

**Agenda**  
**Courtland City Council**  
**Thursday, Aug 1, 2024 7:00pm**  
**Courtland City Hall**  
**329 Main Street**

1. Call to Order
2. Roll Call-Attendance
3. Additions/Approval of the Agenda
4. Approval of Minutes- Regular CC
5. Presentation and Payment of Bills
6. Visitors
  
7. Reports
  - A. Public Utilities
  - B. Mayor and Council
  - C. Streets Committee
  - D. Planning Commission
  - E. City Clerk
  
8. Unfinished Business
  - Main Street Park equipment update
  
9. New Business
  - Resolution 24-116 Resolution waiver water sewer construction Collin Drive
  - WW Blacktopping Request deadline extension
  
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 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%June2024
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 25<sup>th</sup> 10am here in city office. Discussion on accessibility for businesses during the process of the curb and gutter and curing time.

Planning Commission: June 20<sup>th</sup> 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 11<sup>th</sup> 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 15<sup>th</sup> 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 11<sup>th</sup> 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,

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Julie Holm, City Clerk

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Al Poehler, Mayor

Check#	Vendor	DATE	\$AMT	Description
EFT	IRS	18-Jul-24	\$968.74	federal payroll taxes
EFT	MN DEPT OF REVENUE	18-Jul-24	\$176.00	mn payroll taxes
EFT	PERA	18-Jul-24	\$594.28	PERA contributions
EFT	MN DEPT OF REVENUE	18-Jul-24	\$486.00	2024 2nd qtr sales tax
22832	XCEL ENERGY	11-Jul-24	\$746.80	office,firehall,wrtwr,park,lifts,wtrplt,mainshed,st lights
22833	Holm, Julie	25-Jul-24	\$1,376.07	Payroll 7/7-7/20/24
22834	Ubel, David	25-Jul-24	\$1,430.66	Payroll 7/7-7/20/24
22835	Voges, Jessie	25-Jul-24	\$674.09	Payroll 7/7-7/20/24
EFT	COMCAST, INC	01-Aug-24	\$94.59	8772 10 648 0002561 main st office internet
EFT	MICROSOFT	08-Aug-24	\$17.71	2 office 365 subscriptions
EFT	IRS	08-Aug-24	\$933.94	federal payroll taxes
EFT	MN DEPT OF REVENUE	08-Aug-24	\$170.00	mn payroll taxes
EFT	PERA	08-Aug-24	\$575.92	PERA contributions
EFT	COMCAST, INC	14-Aug-24	\$96.59	8772 10 648 0000433 fire hall, comm center internet
22836	BADGER METER	01-Aug-24	\$61.64	beacon web program support meter reading 386 units
22837	BLETHEN BERENS	01-Aug-24	\$150.00	legal svcs - Kuester Pit2 Dev Agmt Review, email Mayor
22838	BOLTON & MENK, INC	01-Aug-24	\$563.50	Eng Svcs - GPS Service Lateral Records
22839	CLEARWAY COMMUNITY SOLAR LLC	01-Aug-24	\$2,276.77	solar subscription
22840	CLIFTONLARSONALLEN	01-Aug-24	\$6,321.51	audit services YE 2023
22841	HAWKINS,INC	01-Aug-24	\$2,399.71	water plant chemicals(azone,potassium permanganate, bleach&alkali)
22842	LOFFLER	01-Aug-24	\$65.42	mfp maintenance, color copies
22843	MN LIFE INS COMPANY	01-Aug-24	\$5.00	dave life ins
22844	RENT N SAVE PORTABLE SERVICES	01-Aug-24	\$115.00	porta potty rental 6/16-6/30/24 for parks
22845	RUNNINGS SUPPLY, INC.	01-Aug-24	\$119.45	weed killer, gloves
22846	COLUMN SOFTWARE PBC	01-Aug-24	\$160.53	publish ordinance 24-101
22847	POSTMASTER	01-Aug-24	\$336.00	postcard stamps
			\$20,915.92	

