

Agenda
Courtland City Council
Thursday, August 3, 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
 - Craig Popenhagen, CLA
7. Reports
 - A. Public Utilities
 - B. Mayor and Council
 - C. Streets Committee
 - D. Planning Commission
 - E. City Clerk
8. Unfinished Business
9. New Business
 - 2022 Audit report
 - Resolution 23-104 Establishing City Regulations Related to Counting of Write-In Votes
 - Resolution 23-105 Resolution Closing Funds 410 to 601
 - Resolution 23-106 Resolution Closing Funds 401 to 101
 - Resolution 23-107 Resolution Transfer of Funds to 4M Investments
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

July 6, 2023

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

Members Absent: Mayor Al Poehler

Others Present: Julie Holm Dave Ubel Mark Fiemeyer Karen Fluegge

The regular city council meeting was called to order by Acting Mayor Ralph Bents at 7:00 pm on July 6, 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.

Bode made a motion to approve June 1, 2023 regular Council minutes. Kraus seconded the motion. Motion carried with all in favor.

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

Check#	Vendor	DATE	\$AMT	Description
EFT	MICROSOFT	08-Jun-23	\$8.86	office 365 subscription
EFT	IRS	09-Jun-23	\$852.94	federal payroll taxes
EFT	MN DEPT OF REVENUE	09-Jun-23	\$154.00	mn payroll taxes
EFT	PERA	09-Jun-23	\$535.64	PERA contributions
EFT	IRS	28-Jun-23	\$882.15	federal payroll taxes
EFT	MN DEPT OF REVENUE	28-Jun-23	\$160.00	mn payroll taxes
EFT	PERA	28-Jun-23	\$551.45	PERA contributions
22284	CITY OF COURTLAND	15-Jun-23	\$321.80	fire hall, comm center, main shed, city office utilities
22285	CITY OF NEW ULM	15-Jun-23	\$10,800.66	flow fee to new ulm
22286	COMCAST, INC	15-Jun-23	\$91.37	main st office internet
22287	COURTLAND COMMUNITY CENTER	15-Jun-23	\$55.00	reimburse for water heater service check at fire hall incorrectly billed
22288	COURTLAND MART	15-Jun-23	\$1,027.38	Gas(1,022.88), facial tissues
22289	GOPHER STATE ONE-CALL	15-Jun-23	\$32.40	24 TICKETS
22290	HAWKINS,INC	15-Jun-23	\$1,406.09	water plant chemical supplies
22291	LUEPKE OIL & TRUCKING LLC	15-Jun-23	\$172.44	gas
22292	MCFOA	15-Jun-23	\$50.00	member dues clerk
22293	MINNESOTA DEPARTMENT OF HEALTH	15-Jun-23	\$546.00	2nd qtr 2023 service connection fees
22294	Nuvera	15-Jun-23	\$541.06	office,fax,firehall,lifts,wells,wtr twr,wtr plnt internet
22295	PROKORE INSPECTIONS, LLC	15-Jun-23	\$1,792.87	building permit remittance - May 2023
22296	RENT N SAVE PORTABLE SERVICES	15-Jun-23	\$230.00	porta potty rentals city parks 5/11-6/10/23
22297	RIVERBEND BUSINESS PRODUCTS	15-Jun-23	\$17.61	pocket folders, binder covers
22298	COLUMN SOFTWARE PBC	15-Jun-23	\$137.61	publish res 23-102 summary ordiance 23-102
22299	UNITED NATURAL GAS	15-Jun-23	\$362.74	main shed, fire hall, wtr plant, city office natural gas
22300	Holm, Julie	15-Jun-23	\$946.77	Payroll 5/28-6/10/23
22301	Ubel, David	15-Jun-23	\$1,401.08	Payroll 5/28-6/10/23
22302	Voges, Jessie	15-Jun-23	\$604.23	Payroll 5/28-6/10/23
22303	Bents, Ralph	30-Jun-23	\$775.74	1st half 2023 Council Pay
22304	Bode, Paul	30-Jun-23	\$845.00	1st half 2023 Council_Commission Pay

