

City of Litchfield - City Council

AGENDA PACKET

Monday, August 21, 2023 - 5:30 P.M.

AGENDA

Monday, August 21, 2023 - 5:30 P.M.

I. **CALL TO ORDER**

- A. **ROLL CALL/DETERMINATION OF QUORUM**
- B. **PLEDGE OF ALLEGIANCE**

II. **CONSENT AGENDA**

- A. **MINUTES: (Packet)**
 - 1. City Council Meeting – August 7, 2023
- B. **FINANCIAL REPORTS: (Packet)**
 - 1. Electronic and Wire Transfer Report
- C. **CLAIMS: (Packet)**
 - 1. Computer List of Bills
- D. **OTHER PAYMENTS: None**
- E. **ORDINANCES - SECOND READINGS: None**
- F. **LICENSES: (Packet)**
 - 1. Sales on Public Property – See Attached List
- G. **OTHER ROUTINE MATTERS: (Packet)**
 - 1. Litchfield Fire Relief Board of Trustees Appointments – Resolution No. 23-8-139
- H. **COMMUNICATIONS: None**

III. **TIMED ITEMS**

IV. **ACKNOWLEDGMENT OF AUDIENCE / PRESENTATIONS**

- A. **SKATE PARK REQUEST – Franklin Rech (Memo)**

V. **COMMISSION RECOMMENDATIONS**

VI. COMMITTEE REPORTS

VII. LEGAL CONSIDERATION

VIII. BUSINESS

A. LARC (Memo)

1. JPA

2. Design/Development Team Selection

B. GOLF COURSE LOTS (Memo)

C. INTERPRETER (Memo)

D. CITY ADMINISTRATOR PERFORMANCE EVALUATION (Memo)(Packet)

IX. ADDITIONAL ITEMS

X. ANNOUNCEMENTS

XI. ADJOURNMENT

CALL TO ORDER

CONSENT AGENDA

MINUTES

I. CALL TO ORDER.

A regular meeting of the City Council of the City of Litchfield was held in the City Council Chambers at the City Hall on Monday, August 7, 2023, commencing at 5:30 p.m. Mayor Dingmann provided comments in memory of Vern Madson who served as a Council Member and as a Mayor for several years. Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	Excused
Council Member Ward I	Eric Mathwig	Present
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Present
Council Member Ward IV	John Carlson	Present
Council Member Ward V	Sara Miller	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Operations Coordinator	Mario Provencher	Present
Operations Engineer	Mike Geers	Present
City Attorney	Mark Wood	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	Present
KLFD	Tim Bergstrom	Present

B. PLEDGE OF ALLEGIANCE

II. CONSENT AGENDA -

Each item on the Consent Agenda was considered. No items were added or deleted.

A. COUNCIL MINUTES TO APPROVE:

1. City Council Minutes – July 17, 2023

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$1,259,571.88

D. OTHER PAYMENTS:

August 7, 2023

1. Water Treatment Facility Improvement Project –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-134
AUTHORIZE PAYMENT NO. 9
FOR THE LITCHFIELD WATER TREATMENT FACILITY
IMPROVEMENT PROJECT**

WHEREAS, a contract has been awarded for the above titled item, and

WHEREAS, recommendation has been made and is on file to approve this payment,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves Payment No. 9 for the 2022 Litchfield Water Treatment Facility Improvement Project totaling \$47,500.00 as attached and on file.

Adopted by the City Council this 7th day of August, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

E. ORDINANCES – SECOND READINGS:

1. Ordinance No. 818 –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-132
SECOND READING FOR ORDINANCE NO. 818
AMENDING PART OF CITY CODE - TITLE V: PUBLIC WORKS,
CHAPTER 54: SURFACE WATER SYSTEM**

WHEREAS, a First Reading was given on July 17, 2023, Resolution No. 23-7-121,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 818, a Surface Water System Ordinance; and

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 818, and into the Codified Ordinances of the City of Litchfield.

August 7, 2023

Resolution No. 23-8-132 – Cont’d.

Adopted by the City Council this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

2. Ordinance No. 819 –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-133
SECOND READING FOR ORDINANCE NO. 819
ESTABLISHING NEW ELECTRIC RATES AS PROVIDED FOR IN
CITY CODE - TITLE V: PUBLIC WORKS, CHAPTER 52: ELECTRIC,
SECTION 52.01 ELECTRIC RATES**

WHEREAS, a First Reading was given on July 17, 2023, Resolution No. 23-7-122,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 819, Establishing New Electric Rates as provided for in City Code – Title V: Public Works, Chapter 52: Electric, Section 52.01 Electric Rates; and

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 819, and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

F. LICENSES:

1. Lawful Gambling Permit – Church of St. Philip –

August 7, 2023

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-127
LAWFUL GAMBLING PERMIT FOR AN EXEMPT
ORGANIZATION THE CHURCH OF ST. PHILIP
OF LITCHFIELD, MINNESOTA**

WHEREAS, an application for a lawful gambling license exemption was considered from the Church of St. Philip of Litchfield, Minnesota,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Church of St. Philip of Litchfield, Minnesota on September 10, 2023 at the Church of St. Philip, 821 E. 5th Street, Litchfield, MN, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 7th day of August, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

2. LDC Youth Hockey, Inc. –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-131
LAWFUL GAMBLING PERMIT FOR
AN EXEMPT ORGANIZATION LDC YOUTH HOCKEY, INC.**

WHEREAS, an application for a lawful gambling license exemption was considered from the LDC Youth Hockey, Inc.,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for LDC Youth Hockey, Inc. on December 16, 2023 at Litchfield Civic Arena 900 N. Gilman, Litchfield, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 7th day of August, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

August 7, 2023

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

G. OTHER ROUTINE MATTERS: None

H. COMMUNICATIONS:

1. Minutes & Reports:

- a. Heritage Preservation Commission – July 24, 2023
- b. Library Board Minutes – July 25, 2023
- c. Finance Committee – July 31, 2023
- d. Personnel Committee – August 2, 2023

After review, it was moved by Council Member Mathwig, seconded by Council Member Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-135
APPROVING CONSENT AGENDA**

WHEREAS, the Consent Agenda has been assembled and presented, and

WHEREAS, all requests to have items removed have been duly noted,

NOW, THEREFORE, BE IT RESOLVED to approve the Consent Agenda as presented except for items, if any, which were requested to be removed for individual consideration.