**RESOLUTION 24-116**  
**CITY OF COURTLAND**  
**RESOLUTION TO ACKNOWLEDGE DEFAULT OPTION TO SERVICE**  
**CONNECTIONS AGREEMENT FOR CERTAIN PROPERTIES RELATED TO 2024**  
**COLLIN DRIVE IMPROVEMENT PROJECT.**

WHEREAS, the City is constructing an improvement project on land abutting the following properties described here;

Jason J. Kuester and Jennifer L. Kuester, Owner: Lots 1, 2, 3, 4, 5, 6, and 7, Block 1, Kuester Pit 2 Second Addition, Address: 340, 334, 328, 322, 316, and 310 Collin Drive, Courtland, MN 56021, Parcel Numbers: 14.592.0010, 14.592.0020, 14.592.0030, 14.592.0040, 14.592.0050, 14.592.0060 and,

Matthew T. Hauge and Andrea D. Hauge, Owner: Lot 2, Block 1, Old Mill Road First Subdivision, City of Courtland, Nicollet County, Minnesota, Address: 280 Collin Drive, Courtland, MN 56021, Parcel Number: 14.682.0020 and,

Raymond Weber and Sarah Weber, Owner: Lot 3, Block 1, Old Mill Road First Subdivision, City of Courtland, Nicollet County, Minnesota, Address: 270 Collin Drive, Courtland, MN 56021, Parcel Number: 14.682.0030 and,

WHEREAS, there are not any existing water and sanitary sewer service connections running from the City water and sewer mains to the property line; and,

WHEREAS, the City is willing to permit property owners, to forego construction of the Service Connections to their respective properties, including the property; and

WHEREAS, the Owner has elected by default option to forego construction of Service Connections to the property, the City will not permit Owner, or Owner's successors, heirs and assigns, to construct Service Connections for a minimum period of ten (10) years following completion of the Improvement Project.

NOW THEREFORE BE IT RESOLVED, the City of Courtland wishes to record this default option to said properties in lieu of signed agreements indicating waiver of Service Connections.

Passed by the City Council for the City of Courtland on the 1<sup>st</sup> day of August 2024.

Signed: \_\_\_\_\_  
Al Poehler, Mayor

Attest: \_\_\_\_\_  
Julie Holm, City Clerk

# W W BLACKTOPPING, INC.

700 INDUSTRIAL ROAD  
MANKATO MN 56001  
507-387-1518 OFFICE  
507-387-2228 FAX

## CONTRACT TIME EXTENSION REQUEST

Owner:	City Of Courtland MN.	Date:	July 25, 2024
Project No.	BMI 0M1.132644 & 0M1.126960		
Description:	2024 Collin Drive Improvement & 4 <sup>th</sup> Street (CSAH 24 Sidewalk)		

### Prime Contractor W W Blacktopping Inc.

Start Date		
August 5, 2024		

### Contractor's Requested Scheduled Completion Dates

September 30, 2024 Substantial Completion	Per Owner Approval
June 27, 2025 Final Completion	Per 4.03 Of The Form Of Agreement

### Summary:

The original project substantial completion date is August 30, 2024. Excessive frequent rain events during the months of May and June 2024 have delayed progress on many construction projects in our area including delayed progress on projects we currently have under contract. Therefore, we are requesting that the Owner and Project Engineer consider our request for an extension of contract time in order to fulfill our obligations of the work. Your consideration is appreciated as we look to provide you with a quality project.

Curtis L. Wadd  
Project Manager  
W W Blacktopping Inc.



**From:** Eric Hauser <Eric.Hauser@bolton-menk.com>  
**Sent:** Wednesday, July 31, 2024 4:02 PM  
**To:** ctlclerk@comcast.net  
**Cc:** Joe Duncan; Steven Den Herder; Dave Ubel  
**Subject:** Construction Startup Newsletter/Notices  
**Attachments:** Preconstruction Newsletter - Collin Dr.docx; 20240801\_Construction Start Up - 4th St Sidewalk.docx; 132644\_Mailing List.xlsm

Julie,

Please see attached for the draft version of the newsletter to be sent out to the property owners on Collin Drive. We plan to send this out no later than the end of this week. For now, I have left schedule related items highlighted as I am hoping to get a formal schedule in the next day or two. I have also attached a spreadsheet showing our mailing list – as noted, this was last updated at the time of the Improvement Hearing. Let me know if you see any changes that need to be made.

