interest	\$ 20,000	\$11,710.00	(\$13,290)	\$ 25,000	\$ 8,000	\$ 8,000	\$ 35,731	\$ 11,095	\$ 8,187	\$ -	\$ 18,337
E 601-49300-720 Operating Transfers	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,379	\$ -
E 601-49295-207 Computer Supplies	\$ 200	\$0.00	(\$200)	\$ 200	\$ -	\$ -	\$ 320	\$ 5,880	\$ -	\$ -	\$ 3,100
E 601-49295-210 Operating Supplies (GENERAL)	\$ 300	\$0.00	(\$300)	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49400-101 Employees Regular Pay	\$ 20,000	\$17,504.40	(\$496)	\$ 18,000	\$ 20,000	\$ 20,000	\$ 17,517	\$ 17,820	\$ 18,490	\$ 16,435	\$ 17,942
E 601-49400-103 Part-Time Employees	\$ 12,000	\$10,917.89	\$3,918	\$ 7,000	\$ 4,000	\$ 4,000	\$ 6,936	\$ 6,804	\$ 6,698	\$ 6,514	\$ 6,813
E 601-49400-104 Temporary Employees Regular Pay	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49400-120 Employer Contrib Ret (GENERAL)	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ 501	\$ (287)	\$ -	\$ (116)	\$ 71
E 601-49400-121 PERA	\$ 2,000	\$2,060.67	\$211	\$ 1,850	\$ 1,850	\$ 1,850	\$ 1,753	\$ 1,744	\$ 1,740	\$ 1,694	\$ 1,745
E 601-49400-122 PAYROLL TAX	\$ 2,250	\$2,174.29	\$174	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,864	\$ 1,861	\$ 1,927	\$ 1,750	\$ 1,884
E 601-49400-151 Worker s Comp Insurance	\$ 1,000	\$534.00	(\$466)	\$ 1,000	\$ 2,000	\$ 2,000	\$ (9)	\$ 552	\$ 2,193	\$ 529	\$ 912
E 601-49400-200 Office Supplies (GENERAL)	\$ 500	\$217.21	(\$108)	\$ 325	\$ 750	\$ 750	\$ 413	\$ 93	\$ 743	\$ 172	\$ 416
E 601-49400-204 Envelopes and Letterhead	\$ 100	\$0.00	(\$175)	\$ 175	\$ -	\$ -	\$ 12	\$ 547	\$ 34	\$ -	\$ 198
E 601-49400-216 Chemicals and Chem Prod	\$ 15,000	\$14,366.26	\$6,366	\$ 8,000	\$ 7,500	\$ 7,500	\$ 9,387	\$ 7,328	\$ 7,013	\$ 4,460	\$ 7,910
E 601-49400-300 Professional Svcs (GENERAL)	\$ 20,000	\$27,112.05	\$15,112	\$ 12,000	\$ 15,000	\$ 15,000	\$ 17,324	\$ 3,071	\$ 18,660	\$ 12,616	\$ 13,018
E 601-49400-307 Management Fees	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ 75
E 601-49400-308 Training	\$ 500	\$250.00	(\$250)	\$ 500	\$ 1,000	\$ 1,000	\$ 542	\$ 842	\$ 1,010	\$ 769	\$ 798
E 601-49400-310 Other Professional Services	\$ 100	\$0.00	(\$100)	\$ 100	\$ 100	\$ 100	\$ 50	\$ 100	\$ 50	\$ 225	\$ 67
E 601-49400-321 Telephone	\$ 2,650	\$2,618.58	(\$31)	\$ 2,650	\$ 2,250	\$ 2,250	\$ 2,667	\$ 2,479	\$ 2,137	\$ 1,984	\$ 2,428
E 601-49400-322 Postage	\$ 1,000	\$698.10	(\$102)	\$ 800	\$ 750	\$ 750	\$ 737	\$ 642	\$ 522	\$ 1,090	\$ 634
E 601-49400-331 Travel Expenses	\$ -	\$200.72	\$201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49400-351 Legal Notices Publishing	\$ 500	\$281.00	(\$219)	\$ 500	\$ 750	\$ 750	\$ -	\$ 518	\$ 749	\$ 1,679	\$ 422
E 601-49400-360 Insurance (GENERAL)	\$ 5,000	\$4,609.00	(\$1,391)	\$ 6,000	\$ 3,500	\$ 3,500	\$ 5,564	\$ 4,152	\$ 3,488	\$ 3,333	\$ 4,401
E 601-49400-381 Electric Utilities	\$ 10,000	\$9,687.34	(\$2,813)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 11,374	\$ 6,743	\$ 11,865	\$ 14,608	\$ 9,994