Adopted by the City Council this 7th day of August, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

III. TIMED ITEMS – None.

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –

A. ZION LUTHERAN CHURCH –

Bridget Lux and Marilyn Meline addressed the Council regarding Lutheran Social Service MN (LSS) meal delivery services. Ms. Meline, LSS Volunteer, shared that a partnership with Zion Lutheran Church and Lutheran Social Service MN, is a volunteer program providing for production and delivery of meals each day for people over the age of 60 in our community. She explained that it provides a nutritious meal. She described the experience as humbling. Ms. Meline extended an invitation for Council Members to do a ride-along in order to experience the program and to encourage volunteerism for the program.

Bridget Lux explained that LSS is community wide and an outreach program in need of support. They are spreading the word in order to get volunteers to deliver meals within the community. Marilyn Meline discussed the need for individuals receiving the meals to be treated with dignity and to be respectful of their privacy.

Council Members commended them for the services provided and several members expressed interest in a ride-along. No formal action was taken.

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION –

1. Certificate of Appropriateness Application – By Mike Corcoran – 100 North Sibley Avenue –

Council Member Kotelnicki provided the findings and recommendations of the Heritage Preservation Commission.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Allen, to adopt the following:

**RESOLUTION NO. 23-8-128
GRANT CERTIFICATE OF APPROPRIATENESS
TO MICHAEL CORCORAN
FOR PROPERTY LOCATED AT 100 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Heritage Preservation Commission held a hearing on Monday, July 24, 2023, to consider a Certificate of Appropriateness Application request by Michael Corcoran, for property located at 100 North Sibley Avenue, and

WHEREAS, the Litchfield Heritage Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

August 7, 2023

WHEREAS, the Certificate of Appropriateness would allow the cutting of an opening in tin on east-facing rear of building for existing windows for emergency egress per building fire code, and repairing existing window openings with tin or metal, and

WHEREAS, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

WHEREAS, the Certificate of Appropriateness would allow the property's historic character to be retained and preserved, and

WHEREAS, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

WHEREAS, the changes to the property that have acquired historic significance in their own right will be retained and preserved, and

WHEREAS, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, and

WHEREAS, deteriorated historic features will be repaired rather than replaced, and

WHEREAS, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to Michael Corcoran, for property located at 100 North Sibley Avenue.

Adopted by the City Council on this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

2. Certificate of Appropriateness Application – By Linh Nguyen – 208 North Sibley Avenue –

Council Member Kotelnicki provided the findings and recommendations of the Heritage Preservation Commission.

August 7, 2023

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-129
GRANT CERTIFICATE OF APPROPRIATENESS
TO LINH NGUYEN
FOR PROPERTY LOCATED AT 208 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Heritage Preservation Commission held a hearing on Monday, July 24, 2023, to consider a Certificate of Appropriateness Application request by Linh Nguyen, for property located at 208 North Sibley Avenue, and

WHEREAS, the Litchfield Heritage Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

WHEREAS, the Certificate of Appropriateness would allow the replacement of rear concrete pad with new, ADA compliant concrete, and

WHEREAS, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

WHEREAS, the Certificate of Appropriateness would allow the property's historic character to be retained and preserved, and

WHEREAS, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

WHEREAS, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, and

WHEREAS, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to Linh Nguyen, for property located at 208 North Sibley Avenue.

Adopted by the City Council on this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

August 7, 2023

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

3. Certificate of Appropriateness Application – By Connor Hendrickson – 230 North Sibley Avenue –

Council Member Kotelnicki provided the findings and recommendations of the Heritage Preservation Commission.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Mathwig, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-130
GRANT CERTIFICATE OF APPROPRIATENESS
TO CONNOR HENDRICKSON
FOR PROPERTY LOCATED AT 230 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Heritage Preservation Commission held a hearing on Monday, July 24, 2023, to consider a Certificate of Appropriateness Application request by Connor Hendrickson, for property located at 230 North Sibley Avenue, and

WHEREAS, the Litchfield Heritage Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

WHEREAS, the Certificate of Appropriateness would allow the replacement of storefront awning that will have a new logo design to be presented at the meeting, and

WHEREAS, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

WHEREAS, the Certificate of Appropriateness would allow the property's historic character to be retained and preserved, and

WHEREAS, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

WHEREAS, the changes to the property that have acquired historic significance in their own right will be retained and preserved, and

WHEREAS, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, and

August 7, 2023

Resolution No. 23-8-130 – Cont'd.

WHEREAS, deteriorated historic features will not be repaired rather than replaced, and

WHEREAS, new additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to Connor Hendrickson, for property located at 230 North Sibley Avenue, with MnDOT information given to designee regarding the type of awning allowed.