22305	Goblirsch, Natasha	30-Jun-23	\$138.52	1st half 2023 Commission Pay
22306	Holm, Julie	30-Jun-23	\$173.16	1st half 2023 Commission Pay
22307	Juberien, Greg	30-Jun-23	\$103.89	1st half 2023 Commission Pay
22308	Kraus, Justin	30-Jun-23	\$775.74	1st half 2023 Council Pay
22309	Mages, Ed	30-Jun-23	\$196.24	1st half 2023 Commission Pay
22310	Poehler, Allan	30-Jun-23	\$1,244.42	1st half 2023 Council_Commission Pay
22311	Rodewald, Pamela	30-Jun-23	\$772.74	1st half 2023 Council Pay
22312	Holm, Julie	30-Jun-23	\$948.38	Payroll 6/11-6/24/23
22313	Ubel, David	30-Jun-23	\$1,391.08	Payroll 6/11-6/24/23
22314	Voges, Jessie	30-Jun-23	\$553.37	Payroll 6/11-6/24/23
22315	MN ASSOCIATION OF SMALL CITIES	30-Jun-23	\$453.90	2023-2024 membership dues
22316	RIVER VALLEY LAWN CARE	30-Jun-23	\$324.70	weed & feed parks & fire station lawns
22317	S W DUST TREATMENT INC	30-Jun-23	\$2,612.50	dust treatment Collin Drive & West End Dobie Drive
22318	POSTMASTER	30-Jun-23	\$936.00	general and utilities postage
			\$35,927.53	

Public Utilities Report: Dave reports concerns with Xcel Energy placing power lines in right of way instead of utility easement meant for the purpose in the new development of Kuester Pit 2 Second Addition. The contact person with Xcel has changed and he was unaware, Dave is working with him for future plans. Dave also noted there were no street lights planned in the new development. Discussion whether city will be responsible in future to have installed. Additional comments that property owners could petition in the future to have installed.

Dave also had discussion with Xcel Energy representative that power lines to street lights up to new highway will be installed overhead, previous discussion was to put underground. Council would like Dave to make known the City would like these line to be underground installation.

Mayor Report: None

Council Report: None

Street Committee: None

Planning Commission: Held public hearing for Ordinance 23-103, no visitors attended. Commission forwarded Ordinance to council for approval.

City Clerk: Clerk Holm had meeting with Mike Schwartz from Frandsen Bank regarding moving monies to their bank. They do offer an interest bearing checking which Alliance Bank does not. The city moved a majority of its monies to 4M Fund in October 2022 and put monies into CD's earning good interest rates. This option would be to have monies local and still earning interest. Additional notes on CD's with 4M Fund, there will be a CD coming due in July of \$200,000. Clerk will also need funds to pay PFA bond payment in August and will research needs before renewing CD, first half property tax monies have been received and LGA should also be arriving soon.

Clerk presents Ordinance 23-104 An Ordinance Amending Part 3 of Chapter III in regards to Land Preservation forwarded from Planning Commission after public hearing was held. Council discussion of language when state stormwater construction permits are in place.

Rodewald made a motion to approve Ordinance 23-103 Amending Part 3 of Chapter III with amended language of "In the absence of a state storm water construction permit, and", waiving the reading. Kraus seconded the motion. Motion carried with all in favor.

Clerk has prepared Resolution 23-103 Publication of Ordinance 23-103 by Title and Summary.

Rodewald made a motion to approve Resolution 23-103 A Resolution Approving Publication of Ordinance 23-103 by Title and Summary. 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 7:45pm

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

Respectfully submitted,

Signed: _____
Ralph Bents, Acting Mayor

Attest: _____
Julie Holm, City Clerk

DRAFT

RESOLUTION NO. 23-103

A RESOLUTION APPROVING PUBLICATION OF ORDINANCE 23-103 BY TITLE AND SUMMARY

WHEREAS, on July 6, 2023, the City Council of the City of Courtland adopted Ordinance 23-103 which amends Part 3, "Zoning Regulations: of the Courtland Code of Ordinances Chapter III; and


WHEREAS, Minnesota Statutes §412.191, subd.4 allows publication by title and summary in the case of lengthy ordinances upon a vote of 4/5 of the city council; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

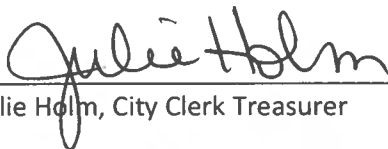
NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF COURTLAND:

1. The City Council of the City of Courtland has adopted Ordinance 23-103, which amends Part 3 "Zoning Regulations of the Courtland Code of Ordinances Chapter III. The ordinance is relating to zoning regulations on land alterations and land preservation in the City of Courtland with the purpose to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
2. The City Clerk is directed to publish this resolution in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of Ordinance 23-103 on the City website for a period of not less than thirty (30) days. In addition, a copy of Ordinance 23-103 is available upon request, or for inspection by any person during regular office hours at Courtland City Hall.

