

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 11, 2024

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

Members Absent:

Others Present: Julie Holm Dave Ubel John Stadick Mark Fiemeyer

The regular city council meeting was called to order by Mayor Poehler at 7:00 pm on July 11 2024 in the Council chambers in City Hall.

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

Rodewald made a motion to approve June 6, 2024, regular Council minutes. Bode seconded the motion. Motion carried with all in favor.

Bode made a motion to approve to approve June 27, 2024 special Council minutes. Bents seconded the motion. Motion carried with all in favor.

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

Check#	Vendor	DATE	\$AMT	Description
EFT	IRS	27-Jun-24	\$933.94	federal payroll taxes
EFT	MN DEPT OF REVENUE	27-Jun-24	\$170.00	mn payroll taxes
EFT	PERA	27-Jun-24	\$575.95	PERA contributions
22772	Holm, Julie	13-Jun-24	\$995.87	Payroll 5/26-6/8/24
22773	Ubel, David	13-Jun-24	\$1,430.66	Payroll 5/26-6/8/24
22774	Voges, Jessie	13-Jun-24	\$660.69	Payroll 5/26-6/8/24
22775	NICOLLET RURAL CITY FIRE ASSOC	13-Jun-24	\$480.00	radio simulcast paging system maintenance - siren
22776	CITY OF NEW ULM	20-Jun-24	\$7,826.43	flow to new ulm
22777	COURTLAND MART	20-Jun-24	\$492.12	gas
22778	GOPHER STATE ONE-CALL	20-Jun-24	\$36.45	27 tickets
22779	MINNESOTA DEPARTMENT OF HEALTH	20-Jun-24	\$546.00	2nd qtr 2024 service connection fee
22780	XCEL ENERGY	20-Jun-24	\$866.34	office,firehall,wrtwr,park,lifts,wtrplt,mainshed,st lights
22781	CITY OF COURTLAND	20-Jun-24	\$343.26	fire hall, comm center, main shed, city office utilities
22782	Holm, Julie	27-Jun-24	\$937.43	Payroll 6/9-6/22/24
22783	Ubel, David	27-Jun-24	\$1,430.66	Payroll 6/9-6/22/24
22784	Voges, Jessie	27-Jun-24	\$640.33	Payroll 6/9-6/22/24
22785	Bents, Ralph	27-Jun-24	\$831.15	Jan-June 2024 Council Payroll
22786	Bode, Paul	27-Jun-24	\$831.15	Jan-June 2024 Council Payroll
22787	Goblirsch, Natasha	27-Jun-24	\$138.52	Jan-June 2024 Planning Commission Payroll
22788	Holm, Julie	27-Jun-24	\$173.16	Jan-June 2024 Planning Commission Payroll
22789	Juberien, Greg	27-Jun-24	\$173.16	Jan-June 2024 Planning Commission Payroll
22790	Kraus, Justin	27-Jun-24	\$831.15	Jan-June 2024 Council Payroll
22791	Mages, Ed	27-Jun-24	\$235.49	Jan-June 2024 Planning Commission Payroll
22792	Poehler, Allan	27-Jun-24	\$1,274.43	Jan-June 2024 Council_Planning Commission Payroll
22793	Rodewald, Pamela	27-Jun-24	\$828.15	Jan-June 2024 Council Payroll
22794	MN ASSOCIATION OF SMALL CITIES	27-Jun-24	\$503.50	2024-2025 dues
22795	VALLEY DEMOLITION & RECYCLING,	27-Jun-24	\$15.60	concrete & tar disposal