Adopted by the City Council on this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

4. MN Historical Society Conference/CLG Grant –

Council Member Kotelnicki requested consideration for approval of attendance at the annual MN Historical Society Conference for HPC Members or others interested. She shared that a Certified Local Government (CLG) grant application is available to cover the cost of attendance and lodging. She explained that the grant requires a 30% match from the City, however that can be matched in-kind including the volunteer hours at the conference. Council Member Kotelnicki shared that 3-4 HPC Commissioners expressed an interest in attending the conference and that up to 5 people could be approved. She added that she could complete the application for funding since she was authorized last year to complete grant documents. City Administrator Cziok responded that City Hall staff could complete the CLG grant application process.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Mathwig, to adopt the following:

August 7, 2023

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-136
AUTHORIZE CLG GRANT APPLICATION FOR
MN HISTORICAL SOCIETY CONFERENCE ATTENDANCE**

WHEREAS, the Heritage Preservation Commission is a federally recognized Certified Local Government and eligible for federal dollars administered through the Minnesota Historical Society; and

WHEREAS, several HPC members have expressed an interest in going to the Mn Historical Society Conference; and

WHEREAS, Certified Local Government (CLG) grant applications are available to fund attendance at the MN Historical Society Conference including registration and hotel costs; and

WHEREAS, said CLG grant application requires a 30% match from the City that can be in cash or in-kind:

WHEREAS, attendance at the conference can be used as in-kind,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes applying for a CLG grant for attendance and lodging of up to 5 individuals at the MN Historical Society Conference.

Adopted by the City Council on this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

VI. COMMITTEE REPORTS –

A. FINANCE COMMITTEE –

1. Downtown Alleyway –

City Administrator Cziok reported that the Finance Committee had a lengthy discussion relating to options to consider for the alleyway located between the American Legion and Sweet Escapes. He shared that costs range from \$5,000 to between \$20,000 and \$30,000 depending on the amount of concrete replaced in the alleyway. Mayor Dingmann asked about advantages and disadvantages to the options and inquired how far the improvement goes into the north/south alleyway. City Administrator Cziok explained that the

August 7, 2023

American Legion has drainage issues and requested to partner with the City in hooking up to the City's manholes in order to alleviate the issues. He discussed City responsibility relative to the drainage issues with the City having standing water in the north/south alleyway. The arrangement discussed included the American Legion provide for the drainage improvements and the City to be responsible for restoration of the alleyway. The cost in question being as to whether or not the project include cementing the entire alley once the new drainage connection is completed or just the narrow strip that was disturbed.

Operations Coordinator Provencher shared that he, Operations Engineer Geers, and the American Legion Representative Marland Meyer have met to review the options. He acknowledged that it is not an easy decision. He expressed concern about disrupting areas that are not of concern and causing more problems such as causing damage to the buildings by redirecting drainage with a potential to cause water leaking into the basements. Operations Coordinator Provencher shared that he had contacted cement contractors who expressed concern as well. He suggested not disrupting the west side of the alley other than the narrow strip disrupted for the piping. He shared that the cement is in good shape, however he recommended the east side of the alleyway be completely replaced with new cement.

Council Member Kotelnicki shared that she had discussions with Emergency Management Director and Safety Coordinator Stephanie Johnson relating to grants available. City Administrator Cziok explained that the FEMA report is not complete, and that Stephanie Johnson will continue to coordinate with administration moving forward. Based on further discussions at the Council table, Council Member Mathwig shared that he changed his thoughts from the Finance Committee meeting to follow the recommendations of staff.

After review, it was moved by Council Member Mathwig, seconded by Council Member Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-137
AUTHORIZING ALLEYWAY IMPROVEMENTS**

WHEREAS, the American Legion would like to partner with the City to address drainage issues; and

WHEREAS, the American Legion is agreeable to fund a new connection between the alleyway to the north of their property and existing stormwater drainage to address drainage issues relating to their building; and

WHEREAS, the City is agreeable to fund restoration of the alleyway; and

WHEREAS, the Council reviewed several options for consideration relating to partial or complete restoration of the cement in the alleyway,

August 7, 2023

Resolution No. 23-8-137 – Cont’d.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves of partnering with the American Legion on addressing alleyway issues; and

BE IT FURTHER RESOLVED that American Legion will be responsible for funding a new connection between the alleyway to the north of their property and existing stormwater drainage and the City will be responsible for providing for restoration of the alleyway; and

BE IT FURTHER RESOLVED that the City will be responsible for replacing the strip of cement disturbed on the west side of the alleyway and will replace the entire east side with new concrete up to the north/south alley.

Adopted by the City Council on this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

B PERSONNEL COMMITTEE –

1. City Administrator Annual Review –

Council Member Miller reported that the Personnel Committee recommended no changes to the annual performance evaluation process and using the same process as last year. She shared that last year seemed to be the smoothest process yet. She read a memo to the Council outlining the City Administrator performance evaluation process.

After review, it was moved by Council Member Mathwig, seconded by Council Member Carlson, to approve the City Administrator Performance evaluation process and that the performance evaluation be scheduled for the August 21, 2023 Council meeting. The motion passed with 6 votes in favor and 0 against.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. LARC JPA –

August 7, 2023

City Administrator Cziok shared recent committee discussions relating to the LARC and the JPA. He explained that the City needs to own the facility which allows for the most flexibility based on guidance from the City's bond counsel. He outlined the key details which include the City owning the facility (located next to the High School), there are land options identified, the City will design and construct the building, operation horsepower will come from the School District, operations and maintenance costs will be split equally between the City and the School District. Cziok discussed the concept of developing a fund balance for operations and maintenance consisting of both City and School District dollars.

The LARC JPA may be reformatted if things change, City Administrator Cziok shared, adding relocation of tennis courts and parking lots have yet to be determined. Council Member Mathwig inquired about Item 10.2 as to holding the School District responsible for maintaining the building (based on past experience with another City owned facility that hasn't been maintained per agreement). City Administrator Cziok responded that the language includes it is subject to review on an annual basis, adding that the City is responsible for 50% of the maintenance as well.