I have also attached a door hangar that will be handed out on Friday to the two properties impacted by the 4<sup>th</sup> Street Sidewalk Project. It sounds like the contractor is planning to start the pipe work/grading for the sidewalk next week Monday or Tuesday and will go from there to the storm sewer on Collin Drive.

Thanks,

**Eric Hauser, P.E.**

Project Engineer

**Bolton & Menk, Inc.**

1960 Premier Drive

Mankato, MN 56001-5900

Phone: 507-625-4171 ext. 3130

Mobile: 507-276-6695

[Bolton-Menk.com](http://Bolton-Menk.com)





July 30, 2024

# Collin Drive Improvement Project Newsletter

## Anticipated Construction Schedule:

*Please note that the anticipated start and end date is approximate depending on weather, contractor scheduling, and other unforeseen circumstances.*

- Storm Sewer & Services
  - Week of 8/5
- Road Building
  - Week of 8/12
- Concrete Curb & Gutter
  - Week of 8/19
- Paving Bottom 2 Layers
  - Late August/Early September
- Topsoil & Turf Restoration
  - Mid-September
- Paving of Final Layer of Bituminous
  - Early Summer 2025

## Construction Duration:

Start: August 5<sup>th</sup>, 2024  
Finish: September 30<sup>th</sup>, 2024

## Overview

As you know, the City of Courtland is undertaking a construction project to improve the street and drainage along Collin Drive. The project includes the construction of storm sewer, sanitary sewer and water services, curb and gutter, a right-turn lane from northbound CSAH 24 (4<sup>th</sup> Street) to Collin Drive, and new bituminous pavement.

## Dates

Competitive bids for the work were received on April 2, 2024 and the project was awarded to W.W. Blacktopping from Mankato, Minnesota on April 4, 2024.

W.W. Blacktopping is currently scheduled to begin work the week of August 5<sup>th</sup>, once they finish up some other projects they are working on. The contractor is anticipating that the work will be substantially completed by September 30<sup>th</sup>.

## Alerts

### Private Improvements in Right-of-Way

If you have improvements such as landscaping, retaining walls, shrubs, bushes, flowers, sheds, irrigation systems, etc. in the right-of-way, it is not the contractor's responsibility to work around them. The property owner is responsible for securing these private improvements and moving them if necessary to allow the project to be constructed. Neither the contractor nor City is responsible for damages incurred to private improvements in the right-of-way. Any underground improvements, such as irrigation lines and heads, dog fences, etc., should be located and marked so they are readily visible. Please contact Eric Hauser at the number listed on the last page if you have any improvements you are concerned about being disturbed.



## Construction

It is very common on these types of projects that area residents become quite curious about the work the Contractor is performing. We ask that you please be respectful of and stay well clear of construction zones. Many hazards and dangers exist from heavy machinery, trenches, loose material, confined spaces, hot asphalt, etc. and often times are not recognizable by the general public. The Contractor has responsibility to ensure safety on the project and within the construction area. Any direction from the Contractor regarding safety must be heeded; likewise, if you observe an unsafe condition please report it to the Construction Representative immediately.

Please use caution whenever traveling through the construction zone.

## Storm Sewer Installation

New storm sewer pipe will be installed to facilitate drainage of the new roadway. Most of the pipe is being installed along the edge of the roadway or outside of the roadway, so it should not impact traffic.

## Road Building

The contractor will remove all material in the upper two feet of the existing roadbed to make space for the new gravel base and surface pavement. The existing gravel surfacing is planned to be salvaged and reused for part of the new gravel base.

## Curb & Gutter

After the gravel road base is in place, the contractor will pour new curb & gutter along the edges of the proposed roadway. Curb cuts will be provided at all proposed driveway openings. It takes about one week for the concrete to harden enough to be driven over.