EFT	COMCAST, INC	01-Jul-24	\$94.59	main st office internet
EFT	IRS	03-Jul-24	\$1,784.42	federal payroll taxes
EFT	MN DEPT OF REVENUE	03-Jul-24	\$167.00	mn payroll taxes
EFT	PERA	03-Jul-24	\$559.65	PERA contributions
EFT	MICROSOFT	10-Jul-24	\$17.71	office 365 subscriptionx2
EFT	COMCAST, INC	14-Jul-24	\$96.59	comm center, fire hall internet
22796	CLEARWAY COMMUNITY SOLAR LLC	01-Jul-24	\$1,771.83	solar subscription
22797	LOFFLER	01-Jul-24	\$66.76	mfp maintenance, color copies
22798	COLUMN SOFTWARE PBC	01-Jul-24	\$43.92	ph notice amend zoning
22799	JENNIFER BERTRAND	10-Jul-24	\$53.88	Utility Billing Credit Refund
22800	CLIFTONLARSONALLEN	10-Jul-24	\$2,100.00	audit services YE2023
22801	CITY OF COURTLAND	10-Jul-24	\$285.12	fire hall, comm center, main shed, city office utilities
22802	BOLTON & MENK, INC	10-Jul-24	\$2,415.00	wishbone and stony pt drainage, svc laterals and GPS processing
22803	BLETHEN BERENS	10-Jul-24	\$1,116.69	legalsvcs-collin dr contracts, letters, kuester Pit issues, collin dr agmts
22804	BADGER METER	10-Jul-24	\$61.64	beacon web program support meter reading 386 units
22805	COURTLAND MART	10-Jul-24	\$527.38	gas
22806	ECOWATER SYSTEMS OF NEW ULM	10-Jul-24	\$16.80	softner salt
22807	GOPHER STATE ONE-CALL	10-Jul-24	\$24.30	18 tickets
22808	HAWKINS, INC	10-Jul-24	\$2,315.07	water plant chemicals(Azone15, potassium permanganate)
22809	LAFAYETTE EXCAVATING, INC	10-Jul-24	\$350.00	grading gravel road
22810	LUEPKE OIL & TRUCKING LLC	10-Jul-24	\$170.95	gas_fuel
22811	MN LIFE INS COMPANY	10-Jul-24	\$5.00	dave life ins
22812	Nuvera	10-Jul-24	\$487.90	office, fire hall, lifts, wells, wtr twr, wtr plnt intnet
22813	Void		\$0.00	VOID
22814	Void		\$0.00	VOID
22815	Void		\$0.00	VOID
22816	Void		\$0.00	VOID
22817	PROKORE INSPECTIONS, LLC	10-Jul-24	\$610.66	remit bldg permit 70% June 2024
22818	QUALITY FLOW SYSTEMS INC	10-Jul-24	\$5,565.00	grinder pump repair, new grinder pump
22819	RENT N SAVE PORTABLE SERVICES	10-Jul-24	\$230.00	porta potty rentals for parks
22820	RIVER VALLEY LAWN CARE	10-Jul-24	\$791.82	weed & feed applications firehall & parks, weed ctrl spray city prop
22821	RUNNINGS SUPPLY, INC.	10-Jul-24	\$133.82	grinder pump repairs - residential
22822	S W DUST TREATMENT INC	10-Jul-24	\$1,500.00	dust treatment dobie, collin drive
22823	COLUMN SOFTWARE PBC	10-Jul-24	\$206.40	publish notice filing courtland elections
22824	UNDERGROUND TECHNOLOGIES	10-Jul-24	\$15,300.00	televise sewer laterals - balance
22825	UNITED NATURAL GAS	10-Jul-24	\$78.08	main shed natural gas
22826	Holm, Julie	11-Jul-24	\$951.58	Payroll 6/23-7/6/24
22827	Ubel, David	11-Jul-24	\$1,430.67	Payroll 6/23-7/6/24
22828	Voges, Jessie	11-Jul-24	\$776.75	Payroll 6/23-7/6/24
22829	MINNESOTA DEPARTMENT OF HEALTH	11-Jul-24	\$23.00	dave water operator license renewal
22830	CITY OF NEW ULM	11-Jul-24	\$9,312.85	flow to new ulm
			\$75,644.42	

John Stadick is present to discuss Wishbone Way drainage correction as discussed last month. John presented petition to neighbors but did not gain 70% participation to move forward with plan presented at last council meeting. Council discussion on several areas in city in need of stormwater corrections and how to prioritize where to start. Councilmember Kraus puts forth there are areas where city infrastructure is degrading and may need to be prioritized. Further discussion on "cleaning" the ditches to allow proper stormwater flow. Bolton and Menk survey did show the drains are set properly and with cleaning, they will drain as needed. Dave Ubel has input on areas on Valley View Drive and Stony point that have been problems brought to council in past. Council agrees to move forward with bids to clean ditches in all these areas.

Additional discussion of need to create stormwater fund for the future.

Craig Poppenhagen from CliftonLarsonAllen is here to present audit report for year end 2023. City has healthy reserve balance, expenses are steady and the water and sewer fund while showing a paper operating loss due to depreciation, also has positive revenues.

Dave Ubel and John Stadick have question regarding Fire Relief Association and need for city to pay for actuary audit now that the Relief is not required to do audit for pension as threshold levels have changed. The city accounting reporting requirements do necessitate the need to keep having this audit done.

Rodewald made a motion to accept the 2023 Audit Report. Kraus seconded the motion. Motion carried with all in favor.

Public Utilities:

Letters have been drafted for those sewer laterals that have corrections to be made. Those that have been identified through the televising and verified correct address will be sent notices. Dave will contact Underground Technologies to come in and help review other videos to make sure correct address for those in question.

Dave has been having to clean out pond outlet structure every other day as it plugs with debris and not draining. This outlet is six inch with a screen that is catching the debris. Discussion on going forward on responsibility and what can be done in future once water level recedes enough to put in place additional screening to catch the debris and still allow for drainage.

Council Reports: Kraus has question on comments from last month as he was not in attendance on how to alleviate after hours non-emergency calls to Dave. After discussion, Julie will change voicemail message to emergency only utility issues, call Dave. Councilmember Bode and Dave are going to meet with Corey Hulke to discuss ordering community center chairs since previous order has been stalled and Dave has looked to another company.