E 601-49400-383 Gas Utilities	\$ 4,000	\$3,303.21	(\$1,197)	\$ 4,500	\$ 4,500	\$ 4,500	\$ 2,315	\$ 1,918	\$ 4,607	\$ 3,624	\$ 2,947
E 601-49400-400 Repairs & Maint (GENERAL)	\$ 5,000	\$1,527.99	(\$3,472)	\$ 5,000	\$ 18,500	\$ 18,500	\$ 2,566	\$ 4,017	\$ 18,318	\$ 18,928	\$ 8,300
E 601-49400-420 Depreciation	\$ 40,000	\$39,516.00	(\$50,484)	\$ 90,000	\$ 35,000	\$ 35,000	\$ 185,639	\$ 85,821	\$ -	\$ 33,943	\$ 90,487
E 601-49400-430 Miscellaneous (GENERAL)	\$ 500	\$244.76	(\$255)	\$ 500	\$ 500	\$ 500	\$ 25,430	\$ 1,510	\$ 373	\$ 5,007	\$ 9,104
E 601-49400-433 Dues and Subscriptions	\$ 3,000	\$3,569.62	\$570	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,311	\$ 3,481	\$ 2,943	\$ 2,753	\$ 3,245
E 601-49400-437 Other Miscellaneous	\$ 2,000	\$2,831.00	\$1,581	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,631	\$ 905	\$ 1,246	\$ 1,234	\$ 1,261
E 601-49400-530 Improvements Other Than Buildings	\$ -	\$0.00	(\$1,250)	\$ 1,250	\$ 1,000	\$ 1,000	\$ 0	\$ -	\$ 28,217	\$ (0)	\$ 9,406
E 601-49400-580 Other Equipment	\$ 5,000	\$131,403.53	\$126,404	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,265	\$ 2,192	\$ 62,376	\$ 5,282	\$ 22,944
E 601-49440-800 Bad Expense	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-101 Employees Regular Pay	\$ 20,000	\$19,700.59	(\$299)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 19,519	\$ 21,138	\$ 19,091	\$ 18,377	\$ 19,916
E 601-49450-103 Part-Time Employees	\$ 2,500	\$1,750.00	\$1,750	\$ -	\$ -	\$ -	\$ 169	\$ 110	\$ -	\$ -	\$ 93
E 601-49450-104 Temporary Employees Regular Pay	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-120 Employer Contrib Ret (GENERAL)	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ 403	\$ (225)	\$ -	\$ (93)	\$ 59
E 601-49450-121 PERA	\$ 1,750	\$1,559.52	\$60	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,413	\$ 1,367	\$ 1,321	\$ 1,354	\$ 1,367
E 601-49450-122 PAYROLL TAX	\$ 1,750	\$1,641.07	\$141	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,506	\$ 1,461	\$ 1,460	\$ 1,402	\$ 1,476
E 601-49450-151 Worker s Comp Insurance	\$ 500	\$460.00	(\$40)	\$ 500	\$ 500	\$ 500	\$ (23)	\$ 476	\$ 449	\$ 388	\$ 301
E 601-49450-200 Office Supplies (GENERAL)	\$ 500	\$217.20	(\$283)	\$ 500	\$ 750	\$ 750	\$ 413	\$ 90	\$ 733	\$ 127	\$ 412
E 601-49450-204 Envelopes and Letterhead	\$ -	\$0.00	(\$100)	\$ 100	\$ -	\$ -	\$ 12	\$ 547	\$ 34	\$ -	\$ 198
E 601-49450-212 Motor Fuels	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-216 Chemicals and Chem Prod	\$ -	\$0.00	(\$150)	\$ 150	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ 994	\$ -
E 601-49450-300 Professional Svcs (GENERAL)	\$ 5,000	\$20,243.19	\$17,743	\$ 2,500	\$ 30,000	\$ 30,000	\$ 2,479	\$ 2,165	\$ 36,056	\$ 35,829	\$ 13,567
E 601-49450-307 Management Fees	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-308 Training	\$ 250	\$0.00	(\$250)	\$ 250	\$ 500	\$ 500	\$ 307	\$ 125	\$ 306	\$ 639	\$ 246