Whereupon, said Resolution is hereby declared passed on this 6th day of July, 2023.


Ralph Bents, Acting Mayor

ATTEST:


Julie Holm, City Clerk Treasurer



Check#	Vendor	Date	\$AMT	Description
EFT	MICROSOFT	10-Jul-23	\$8.86	office 365 subscription
EFT	IRS	13-Jul-23	\$1,149.62	federal payroll taxes
EFT	MN DEPT OF REVENUE	13-Jul-23	\$157.00	mn payroll taxes
EFT	PERA	13-Jul-23	\$535.64	PERA contributions
EFT	MN DEPT OF REVENUE	20-Jul-23	\$647.00	sales tax return remittance
EFT	IRS	27-Jul-23	\$852.95	federal payroll taxes
EFT	MN DEPT OF REVENUE	27-Jul-23	\$154.00	mn payroll taxes
EFT	PERA	27-Jul-23	\$536.38	PERA contributions
22319	BOLTON & MENK, INC	06-Jul-23	\$80.00	mapping sanitary sewer, record plans to televising vendor
22320	CLEARWAY COMMUNITY SOLAR LLC	06-Jul-23	\$1,985.71	solar subscription fire hall
22321	COMCAST, INC	06-Jul-23	\$93.37	fire hall, comm center internet
22322	JP PLUMBING & HEATING	06-Jul-23	\$372.90	main st office ac repair
22323	LOFFLER	06-Jul-23	\$70.12	mfp maintenance 6/24-7/23/23
22324	LUEPKE OIL & TRUCKING LLC	06-Jul-23	\$154.54	gas
22325	MN LIFE INS COMPANY	06-Jul-23	\$5.00	dave life insurance
22326	NICOLLET RURAL CITY FIRE ASSOC	06-Jul-23	\$480.00	annual maintenance agreement simulcast paging system
22328	Nuvera	06-Jul-23	\$572.49	office,fax,fire hall,lifts,wells,wtr twr,wtr plnt intrnet
22329	Holm, Julie	13-Jul-23	\$974.91	Payroll 6/25-7/8/23
22330	Ubel, David	13-Jul-23	\$1,391.08	Payroll 6/25-7/8/23
22331	Voges, Jessie	13-Jul-23	\$502.39	Payroll 6/25-7/8/23
22332	BADGER METER	13-Jul-23	\$57.84	beacon web program support meter reading 386 units, 24 cellular units
22333	CITY OF COURTLAND	13-Jul-23	\$283.35	fire hall, comm center, main shed, city office utilities
22334	CITY OF NEW ULM	13-Jul-23	\$7,600.95	flow fees to new ulm
22335	CLIFTONLARSONALLEN	13-Jul-23	\$5,250.00	audit services
22336	COMCAST, INC	13-Jul-23	\$91.37	main street office internet
22337	CONCORDIA LANES	13-Jul-23	\$60.00	lockers for shop storage
22338	COURTLAND COMMUNITY CENTER	13-Jul-23	\$3,000.00	annual contribution
22339	COURTLAND MART	13-Jul-23	\$706.26	gas(\$693.50), bug soother, air freshner
22340	DAKOTA SUPPLY GROUP	13-Jul-23	\$317.17	hyrdant repair parts
22341	GOPHER STATE ONE-CALL	13-Jul-23	\$20.25	15 tickets
22342	RENT N SAVE PORTABLE SERVICES	13-Jul-23	\$180.17	porta potty rental for parks 6/4-6/30/23
22343	RUNNINGS SUPPLY, INC.	13-Jul-23	\$428.72	air filter office ac,shop supp,weed killer,grass seed patch supplies
22347	HAWKINS,INC	20-Jul-23	\$57.04	water plant supplies
22348	MN LIFE INS COMPANY	20-Jul-23	\$5.00	dave life insurance
22349	COLUMN SOFTWARE PBC	20-Jul-23	\$143.36	pubish resolution 23-103
22350	UNITED NATURAL GAS	20-Jul-23	\$44.99	main shed, firehall,wtr plant,cityoffice natural gas
22351	XCEL ENERGY	20-Jul-23	\$138.05	office,firehall,wtrtwr,park,lifts,wtrplt,mainshed,st lights
22352	Holm, Julie	27-Jul-23	\$918.65	Payroll 7/9-7/22/23
22353	Ubel, David	27-Jul-23	\$1,457.19	Payroll 7/9-7/22/23
22354	Voges, Jessie	27-Jul-23	\$553.37	Payroll 7/9-7/22/23
22355	COURTLAND COMMUNITY CENTER	27-Jul-23	\$150.00	rental fee pd to city Aug 5 rental
			\$32,187.69	
EFT	CITY OF COURTLAND	28-Jul-23	\$350,000.00	transfer funds to 4M Fund investments