Council Member Kotelnicki inquired about discussions relating to turning it over to the School District once a Certificate of Occupancy was granted. City Administrator Cziok explained that according to the agreement with DEED, relating to the funding of the LARC, the City can turn operations to the school. In response to Council Member Kotelnicki's inquiry, City Administrator Cziok clarified that since the LARC is a City facility curriculum based requirements are not required since education is not the primary purpose. Council Member Kotelnicki questioned whether the community will be using the facility 50% of the time with City Administrator Cziok responding that 50% or more is expected of community use.

Upon inquiry by Council Member Kotelnicki, City Administrator Cziok responded that he will reach out to bond counsel relating to removal of the Joint Powers Board from the LARC JPA. He discussed next steps which include an RFP. With it being a high profile project, Council Member Kotelnicki expressed concern about information not coming back to the Council and not to delegate outside of this (Council) table. She discussed concerns about changes to the project scope. City Administrator Cziok explained that changes to project scope may be based on school improvements including relocation of tennis courts and parking lots. No formal action was taken.

B. GOLF COURSE LOTS –

City Administrator Cziok distributed copies for review of the counteroffer, drafted after discussions in a closed session, to the proposal from Litchfield Building Center for purchasing golf course property from the City. He outlined the counteroffer details which include sales price of \$40,000, LBC to coordinate soil borings, the City to provide the survey and splits, no fiscal participation in infrastructure improvements, Parcels 27-2378000 and 27-2379000 would be tied to completion of housing units, and the City to execute a 3 year tax rebate program.

August 7, 2023

The Council afforded some time to review the counteroffer draft that was distributed. Mayor Dingmann inquired as to whether the 3 year tax rebate program would initiate with a Certificate of Occupancy. City Administrator Cziok responded that has yet to be determined. In response to Council Member Carlson's inquiry relating to gifting property back to the City in the original proposal, Cziok clarified that the City would be retaining City owned property and addressing that in tax parcel splits (as included in the counterproposal).

After review, it was moved by Council Member Miller, seconded by Council Member Mathwig, to approve the counteroffer as presented and authorize administration to submit the counteroffer to the developer, LBC. Upon roll call vote, all members present voted aye, whereupon the motion carried.

C. MARIJUANA –

Council Member Kotelnicki shared that she would like to see a moratorium relating to the sale of marijuana. Mayor Dingmann doesn't think a moratorium is going to make a difference. City Attorney Wood shared that there is a lot of vagueness to the Statute passed by the legislature. He said some cities are addressing smoking on public property. He added that discussion is moving in a lot of directions right now.

It was moved by Council Member Kotelnicki, seconded by Council Member Allen, to start the process and move forward with a moratorium until January 2025 for the purpose of studying. Upon clarification that a moratorium addresses the sale of marijuana, Council Member Miller expressed concern that it doesn't address the use of marijuana in public, adding that is a separate issue from a moratorium. She shared that a moratorium won't stop people from smoking marijuana in parks. City Administrator Cziok provided a perspective on a moratorium relating to the sale of marijuana versus smoking marijuana in a park.

City Attorney Wood explained that with a moratorium the Council has to identify what they want to study, along with who, and a timeline. He shared that the tobacco ordinance offers some level of restrictions with smoking, adding it identifies the number of licenses issued. He commented that the next legislative session will involve looking at the Statute passed.

Mayor Dingmann shared that he was asked to be on the Meeker County task force. He commended the work completed by Meeker County and the resources available and recommended continuing to work with Meeker County. Council Member Carlson shared that his daughter teaches health and provided him with information, however he doesn't feel like he is educated enough on the topic. Council Member Miller clarified that just because she doesn't support a moratorium, that doesn't mean she supports the sale and use of marijuana, adding she agrees we have to do something.

Upon roll call vote of the resolution presented by Council Member Kotelnicki, seconded by Council Member Allen, to start the process and move forward with a moratorium until January 2025 for the purpose of studying, Council Members Kotelnicki and Allen voted aye, and Mayor Dingmann, Council Members Mathwig, Carlson, and Miller voted nay,

August 7, 2023

whereupon the resolution was declared defeated. Council Members were supportive on continuing efforts with Meeker County regarding the sale and use of marijuana.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Miller, that the marijuana topic be placed on the first agenda of the even months beginning in October. The motion passed with 6 votes in favor and 0 against.

D. CEMETERY –

Council Member Carlson outlined resolutions he would like to offer relating to contracting for stone maintenance/restoration and adopting new cemetery rates.

1. Stone Maintenance –

Council Member Carlson reported on recent discussions with contractors who provide stone maintenance/restoration and recommends engaging with Dave Hendricks to provide those services. He shared that they contacted several cemeteries who have engaged with Dave Hendricks and they reported that he was very thorough and professional. Council Member Carlson added that Mr. Hendricks provides pictures before and after stone restoration.

City Administrator Cziok advised waiting for the maintenance policy from Michael Sharkey who the Council authorized engaging with for his legal services. He discussed legality and liability issues, adding who determines what stones are deemed unsafe.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-138
AUTHORIZING CEMETERY GRAVESTONE RESTORATION**

WHEREAS, the Council appointed Council Members to a committee to review and identify needs at the Litchfield Cemetery; and

WHEREAS, said committee identified several issues they would like addressed; and

WHEREAS, said committee recommends engaging with someone who provides cemetery gravestone restoration services; and

WHEREAS, the cemetery committee recommends contracting with Dave Hendricks to provide cemetery gravestone restoration services,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves contracting with Dave Hendricks to provide cemetery gravestone restoration services for an amount up to \$8,000 for 2023 contingent upon legal input and the stone maintenance policy to be provided by Michael Sharkey; and

August 7, 2023

Resolution No. 23-8-138 – Cont'd.