E 601-49450-310 Other Professional Service	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-321 Telephone	\$ 2,250	\$2,004.03	(\$196)	\$ 2,200	\$ 2,500	\$ 2,500	\$ 1,994	\$ 1,943	\$ 2,378	\$ 2,576	\$ 2,105	\$ -	\$ 2,105
E 601-49450-322 Postage	\$ 750	\$674.00	\$74	\$ 600	\$ 750	\$ 750	\$ 449	\$ 595	\$ 493	\$ 686	\$ 512	\$ -	\$ 512
E 601-49450-331 Travel Expenses	\$ 150	\$200.71	\$201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-351 Legal Notices Publishing	\$ -	\$0.00	(\$100)	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 147	\$ 75	\$ 49	\$ -	\$ 49
E 601-49450-360 Insurance (GENERAL)	\$ 2,500	\$2,419.00	(\$81)	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,487	\$ (12)	\$ 1,754	\$ 33	\$ 1,410	\$ -	\$ 1,410
E 601-49450-381 Electric Utilities	\$ 10,000	\$8,885.81	\$1,386	\$ 7,500	\$ 7,500	\$ 7,500	\$ 6,996	\$ 6,406	\$ 7,385	\$ 6,640	\$ 6,929	\$ -	\$ 6,929
E 601-49450-385 Sewer Utilities	\$ 90,000	\$87,792.89	\$293	\$ 87,500	\$ 90,000	\$ 90,000	\$ 82,656	\$ 85,556	\$ 88,213	\$ 77,007	\$ 85,475	\$ -	\$ 85,475
E 601-49450-400 Repairs & Maint (GENERAL)	\$ 1,000	\$975.31	(\$25)	\$ 1,000	\$ 10,000	\$ 10,000	\$ 4,094	\$ 363	\$ 8,746	\$ 11,615	\$ 4,401	\$ -	\$ 4,401
E 601-49450-420 Depreciation	\$ 105,000	\$105,000.00	\$0	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,460	\$ 106,023	\$ -	\$ 102,933	\$ 70,494	\$ -	\$ 70,494
E 601-49450-430 Miscellaneous (GENERAL)	\$ 100	\$40.10	(\$60)	\$ 100	\$ 100	\$ 100	\$ -	\$ 21	\$ (3)	\$ 2,805	\$ 6	\$ -	\$ 6
E 601-49450-433 Dues and Subscriptions	\$ 600	\$703.82	\$104	\$ 600	\$ 100	\$ 100	\$ 585	\$ 780	\$ 780	\$ 68	\$ 715	\$ -	\$ 715
E 601-49450-510 Land	\$ -	\$0.00	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E 601-49450-580 Other Equipment	\$ 10,000	\$29,032.78	\$27,533	\$ 1,500	\$ 1,000	\$ 1,000	\$ 9,637	\$ 12,060	\$ 112,307	\$ 2,141	\$ 44,668	\$ -	\$ 44,668
<b>total Expenditures</b>	<b>\$ 557,200</b>	<b>\$697,637.64</b>	<b>(\$197,638)</b>	<b>\$ 575,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 578,619</b>	<b>\$ 425,128</b>	<b>\$ 560,034</b>	<b>\$ 539,485</b>	<b>\$522,293.76</b>	<b>\$ -</b>	<b>\$522,293.76</b>
<b>Net Gain / Loss</b>	<b>\$ (77,200)</b>	<b>\$ (168,031)</b>	<b>(\$93,031)</b>	<b>\$ (75,000)</b>	<b>\$ (55,000)</b>	<b>\$ (55,000)</b>	<b>\$ (80,081)</b>	<b>\$ 61,995</b>	<b>\$ (119,673)</b>	<b>\$ (195,536)</b>	<b>\$ (46,953)</b>	<b>\$ -</b>	<b>\$ (46,953)</b>
Without Depreciation	\$ 67,800	\$ (23,515)		\$ 120,000	\$ 85,000	\$ 85,000	\$ 211,018	\$ 253,839	\$ (119,673)	\$ (58,660)	\$ 114,028	\$ -	\$ 114,028
W/O Debt Serv / \$\$ xfr : Normalized	\$ 67,800	\$ 21,864		\$ 150,000	\$ 85,000	\$ 85,000	\$ 241,018	\$ 283,839	\$ (119,673)	\$ 76,719	\$ 114,028	\$ -	\$ 114,028