## Bituminous Paving

After the curb has hardened, the gravel will be final graded, and the bottom two layers of bituminous pavement will be installed. The new bituminous can be driven on after it has been rolled and cooled down on the day of paving. Please minimize turning movements and parking on the new bituminous for the first couple of days.

## Turf Restoration

Turf will be restored following bituminous paving. Seed and blanket will be installed in the disturbed areas. The seed will be maintained by the contractor until acceptance. "Maintain" as defined in the contract includes weed control and watering.

After that period, it becomes the property owner's responsibility to maintain the new turf as part of their lawn – providing water, mowing and other necessary care. Mowing too soon or too short can damage or even kill new turf. Set the mower at its highest level; never cut the new turf shorter than 3".

## Punch List

After the project is substantially complete, the contractor will be provided with a "punch list" of minor defects or uncompleted

tasks. That work may take several weeks to complete and may even be completed the following spring prior to the final lift of asphalt being placed. This punch list work will require both your cooperation and patience. Please contact the Construction Representative for any issues you feel have not been satisfactorily addressed.

## Final Layer of Bituminous Paving

The final layer of bituminous pavement will be installed in early summer of 2025. This is a standard practice in Minnesota that allows for the correction of any settlements that may occur over a freeze thaw cycle without having a permanent patch in the roadway.



## Access

The City understands that access along Collin Drive is essential for the businesses that operate in this area. This will be most challenging during road building and during concrete curb and gutter construction.

If you can go a few weeks without accessing your property, it will speed up the construction process. If possible, please plan to remove anything you might need from your property by **Monday, August 12th**. Access to your property is anticipated to be restored by **September 6th** after the bottom two layers of bituminous have been installed.

If you need access to your property between **August 12th and September 6th**, please reach out to Eric Hauser at the number listed on the last page to coordinate the best way to provide this access.

## Questions

### Private Utilities

Private utility companies have already been working in the area to relocate gas lines, underground electric lines, and fiber lines. This work is not under the direction or supervision of the City but is necessary to prepare for the proposed storm sewer installation and street construction. Any disturbance resulting from this work will be restored either by the contractor who did the work if it is outside of the project limits or by a subcontractor of W.W. Blacktopping.

### Service Line Connections

If your property is directly adjacent to Collin Drive, you should have received separate correspondence from the City requesting an agreement be completed if you would like a sanitary sewer or water service installed to your property. If you have not already done so, please formally respond to the City's correspondence indicating whether you want the service installed or not and agreeing to associated terms and or costs.

## Contacts

If you have questions or concerns at any time, please contact either Eric Hauser or Steven Den Herder

with Bolton & Menk at the phone number or email address listed.

**City of Courtland**  
329 Main Street  
Courtland, MN 56021  
507-354-7055

**Bolton & Menk**  
Eric Hauser, P.E.  
Project Engineer  
Cell: 507-276-6695  
E-mail: [eric.hauser@bolton-menk.com](mailto:eric.hauser@bolton-menk.com)

Steven Den Herder  
Construction Representative  
Cell Phone: 507-380-2691  
E-mail: [steven.denherder@bolton-menk.com](mailto:steven.denherder@bolton-menk.com)

**W.W. Blacktopping, Inc.**  
700 Industrial Road  
Mankato, MN 56001



# CONSTRUCTION NOTICE

August 2, 2024

The contractor, W.W. Blacktopping, is planning to start grading for the sidewalk along N 4<sup>th</sup> Street from Old TH 14 to the ballpark parking lot on **Monday, August 5<sup>th</sup>**. During the grading work, access to your driveway will be maintained.

The sidewalk is scheduled to be poured in late August/early September. An additional notice will be handed out at this time prior to the sidewalk being poured.

After the sidewalk, curb, and driveway have been poured, please refrain from driving on any newly poured concrete until it has hardened, which typically takes 7-days after the last piece of concrete has been poured. You will want to remove all vehicles you would like to use prior to the sidewalk getting poured.

If you have any questions about this notice, **please call Eric Hauser at 507-276-6695 or Steven Den Herder at 507-380-2691** or talk to him onsite.

Thank you for your patience and cooperation during construction!