BE IT FURTHER RESOLVED that the City provide a waiver for Dave Hendricks to Rule 12 of the Cemetery Rules and Regulations requiring a 4” concrete or granite border,

AND BE IT FURTHER RESOLVED that the City provide 3 yards of class 5 gravel.

Adopted by the City Council on this 7th day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

2. Rates –

Council Member Carlson explained that after review of the City’s current cemetery rates, the City is not competitive with surrounding communities. He expressed the need to approve the proposed rates provided by administration and move forward in order to accomplish their goals which include stone repair. City Administrator Cziok explained that the rate increases help address the deficit in the cemetery fund balance, and they provide for stone maintenance repair costs.

The Council requested having Michael Sharkey present at the next meeting, whether he was available by zoom or in person, to address the maintenance policy and perpetual care. The Council determined that they would wait on adopting new rates until Mr. Sharkey was able to be in attendance. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

It was moved by Council Member Mathwig, seconded by Council Member Miller, to adjourn the City Council meeting at 7:17 p.m. Motion Carried.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

FINANCIAL REPORTS

ELECTRONIC AND WIRE TRANSFERS

		Electronic	Wire
8/11/2023	8/07/23 A/P	\$ 371,208.89	
8/11/2023	8/08/23 A/P	\$ 92,990.57	
8/18/2023	8/15/23 A/P	\$ 770,992.31	
8/18/2023	8/18/23 P/R	\$ 193,821.89	
8/18/2023	8/18/23 P/R Online A/P	\$ 62,111.56	
8/18/2023	8/18/2023	\$ 66,909.00	
8/18/2023	8/18/23 A/P		552,350.70
		\$ 1,558,034.22	\$ 552,350.70

*KEY

A/P = Accounts Payable

P/R = Payroll

CLAIMS

Accounts Payable

Voucher Approval Document

User: ErinDollerschell
Printed: 08/18/2023 - 10:33AM
Batch: AP5 00021.08.2023



Fund	Description	Amount
100	General Fund	95,127.03
602	Water Fund	4,826.60
604	Electric Fund	37,300.86
611	Civic Arena	4,753.59
614	Sewer	50,894.36
620	Liquor	163.08
623	Golf Course	20,553.69
629	Cemetery	1,287.91
701	Capital Equipment Revolving	9,341.82
Report Total:		224,248.94

Accounts Payable

Voucher Approval List

User: ErinDollerschell
 Printed: 08/18/2023 - 10:33AM
 Batch: AP5 00021.08.2023



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
93018	8/21/2023	Acushnet Company	Resale Items - Golf Balls	623-4983-6215	92.52
93018	8/21/2023	Acushnet Company	Resale Items - Golf Balls	623-4983-6215	301.02
93018	8/21/2023	Acushnet Company	Resale Items	623-4983-6215	1,144.67
93018	8/21/2023	Acushnet Company	Resale Items - Golf Balls	623-4983-6215	426.96
93019	8/21/2023	Amaril Uniform Company	Fire Retardant Clothes for Generation purchased by Mike Geers	604-4960-6217	867.01
93020	8/21/2023	Amazon Capital Services	Mesh Bag Strainers	100-4312-6220	62.15
93020	8/21/2023	Amazon Capital Services	4K Quad Docking Station	100-4312-6220	399.95
93020	8/21/2023	Amazon Capital Services	4' Long Reaching Tool	620-4976-6200	29.90
93020	8/21/2023	Amazon Capital Services	2 Broom Handles	620-4976-6200	11.80
93020	8/21/2023	Amazon Capital Services	Wall Mount Broom Holder	620-4976-6200	11.90
93020	8/21/2023	Amazon Capital Services	5 pack Gel Pens	620-4976-6200	5.58
93021	8/21/2023	AT&T Mobility	Service 03.09.23 - 04.08.23	100-4210-6320	1,090.20
93021	8/21/2023	AT&T Mobility	Service 04.09.23 - 05.08.23	100-4210-6320	1,089.46
93021	8/21/2023	AT&T Mobility	Service 05.09.23 - 06.08.23	100-4210-6320	1,377.36
93021	8/21/2023	AT&T Mobility	Service 06.09.23 - 07.08.23	100-4210-6320	1,089.46
93022	8/21/2023	B & G Plumbing & Heating, Inc.	Repair men's bathroom at campground	100-4519-6400	100.00
93022	8/21/2023	B & G Plumbing & Heating, Inc.	Repair and materials for men's bathroom at campground	100-4519-6400	192.00
93023	8/21/2023	Benson Laundry	Mats & Fuel Charge	100-4318-6220	30.19
93024	8/21/2023	Border States Electric Supply	New fixture for street light damage	604-4961-6220	1,106.46
93024	8/21/2023	Border States Electric Supply	Connectors for inventory	604-4961-6220	211.95
93025	8/21/2023	C.Emery Nelson, Inc.	Blower Filters	614-4947-6220	263.56
93026	8/21/2023	Central Hydraulics	Materials & labor to repair dump truck cylinder	100-4312-6220	1,110.98
93026	8/21/2023	Central Hydraulics	Parts for golf course	623-4983-6220	22.88
93026	8/21/2023	Central Hydraulics	Parts for golf course	623-4983-6220	22.88
93027	8/21/2023	Central MN Dust Control LLC	Dust control at Harmon Lane	100-4312-6214	318.00
93028	8/21/2023	Cintas	Mats, Uniforms, & Supplies	100-4312-6220	417.54
93028	8/21/2023	Cintas	Mats & Supplies	100-4550-6400	210.80
93028	8/21/2023	Cintas	Mats & Uniforms	614-4947-6426	139.13
93028	8/21/2023	Cintas	Mats, Uniforms, & Supplies	100-4312-6220	480.15
93028	8/21/2023	Cintas	Mats & Supplies	100-4550-6400	277.69
93028	8/21/2023	Cintas	Mats & Uniforms	614-4947-6426	111.42