**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

March 28, 2023

Julie Holm, City Clerk  
City of Courtland  
300 Railroad Street, P.O. Box 42  
Courtland, MN 56021

RE: 2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising  
City of Courtland, MN  
BMI Project No. 0M1.129979

Dear Julie,

Bids were received and opened electronically through email on Thursday, March 23<sup>rd</sup> at 2:00pm for the project referenced above. Five (5) bids were received, and the results of the bids are tabulated below:

<b>Bidder</b>	<b>Bid Amount</b>
Underground Technologies	\$92,325.00
Equix Integrity	\$160,620.00
Pipe Services	\$189,920.00
Empire Pipe Services	\$247,975.00
American Environmental	\$348,250.00
Engineer's Estimate	\$110,250.00

The low bidder for the project is Underground Technologies, from Elysian, Minnesota. The low bid is approximately 16% below the Engineer's Estimate and the next lowest bid is approximately 74% over the low bid. A detailed bid abstract of all the bids and the engineer's estimate is attached for your review.

Underground Technologies is qualified to perform the scope of work specified. If deemed financially feasible, we hereby recommend that Underground Technologies be awarded the project based on the bid amount of \$92,325.00. Please keep their attached submitted documents for your records.

Sincerely,

**Bolton & Menk, Inc.**

**D. Joseph Duncan II, P.E.**  
City Engineer

Enclosure

cc: Dave Ubel, Public Works Superintendent w/enc

**SCHEDULE OF UNIT PRICES**

2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising

ITEM NO.	ITEM	APPROX. QUANT.	UNITS	UNIT PRICE	AMOUNT
1	Mobilize Sanitary Sewer Lateral Cleaning Televising Equipment	1	LS	\$ 750	\$ 750
2	Televising Sanitary Sewer Laterals (All Sizes)	290	EA	\$ 185	\$ 53650
3	Cleaning Sanitary Lateral Sewer (All Sizes)	20	EA	\$ 250	\$ 5000
4	Visual Sump Pump and Basement Inspection	275	EA	\$ 50	\$ 13750
5	Plumber	10	HR	\$ 300	\$ 3000
6	Lateral Launch Televising	5	EA	\$ 185	\$ 925
7	Lateral Launch Vehicle Mobilization	1	EA	\$ 750	\$ 750
8	Locate, Mark and Collect GPS Data on Sewer Lateral	290	EA	\$ 50	\$ 14500
<b>TOTAL AMOUNT BID:</b>					<b>\$ 92,325.00</b>

**NOTE: Bidder shall also submit an hourly rate or rate schedule that will apply throughout the duration of the project to cover potential necessary licensed plumbing work as described in the special provisions. This information will also be considered in award of the Bid.**

PROPOSAL SUBMITTED BY:

Firm Name: Underground Technologies

Address: 43465 39th St Elyson MN 56028

Email: ridera@live.com

Telephone No.: 507-327-8774

By: 

By: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

\*\*\*\*\*END OF SECTION\*\*\*\*\*

**PROPOSAL FOR**  
**2023 Sump Pump Inspection and**  
**Sanitary Sewer Lateral Televising**  
**Courtland, Minnesota**  
**BMI Project No. 0M1.129979**

Proposal of

Equix Integrity, Inc.  
(Name)

---

To furnish and deliver all materials and to do and perform all work, in accordance with the Project Specifications and Special Provisions for the work shown on the plans and/or described in said Special Provisions, on which proposal submittals will be received until **2:00p.m. on Thursday, March 23, 2023.**

TO: D. Joseph Duncan II, P.E.  
City Engineer  
[Joe.Duncan@bolton-menk.com](mailto:Joe.Duncan@bolton-menk.com)  
City of Courtland, Minnesota

To whom it may concern:

In accordance with the City inviting proposals for the above-named project, and in conformity with the Specifications and Special Provisions pertaining thereto, on file in the office of the City Clerk:

(I) (We) hereby certify that this proposal is made and submitted without fraud or collusion with any other person, firm or corporation whatsoever; that an examination has been made of the local conditions at the site of the work and of the Plans, Specifications and Special Provisions pertaining thereto.

(I) (We) understand that the quantities of work shown herein are approximate only and are subject to increase or decrease; that all quantities of work, whether increased or decreased within the specified limits, are to be performed at the unit price shown on the attached schedule and that comparison of bids will be based on the correct summation of item totals obtained from the unit prices bid.

(I) (We) propose to furnish all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified, in the manner and at the time prescribed, all in accordance with the terms of the Specifications and Special Provisions.

(I) (We) understand that a Certificate of Insurance with the requirements, as specified in the Special Provisions, will be provided prior to beginning any work.

(I) (We) further propose to guarantee all work performed under this project to be done in accordance with the specifications and Special Provisions, and in a good and workman-like manner; and to renew or repair any work discovered to be defective within one year after said acceptance of the project.