Mission of the City of Courtland

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

Planning Commission Minutes

Regular Meeting

July 20, 2023

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

Absent:

Visitors: NONE

The regular scheduled Planning Commission meeting was opened by Commissioner Chair Mages on July 20, 2023 at 6:30 p.m. in the Courtland City Council Chambers.

APPROVAL OF MINUTES.

Goblirsch made a motion to approve the minutes from the June 15, 2023 Planning Commission meeting. Juberien seconded the motion. The motion carried with all in favor.

Commissioners discussed parking ordinance amendment using gathered information Commissioner Holm pulled together from several other cities. Holm will forward city attorney to have a draft made to work with next month.

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

Meeting adjourned at 7:00p.m.

Respectfully submitted,

Ed Mages, Chair

Julie Holm, City Clerk

CITY OF COURTLAND, MINNESOTA

RESOLUTION NO. 23-104

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF COURTLAND)

**RESOLUTION ESTABLISHING CITY REGULATIONS RELATED TO COUNTING OF WRITE-
IN VOTES**

WHEREAS, current voting regulations require election workers to count and tabulate each write-in vote under certain conditions; and

WHEREAS, counting of write-in votes is time consuming on election night and rarely, if ever, results in a winning candidate; and

WHEREAS, recent legislative changes have provided cities with options for how to deal with write-in votes; and

WHEREAS, the new State regulations provide the ability for cities to adopt a resolution requiring that either write-in candidates must submit a request in order to have their individual votes tallied, or write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate; and

WHEREAS, the second option is recommended for adoption in Courtland.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COURTLAND, NICOLLET COUNTY, MINNESOTA, THAT: the City of Courtland's procedure for counting of write-in votes cast during a primary, special, or general election, unless otherwise required by State Statute, shall be as follows effective September 1, 2023:

Write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate.

Adopted by the City Council of the City of Courtland, Nicollet County, Minnesota, this 3rd day of August, 2023.

Signed:

Al Poehler, Mayor

ATTEST:

Julie Holm, City Clerk

RESOLUTION # 23-105

A RESOLUTION CLOSING FUNDS

WHEREAS, the City Auditor has recommended the closing of the 2018 Water Plant/Water Tower Project Capital Improvement Fund effective June 30, 2023,

WHEREAS, the City Auditor has evaluated fund revenue sources (i.e. scheduled tax levies), and has recommended the closing of the 2018 Water Plant/Water Tower Project Capital Improvement Fund effective June 30, 2023 and transfers into the utility fund.

Signed:

Al Poehler, Mayor

ATTEST:

Julie Holm, City Clerk-Treasurer

RESOLUTION # 23-106

A RESOLUTION CLOSING FUNDS

WHEREAS, the City Auditor has recommended the closing of the General Capital Improvement Fund effective June 30, 2023,

WHEREAS, the City Auditor has evaluated fund revenue sources (i.e. scheduled tax levies), and has recommended the closing of the General Capital Improvement Fund effective June 30, 2023 and transfers into the general fund.

Signed:

Al Poehler, Mayor

ATTEST:

Julie Holm, City Clerk-Treasurer

RESOLUTION # 23-107

A RESOLUTION OF FUNDS TRANSFER

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

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

WHEREFORE, the city clerk has transferred funds in the amount of \$100,000.00 from General Fund 101 and \$250,000.00 from Utilities Fund 601 to 4M Fund investments on July 28, 2023.

Signed:

Al Poehler, Mayor

ATTEST:

Julie Holm,
City Clerk-Treasurer