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
93029	8/21/2023	Clesens, Inc.	Irrigation repair kits & parts	623-4983-6220	2,682.17
93030	8/21/2023	Dooley's Petroleum	Car Washes (8)	100-4210-6402	103.08
93030	8/21/2023	Dooley's Petroleum	Ethanol Free 91	629-4956-6212	299.00
93030	8/21/2023	Dooley's Petroleum	Ethanol Free 91	629-4956-6212	11.03
93030	8/21/2023	Dooley's Petroleum	Kerosene	100-4312-6212	40.36
93030	8/21/2023	Dooley's Petroleum	Ethanol Free 91	623-4983-6212	355.97
93030	8/21/2023	Dooley's Petroleum	Ethanol Free 91	629-4956-6212	393.71
93030	8/21/2023	Dooley's Petroleum	87 Oxy	100-4312-6212	1,728.00
93030	8/21/2023	Dooley's Petroleum	#2 Red	623-4983-6212	1,354.94
93030	8/21/2023	Dooley's Petroleum	87 Oxy	623-4983-6212	1,166.70
93031	8/21/2023	Ehlers	TIF 2022 Reporting Preparation and Publication	100-4926-6300	1,192.50
93031	8/21/2023	Ehlers	First District Tax Abatement Preparation	100-4926-6300	210.00
93032	8/21/2023	ESS Brothers & Sons Inc.	Sanitary Manholes	100-4315-6220	2,626.80
93032	8/21/2023	ESS Brothers & Sons Inc.	Sanitary Manholes	614-4947-6220	2,626.80
93033	8/21/2023	Farm-Rite Equipment, Inc.	Air Filters	100-4312-6220	164.28
93033	8/21/2023	Farm-Rite Equipment, Inc.	Repairs to Bobcat	100-4312-6220	4,727.15
93034	8/21/2023	Scott Fenner	Concrete curb & apron at City Hall	100-4194-6401	2,000.00
93035	8/21/2023	Finken's Water Centers	Hot & Cold Rental Cooler	100-4312-6220	9.95
93035	8/21/2023	Finken's Water Centers	Hot & Cold Rental Cooler	100-4312-6220	9.95
93035	8/21/2023	Finken's Water Centers	Hot & Cold Rental Cooler	623-4983-6220	8.00
93035	8/21/2023	Finken's Water Centers	Hot/Cold Rental Cooler	614-4947-6220	9.50
93035	8/21/2023	Finken's Water Centers	Hot & Cold Rental Cooler	100-4194-6223	5.00
93035	8/21/2023	Finken's Water Centers	Finance Charge	100-4194-6223	3.00
93035	8/21/2023	Finken's Water Centers	Water	100-4312-6220	60.95
93035	8/21/2023	Finken's Water Centers	Water	623-4983-6220	31.95
93035	8/21/2023	Finken's Water Centers	Water	623-4983-6220	17.45
93035	8/21/2023	Finken's Water Centers	Water	100-4194-6223	46.45
93035	8/21/2023	Finken's Water Centers	Water	100-4312-6220	39.20
93036	8/21/2023	FinnlyTech Inc	Facility Scheduling Software - 1 Year Subscription	611-4985-6400	2,998.00
93037	8/21/2023	First District Association	Garden Hose Fittings	100-4522-6220	277.66
93037	8/21/2023	First District Association	Garden Hose Fittings	623-4983-6220	277.66
93038	8/21/2023	Galls LLC	Striker boots - D. Reiner	100-4210-6217	269.95
93038	8/21/2023	Galls LLC	Tacshell, Lawpro flag - Hine	100-4210-6217	349.02
93039	8/21/2023	Gempler's Inc.	Shirts (8) - Uniform Allowance for Randy	604-4961-6217	169.92
93040	8/21/2023	General Repair Service	Pump Diaphragms & Cylinders	614-4947-6220	7,422.22
93041	8/21/2023	Granite Water Works, Inc.	Storm pipe VFW alley	100-4320-6220	7,304.22
93041	8/21/2023	Granite Water Works, Inc.	Valve box tops & lids	602-4960-6220	1,567.80
93042	8/21/2023	Grow Rite, Inc.	Fertilizer & weed control - Optimist Park	100-4511-6400	476.40
93042	8/21/2023	Grow Rite, Inc.	Fertilizer & weed control - Optimist Park Bleachers	100-4511-6400	290.56