**ADDENDUM ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the following addendum (s):

Addendum No. None, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_



**SCHEDULE OF UNIT PRICES**

2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising

ITEM NO.	ITEM	APPROX. QUANT.	UNITS	UNIT PRICE	AMOUNT
1	Mobilize Sanitary Sewer Lateral Cleaning Televising Equipment	1	LS	1,500.00	1,500.00
2	Televising Sanitary Sewer Laterals (All Sizes)	290	EA	325.00	94,250.00
3	Cleaning Sanitary Lateral Sewer (All Sizes)	20	EA	450.00	9,000.00
4	Visual Sump Pump and Basement Inspection	275	EA	75.00	20,625.00
5	Plumber	10	HR	137.50	1,375.00
6	Lateral Launch Televising	5	EA	270.00	1,350.00
7	Lateral Launch Vehicle Mobilization	1	EA	1,200.00	1,200.00
8	Locate, Mark and Collect GPS Data on Sewer Lateral	290	EA	108.00	31,320.00
<b>TOTAL AMOUNT BID:</b>					<b>160,620.00</b>

**NOTE: Bidder shall also submit an hourly rate or rate schedule that will apply throughout the duration of the project to cover potential necessary licensed plumbing work as described in the special provisions. This information will also be considered in award of the Bid.**

PROPOSAL SUBMITTED BY:

Firm Name: Equix Integrity, Inc.

Address: 46 S. Rolling Meadows Drive, Fond du Lac, WI 54937

Email: integritycorp@equixinc.com

Telephone No.: 920-924-3690

By:   
Micheal R. Debelak

By:   
Todd Meyer



Title: President

Title: Secretary

\*\*\*\*END OF SECTION\*\*\*\*

**PROPOSAL FOR**  
2023 Sump Pump Inspection and  
Sanitary Sewer Lateral Televising  
Courtland, Minnesota  
BMI Project No. 0M1.129979

Proposal of           Pipe Services            
(Name)

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To furnish and deliver all materials and to do and perform all work, in accordance with the Project Specifications and Special Provisions for the work shown on the plans and/or described in said Special Provisions, on which proposal submittals will be received until **2:00p.m. on Thursday, March 23, 2023.**

TO: D. Joseph Duncan II, P.E.  
City Engineer  
[Joe.Duncan@bolton-menk.com](mailto:Joe.Duncan@bolton-menk.com)  
City of Courtland, Minnesota

To whom it may concern:

In accordance with the City inviting proposals for the above-named project, and in conformity with the Specifications and Special Provisions pertaining thereto, on file in the office of the City Clerk:

(I) (We) hereby certify that this proposal is made and submitted without fraud or collusion with any other person, firm or corporation whatsoever; that an examination has been made of the local conditions at the site of the work and of the Plans, Specifications and Special Provisions pertaining thereto.

(I) (We) understand that the quantities of work shown herein are approximate only and are subject to increase or decrease; that all quantities of work, whether increased or decreased within the specified limits, are to be performed at the unit price shown on the attached schedule and that comparison of bids will be based on the correct summation of item totals obtained from the unit prices bid.

(I) (We) propose to furnish all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified, in the manner and at the time prescribed, all in accordance with the terms of the Specifications and Special Provisions.

(I) (We) understand that a Certificate of Insurance with the requirements, as specified in the Special Provisions, will be provided prior to beginning any work.

(I) (We) further propose to guarantee all work performed under this project to be done in accordance with the specifications and Special Provisions, and in a good and workman-like manner; and to renew or repair any work discovered to be defective within one year after said acceptance of the project.

**ADDENDUM ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the following addendum (s):

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**SCHEDULE OF UNIT PRICES**

2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising

ITEM NO.	ITEM	APPROX. QUANT.	UNITS	UNIT PRICE	AMOUNT
1	Mobilize Sanitary Sewer Lateral Cleaning Televising Equipment	1	LS	1,200.00	1,200.00
2	Televising Sanitary Sewer Laterals (All Sizes)	290	EA	443.00	128,470.00
3	Cleaning Sanitary Lateral Sewer (All Sizes)	20	EA	495.00	9,900.00
4	Visual Sump Pump and Basement Inspection	275	EA	45.00	12,375.00
5	Plumber	10	HR	135.00	1,350.00
6	Lateral Launch Televising	5	EA	325.00	1,625.00
7	Lateral Launch Vehicle Mobilization	1	EA	1,650.00	1,650.00
8	Locate, Mark and Collect GPS Data on Sewer Lateral	290	EA	115.00	33,350.00
<b>TOTAL AMOUNT BID:</b>					<b>189,920.00</b>