Street Committee: Preconstruction meeting for Collin Drive project is scheduled for July 25th 10am here in city office. Discussion on accessibility for businesses during the process of the curb and gutter and curing time.

Planning Commission: June 20th minutes have been provided. Holm briefly reports on Dennis Maday and Bill Brennen partial owners of Six Sheds, LLC at 1013 Main Street approached commission on what needs to be done to dissolve CIC and divide out properties. Commissioners advised they would need to prepare plat and plan out public right of way and utilities. Dennis Maday stopped in city office during the day July 11th to report they are not going to pursue anything at this time.

City Clerk Report: Clerk Holm reports she will be attending Election Judge Training on Monday July 15th and the office will be closed for the morning.

Holm also has update for council on Collin Drive service construction agreements sent. Two of the five sent have been returned. Holm questions on how to record something for the default option of no connection possible for 10 years. Discussion to send another notice and prepare resolution for next meeting that can be recorded.

Clerk Holm has drafted a resolution to appoint election judges for this year's elections.

Rodewald made a motion to approve Resolution 24-115 A Resolution Appointing Election Judges for the 2024 State Primary and General Elections. Bode seconded the motion. Motion carried with all in favor.

**RESOLUTION 24-115
CITY OF COURTLAND
A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2024 STATE PRIMARY AND GENERAL ELECTIONS**

WHEREAS, as per MN Statute 204B.21 subdivision 2, it is the responsibility of the City of Courtland to appoint election judges as follows:

By July 19, 2024 appointment for the August 13, 2024 State Primary Election and;
By October 11, 2024 appointment for the November 5, 2024 General Elections;

WHEREAS, election judges will attend the required two hours of training with the head judge receiving three hours; and

WHEREAS, the city is required to maintain a minimum of four election judges on sight; and

NOW THEREFORE BE IT RESOLVED, the Courtland City Council hereby appoints the following to serve as election judges for the above referenced elections:

Judges: Mark Fiemeyer	Marcella Bode
Carrie Woller	Krista Riggs
Dawn Juberien	Melva Griebel
Jean Kahnke	Gloria Blume
Ralph Compart	Dave Ubel
Jaci Kopet	
Julie Holm – Elections Administrator	

BE IT FURTHER RESOLVED, the Courtland City Council does hereby allow the Elections Administrator to make substitution to the above slate of judges as necessary to maintain the required minimum and fill vacancies if needed.

SIGNED:
Al Poehler, Mayor

ATTEST:
Julie Holm, Clerk-Treasurer

Clerk Holm has drafted ordinance amendment for changes to zoning ordinance in regard to corner lot setbacks and driveway widths in industrial warehouse areas.

Discussion on drafted wording for driveways. Rodewald made suggestion to word as “all driveways shall not exceed a maximum of width of 30 feet at the right of way; for buildings greater than 30 feet, a maximum of 40-foot driveway or width of the building, whichever is less”. Additionally, the amendment addresses corner lot setbacks, Holm drafted “in the case of corner lots, two front yards will be required”. Poehler suggests two “front yard setbacks”.

Rodewald made a motion to approve Ordinance 24-101 An Ordinance Amending Part 3 of Chapter III of the City Code of the City of Courtland with changes, waiving the reading. Kraus seconded the motion. Motion carried with all in favor.

Ordinance No. 24-101

**CITY OF COURTLAND
NICOLLET COUNTY, MINNESOTA**

**An ordinance amending Part 3 of Chapter III of the City Code of the
City of Courtland relative to zoning regulations.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COURTLAND:

SECTION 1. That Chapter 111, Part 3 of the City Code of the City of Courtland shall be amended to read as follows:
Part 3. Zoning Code

303.02. Definitions.

For the purpose of this Part of this Section the following definitions are adopted:

31. Yard setback: Required minimum distance from abutting lot lines and public rights-of-way within which no structure may be ordinarily placed. In the case of corner lots, two front yard setbacks will be required. (Revised by Ord. 99-102, 06/17/99) & (Revised by Ord. 06-105, 06/01/06) & (Revised by Ord. 19-102, 05/02/19)

303.14 Additional Design Standards.

Subdivision 3. Driveway Standards:

2. Residential Districts – Warehouses

- a. Maximum Width. All Driveways shall not exceed a maximum width of twenty-four (24) feet at the right of way.
- b. Setback. All driveways shall have a minimum setback of five (5) feet from established property lines.

3. Industrial Districts – Warehouses

- a. Maximum Width. All Driveways shall not exceed a maximum width of thirty (30) feet at the right of way; for buildings greater than thirty (30) feet in width, a maximum of forty (40) foot driveway or width of building, whichever is less.
- b. Setback. All driveways shall have a minimum setback of five (5) feet from established property lines.

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

Passed by the City Council of the City of Courtland, Minnesota on the 11th Day of July, 2024.

Signed: Al Poehler, Mayor

Attest: Julie Holm, City Clerk

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

Meeting adjourned 8:25pm

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

Respectfully submitted,



Julie Holm, City Clerk

Al Poehler, Mayor