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
93042	8/21/2023	Grow Rite, Inc.	Fertilizer & weed control - Central Park	100-4522-6400	529.64
93042	8/21/2023	Grow Rite, Inc.	Fertilizer & weed control - City Hall	100-4194-6401	61.95
93043	8/21/2023	Hawkins Water Treatment Group	Sulfur Dioxide	614-4947-6216	932.00
93043	8/21/2023	Hawkins Water Treatment Group	Chlorine	614-4947-6216	1,310.00
93043	8/21/2023	Hawkins Water Treatment Group	Ferric Chloride	614-4947-6216	11,152.68
93043	8/21/2023	Hawkins Water Treatment Group	Sulfur Dioxide	614-4947-6216	932.00
93043	8/21/2023	Hawkins Water Treatment Group	Ferric Chloride	614-4947-6216	11,918.06
93043	8/21/2023	Hawkins Water Treatment Group	Chlorine	614-4947-6216	1,310.00
93043	8/21/2023	Hawkins Water Treatment Group	Chlorine, Aqua Hawk, Hydrofluosilicic Acid, LPC-4	602-4960-6210	3,258.80
93044	8/21/2023	Hillyard/Hutchinson	Toilet Tissue	100-4522-6220	220.08
93045	8/21/2023	Hutchinson Leader	Watercade Section	100-4925-6450	163.00
93045	8/21/2023	Hutchinson Leader	Publications	100-4113-6350	621.91
93046	8/21/2023	Ideal Service Company	ABB ACH580, 30HP, 230V, 88A, Relay Expansion Module	623-4983-6220	5,441.26
93047	8/21/2023	Innovative Office Solutions LLC	Chairs & Tables	701-4934-6582	9,341.82
93047	8/21/2023	Innovative Office Solutions LLC	Office Supplies	100-4194-6223	113.71
93047	8/21/2023	Innovative Office Solutions LLC	Office Supplies	100-4194-6223	19.84
93047	8/21/2023	Innovative Office Solutions LLC	Printer Toner	100-4210-6200	81.30
93047	8/21/2023	Innovative Office Solutions LLC	Office Supplies	100-4210-6200	46.65
93047	8/21/2023	Innovative Office Solutions LLC	Printer Toner	100-4210-6200	147.04
93048	8/21/2023	Irby Tool & Safety	1/0 wire for stock	604-4961-6213	31,882.50
93049	8/21/2023	Lamar Companies	Advertising	623-4983-6340	250.00
93050	8/21/2023	Lawson Products	Misc Parts & Supplies	100-4318-6220	565.05
93050	8/21/2023	Lawson Products	Misc Parts	100-4318-6220	416.46
93051	8/21/2023	Lifeloc Technologies, Inc.	Calibration Gas	100-4210-6220	141.00
93052	8/21/2023	Litchfield Hardware	Fasteners	100-4522-6220	16.56
93052	8/21/2023	Litchfield Hardware	Misc Parts	611-4985-6220	129.30
93052	8/21/2023	Litchfield Hardware	Misc Parts	611-4985-6220	22.39
93052	8/21/2023	Litchfield Hardware	Misc Supplies	623-4983-6220	50.96
93053	8/21/2023	Matheson Tri-Gas, Inc.	Tank Lease	100-4318-6220	-62.68
93053	8/21/2023	Matheson Tri-Gas, Inc.	Tank Lease	100-4312-6220	-398.90
93053	8/21/2023	Matheson Tri-Gas, Inc.	Tank Lease	100-4318-6220	71.41
93053	8/21/2023	Matheson Tri-Gas, Inc.	Tank Lease	100-4318-6220	192.35
93053	8/21/2023	Matheson Tri-Gas, Inc.	Tank Lease	100-4312-6220	476.75
93053	8/21/2023	Matheson Tri-Gas, Inc.	Tank Lease, Carbon Dioxide, & Argon	100-4318-6220	71.41
93054	8/21/2023	Meeker County	Waste Disposal	100-4312-6220	15.00
93054	8/21/2023	Meeker County	Waste Disposal	629-4956-6220	15.00
93054	8/21/2023	Meeker County	Waste Disposal	100-4312-6220	114.24
93054	8/21/2023	Meeker County	Waste Disposal	629-4956-6220	114.24
93054	8/21/2023	Meeker County	Waste Disposal	100-4312-6220	104.06

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
93054	8/21/2023	Meeker County	Waste Disposal	629-4956-6220	104.06
93054	8/21/2023	Meeker County	Waste Disposal	100-4312-6220	135.66
93054	8/21/2023	Meeker County	Waste Disposal	629-4956-6220	135.66
93054	8/21/2023	Meeker County	Waste Disposal	100-4312-6220	120.75
93054	8/21/2023	Meeker County	Waste Disposal	629-4956-6220	120.75
93054	8/21/2023	Meeker County	Waste Disposal	100-4312-6220	85.47
93054	8/21/2023	Meeker County	Waste Disposal	629-4956-6220	85.47
93055	8/21/2023	Meeker Washed Sand & Gravel,	Sand	100-4512-6220	32.34
93055	8/21/2023	Meeker Washed Sand & Gravel,	Sand	100-4522-6220	32.34
93055	8/21/2023	Meeker Washed Sand & Gravel,	Sand	100-4512-6220	29.77
93055	8/21/2023	Meeker Washed Sand & Gravel,	Sand	100-4522-6220	29.77
93056	8/21/2023	Mid-Minnesota Concrete	City Hall Sidewalk Repairs	100-4194-6401	461.00
93056	8/21/2023	Mid-Minnesota Concrete	City Hall Sidewalk Repairs	100-4194-6401	3,009.50
93057	8/21/2023	Mini-Biff Inc.	Service 07.04.23 - 07.31.23 - Golf Course	623-4983-6410	290.70
93058	8/21/2023	Minnesota Golf Association,Inc	Adult Membership Fee (16)	623-4983-6309	480.00
93059	8/21/2023	Minnesota Paving & Materials	Oil for streets	100-4312-6211	267.80
93059	8/21/2023	Minnesota Paving & Materials	Oil for streets	100-4312-6211	284.05
93060	8/21/2023	MN Dept of Labor & Industry	Pressure Vessels	614-4947-6220	70.00
93061	8/21/2023	MN Labor Law Poster Service	2024 MN Labor Law Posters	100-4157-6200	103.90
93061	8/21/2023	MN Labor Law Poster Service	2024 MN Labor Law Posters	604-4961-6430	103.90
93061	8/21/2023	MN Labor Law Poster Service	2024 MN Labor Law Posters	611-4985-6430	103.90
93061	8/21/2023	MN Labor Law Poster Service	2024 MN Labor Law Posters	614-4947-6430	103.90
93061	8/21/2023	MN Labor Law Poster Service	2024 MN Labor Law Posters	620-4976-6210	103.90
93062	8/21/2023	MN Municipal Utilities Assn.	Diesel Training	604-4960-6331	2,000.00
93063	8/21/2023	MTI Distributing Co.	Parts	623-4983-6220	98.71
93063	8/21/2023	MTI Distributing Co.	Parts	623-4983-6220	83.12
93063	8/21/2023	MTI Distributing Co.	Parts	623-4983-6220	415.67
93063	8/21/2023	MTI Distributing Co.	Parts	623-4983-6220	75.29
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	155.60
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	523.08
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	504.38
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	425.84
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	41.61
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	155.60
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	41.61
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	609.57
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	504.38
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	425.84
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	155.60