**NOTE: Bidder shall also submit an hourly rate or rate schedule that will apply throughout the duration of the project to cover potential necessary licensed plumbing work as described in the special provisions. This information will also be considered in award of the Bid.**

PROPOSAL SUBMITTED BY:

Firm Name: Pipe Services

Address: 16281 Baseline Ave Shakopee, MN 55379

Email: info@pipe-services.com

Telephone No.: 952-445-3173

By: 

By: \_\_\_\_\_

Title: CEO

Title: \_\_\_\_\_

**\*\*\*\*END OF SECTION\*\*\*\***

**PROPOSAL FOR**  
2023 Sump Pump Inspection and  
Sanitary Sewer Lateral Televising  
Courtland, Minnesota  
BMI Project No. 0M1.129979

Proposal of Wenner Holdings, LLC DBA Empire Pipe Services  
(Name)

---

To furnish and deliver all materials and to do and perform all work, in accordance with the Project Specifications and Special Provisions for the work shown on the plans and/or described in said Special Provisions, on which proposal submittals will be received until **2:00p.m. on Thursday, March 23, 2023.**

TO: D. Joseph Duncan II, P.E.  
City Engineer  
[Joe.Duncan@bolton-menk.com](mailto:Joe.Duncan@bolton-menk.com)  
City of Courtland, Minnesota

To whom it may concern:

In accordance with the City inviting proposals for the above-named project, and in conformity with the Specifications and Special Provisions pertaining thereto, on file in the office of the City Clerk:

(I) (We) hereby certify that this proposal is made and submitted without fraud or collusion with any other person, firm or corporation whatsoever; that an examination has been made of the local conditions at the site of the work and of the Plans, Specifications and Special Provisions pertaining thereto.

(I) (We) understand that the quantities of work shown herein are approximate only and are subject to increase or decrease; that all quantities of work, whether increased or decreased within the specified limits, are to be performed at the unit price shown on the attached schedule and that comparison of bids will be based on the correct summation of item totals obtained from the unit prices bid.

(I) (We) propose to furnish all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified, in the manner and at the time prescribed, all in accordance with the terms of the Specifications and Special Provisions.

(I) (We) understand that a Certificate of Insurance with the requirements, as specified in the Special Provisions, will be provided prior to beginning any work.

(I) (We) further propose to guarantee all work performed under this project to be done in accordance with the specifications and Special Provisions, and in a good and workman-like manner; and to renew or repair any work discovered to be defective within one year after said acceptance of the project.



**ADDENDUM ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the following addendum (s):

Addendum No. NA, Date NA

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**SCHEDULE OF UNIT PRICES**

2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising

ITEM NO.	ITEM	APPROX. QUANT.	UNITS	UNIT PRICE	AMOUNT
1	Mobilize Sanitary Sewer Lateral Cleaning Televising Equipment	1	LS	\$800.00	\$800.00
2	Televising Sanitary Sewer Laterals (All Sizes)	290	EA	\$415.00	\$120,350.00
3	Cleaning Sanitary Lateral Sewer (All Sizes)	20	EA	\$640.00	\$12,800.00
4	Visual Sump Pump and Basement Inspection	275	EA	\$280.00	\$77,000.00
5	Plumber	10	HR	\$135.00	\$1,350.00
6	Lateral Launch Televising	5	EA	\$415.00	\$2,075.00
7	Lateral Launch Vehicle Mobilization	1	EA	\$250.00	\$250.00
8	Locate, Mark and Collect GPS Data on Sewer Lateral	290	EA	\$115.00	\$33,350.00
<b>TOTAL AMOUNT BID:</b>					<b>\$247,975.00</b>

**NOTE: Bidder shall also submit an hourly rate or rate schedule that will apply throughout the duration of the project to cover potential necessary licensed plumbing work as described in the special provisions. This information will also be considered in award of the Bid.**

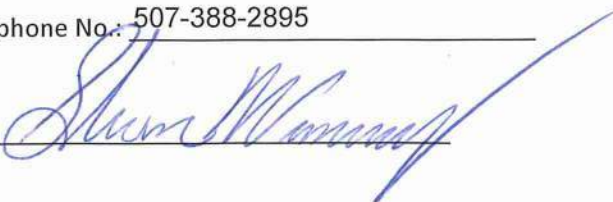
PROPOSAL SUBMITTED BY:

Firm Name: Wenner Holdings, LLC. DBA Empire Pipe Services

Address: 415 Truman Street

Email: swenner@empire-pipe.com

Telephone No.: 507-388-2895

By: 

By: \_\_\_\_\_

Title: Shawn Wenner, President

Title: \_\_\_\_\_

\*\*\*\*END OF SECTION\*\*\*\*

# CASHIER'S CHECK

082815  
75-340/919

REMITTER WENNER HOLDINGS

03/23/2023

PAY TO THE ORDER OF CITY OF COURTLAND

\$13,000.00

\*\*\*\* Thirteen Thousand and 00/100\*\*\*\*



Lake Crystal, MN • Mankato, MN  
202 North Main Box 270 Lake Crystal, MN 56055-0270



*Mark Johnson*  
AUTHORIZED SIGNATURE

⑈082815⑈ ⑆091903404⑆ 3000719⑈

Details on Back  
Security Features Included

082815

REMITTER WENNER HOLDINGS

03/23/2023

PAY TO THE ORDER OF CITY OF COURTLAND

\$13,000.00

\*\*\*\* Thirteen Thousand and 00/100\*\*\*\*

MEMO

**CUSTOMER COPY**



**PROPOSAL FOR**  
2023 Sump Pump Inspection and  
Sanitary Sewer Lateral Televising  
Courtland, Minnesota  
BMI Project No. 0M1.129979

Proposal of

American Environmental / Tony Traxler  
(Name)

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To furnish and deliver all materials and to do and perform all work, in accordance with the Project Specifications and Special Provisions for the work shown on the plans and/or described in said Special Provisions, on which proposal submittals will be received until **2:00p.m. on Thursday, March 23, 2023.**

TO: D. Joseph Duncan II, P.E.  
City Engineer  
[Joe.Duncan@bolton-menk.com](mailto:Joe.Duncan@bolton-menk.com)  
City of Courtland, Minnesota

To whom it may concern:

In accordance with the City inviting proposals for the above-named project, and in conformity with the Specifications and Special Provisions pertaining thereto, on file in the office of the City Clerk:

(I) (We) hereby certify that this proposal is made and submitted without fraud or collusion with any other person, firm or corporation whatsoever; that an examination has been made of the local conditions at the site of the work and of the Plans, Specifications and Special Provisions pertaining thereto.

(I) (We) understand that the quantities of work shown herein are approximate only and are subject to increase or decrease; that all quantities of work, whether increased or decreased within the specified limits, are to be performed at the unit price shown on the attached schedule and that comparison of bids will be based on the correct summation of item totals obtained from the unit prices bid.

(I) (We) propose to furnish all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified, in the manner and at the time prescribed, all in accordance with the terms of the Specifications and Special Provisions.

(I) (We) understand that a Certificate of Insurance with the requirements, as specified in the Special Provisions, will be provided prior to beginning any work.

(I) (We) further propose to guarantee all work performed under this project to be done in accordance with the specifications and Special Provisions, and in a good and workman-like manner; and to renew or repair any work discovered to be defective within one year after said acceptance of the project.



**ADDENDUM ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the following addendum (s):

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_



**SCHEDULE OF UNIT PRICES**

2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising

ITEM NO.	ITEM	APPROX. QUANT.	UNITS	UNIT PRICE	AMOUNT
1	Mobilize Sanitary Sewer Lateral Cleaning Televising Equipment	1	LS	5,000. <sup>00</sup>	5,000. <sup>00</sup>
2	Televising Sanitary Sewer Laterals (All Sizes)	290	EA	750. <sup>00</sup>	217,500. <sup>00</sup>
3	Cleaning Sanitary Lateral Sewer (All Sizes)	20	EA	1,500. <sup>00</sup>	30,000. <sup>00</sup>
4	Visual Sump Pump and Basement Inspection	275	EA	150. <sup>00</sup>	41,250. <sup>00</sup>
5	Plumber	10	HR	225. <sup>00</sup>	2,250. <sup>00</sup>
6	Lateral Launch Televising	5	EA	750. <sup>00</sup>	3,750. <sup>00</sup>
7	Lateral Launch Vehicle Mobilization	1	EA	5,000. <sup>00</sup>	5,000. <sup>00</sup>
8	Locate, Mark and Collect GPS Data on Sewer Lateral	290	EA	150. <sup>00</sup>	43,500. <sup>00</sup>
<b>TOTAL AMOUNT BID:</b>					<b>348,250.<sup>00</sup></b>

**NOTE: Bidder shall also submit an hourly rate or rate schedule that will apply throughout the duration of the project to cover potential necessary licensed plumbing work as described in the special provisions. This information will also be considered in award of the Bid.**

PROPOSAL SUBMITTED BY:

Firm Name: American Environmental

Address: 3086 walden DR. Chaska, MN 55318

Email: MidwestTony81@aol.com

Telephone No.: (612) 226-0516

By: 

By: \_\_\_\_\_

Title: owner

Title: \_\_\_\_\_

\*\*\*\*END OF SECTION\*\*\*\*



**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

American Environmental, LLC  
3086 Walden Drive

Chaska, MN 55318

**SURETY:**

*(Name, legal status and principal place of business)*

Granite Re, Inc.  
14001 Quailbrook Drive

Oklahoma City, OK 73134

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

City Of Courtland

**BOND AMOUNT:** Five Percent of the Bid Amount (5% of Bid Amount)

**PROJECT:** Project No. om1.129979 - 2023 Sump Pump Inspection and Sanitary Sewer Lateral Televising

*(Name, location or address, and Project number, if any)*

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 22nd day of March, 2023

*[Signature]*  
*(Witness)*  
*[Signature]*  
*(Witness)*

American Environmental, LLC  
*(Principal)* *[Signature]* *(Seal)*  
*(Title)*  
Granite Re, Inc.  
*(Surety)* *[Signature]* *(Seal)*  
*(Title)* Troy Staples, Attorney-in-Fact

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



**GRANITE RE, INC.**  
**GENERAL POWER OF ATTORNEY**

**Know all Men by these Presents:**

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

WANDA FRANZ; TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

WANDA FRANZ; TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 3<sup>rd</sup> day of January, 2020.

STATE OF OKLAHOMA )  
 ) SS:  
 COUNTY OF OKLAHOMA )



*Kenneth D. Whittington*  
 \_\_\_\_\_  
 Kenneth D. Whittington, President

*Kyle P. McDonald*  
 \_\_\_\_\_  
 Kyle P. McDonald, Assistant Secretary

On this 3<sup>rd</sup> day of January, 2020, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:  
 April 21, 2023  
 Commission #: 11003620



*Bethany J. Alred*  
 \_\_\_\_\_  
 Notary Public

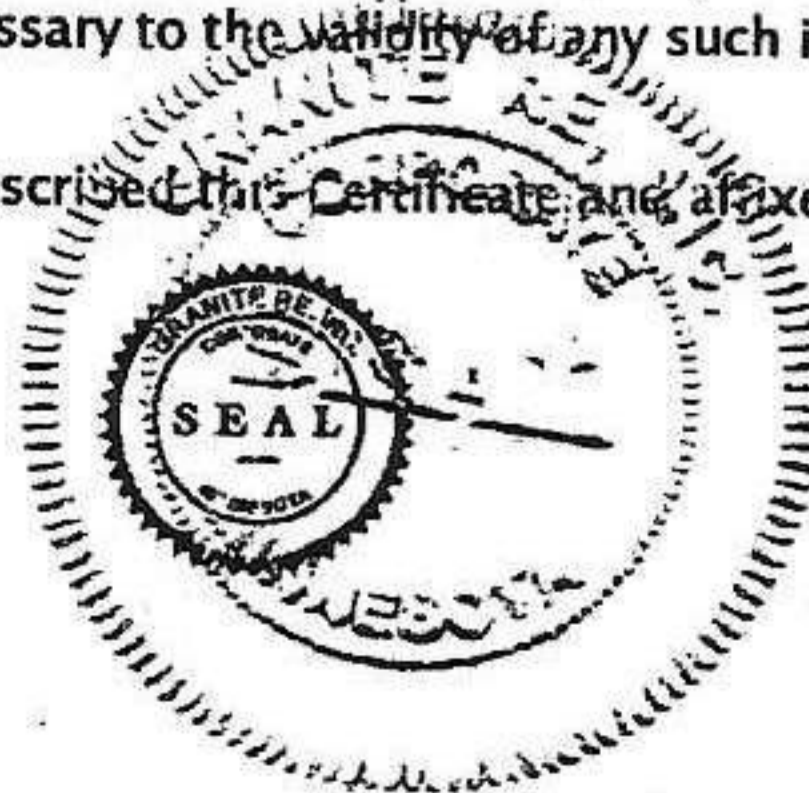
**GRANITE RE, INC.**  
**Certificate**

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this

22<sup>nd</sup> day of March, 2023.



*Kyle P. McDonald*  
 \_\_\_\_\_  
 Kyle P. McDonald, Assistant Secretary