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	128.10
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	155.60
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	128.10
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	128.10
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	609.57
93064	8/21/2023	MVTL Laboratories, Inc.	Labs	614-4947-6300	504.38
93065	8/21/2023	Nardini Fire Equipment Co. Inc	Fire System Repair	614-4947-6400	988.75
93066	8/21/2023	Northland Chemical Corp.	Super Bowl	100-4522-6220	173.64
93067	8/21/2023	Parts City Auto Parts	Supplies	629-4956-6220	8.99
93067	8/21/2023	Parts City Auto Parts	Parts	100-4312-6220	355.47
93067	8/21/2023	Parts City Auto Parts	Parts	623-4983-6220	55.58
93067	8/21/2023	Parts City Auto Parts	Combo Light	100-4312-6220	172.42
93067	8/21/2023	Parts City Auto Parts	Misc Vehicle Elec Repairs	604-4961-6220	12.98
93067	8/21/2023	Parts City Auto Parts	Parts	100-4318-6220	104.99
93067	8/21/2023	Parts City Auto Parts	Bolts	100-4318-6220	5.50
93067	8/21/2023	Parts City Auto Parts	Battery	623-4983-6220	83.01
93067	8/21/2023	Parts City Auto Parts	Parts	100-4522-6220	66.91
93067	8/21/2023	Parts City Auto Parts	Parts	100-4312-6220	53.33
93067	8/21/2023	Parts City Auto Parts	Parts	100-4312-6220	131.83
93067	8/21/2023	Parts City Auto Parts	2002 Chevy Silverado Door Mirror	100-4522-6220	58.58
93067	8/21/2023	Parts City Auto Parts	Parts	100-4312-6220	84.09
93067	8/21/2023	Parts City Auto Parts	Parts	623-4983-6220	151.30
93068	8/21/2023	PerfectMind	Year 3 Subscription (August 1, 2023 - July 31, 2024)	611-4985-6400	1,500.00
93068	8/21/2023	PerfectMind	Year 3 Subscription (August 1, 2023 - July 31, 2024)	100-4519-6400	3,000.00
93069	8/21/2023	Pierce Agency, Inc.	General Liability & Auto Insurance - 2024 Watercade	100-4925-6450	8,810.51
93070	8/21/2023	Pioneerland Library System	Q3 2023 Funding Request	100-4550-6739	39,719.75
93071	8/21/2023	Plaisted Companies	Bagged 70/30 Green Divot	623-4983-6220	386.19
93072	8/21/2023	Quill Corporation	Office Supplies	100-4194-6210	429.28
93072	8/21/2023	Quill Corporation	Office Supplies	100-4194-6210	3.49
93072	8/21/2023	Quill Corporation	Printer Toner & Supplies	604-4960-6210	636.14
93073	8/21/2023	Ramsey Printing & Design, Inc.	Time Cards	100-4157-6210	232.00
93074	8/21/2023	Running's Supply, Inc.	Supplies	100-4210-6220	59.94
93074	8/21/2023	Running's Supply, Inc.	Supplies	100-4522-6220	20.98
93074	8/21/2023	Running's Supply, Inc.	Supplies - Anderson Gardens	100-4522-6220	22.99
93074	8/21/2023	Running's Supply, Inc.	Parts	100-4522-6220	8.71
93074	8/21/2023	Running's Supply, Inc.	Supplies	100-4312-6220	114.95
93074	8/21/2023	Running's Supply, Inc.	Parts	100-4312-6220	41.37
93074	8/21/2023	Running's Supply, Inc.	Supplies	100-4522-6220	68.73
93074	8/21/2023	Running's Supply, Inc.	Supplies	100-4319-6220	24.95

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
93075	8/21/2023	Shred-It USA	Shred Services	100-4926-6430	92.11
93076	8/21/2023	Summit Fire Protection	Fire Alarm Service Call	100-4194-6401	371.25
93076	8/21/2023	Summit Fire Protection	Supervisory Zone 4 Sprinkler Flow & Tap	100-4194-6401	675.00
93076	8/21/2023	Summit Fire Protection	Fire Sprinkler Service-Dry system tripped, reset dry valve	100-4194-6401	875.00
93077	8/21/2023	Terminal Supply Co	Parts	100-4318-6220	323.26
93078	8/21/2023	Thomson Reuters - West	Online/Software Subscription Charge	100-4210-6433	281.46
93079	8/21/2023	Turfwerks	Parts	623-4983-6220	3,565.55
93080	8/21/2023	Two-Way Communications, Inc.	Repair TK7360 - replace antenna circuit wiring	100-4312-6220	243.95
93081	8/21/2023	Univar Usa Inc.	Caustic	614-4947-6216	2,677.37
93081	8/21/2023	Univar Usa Inc.	Caustic	614-4947-6216	3,730.01
93082	8/21/2023	UpNorth Golf	Resale Items	623-4983-6215	610.37
93082	8/21/2023	UpNorth Golf	Resale Items	623-4983-6215	476.46
93083	8/21/2023	Viking Signs Inc	Golf Course "Greens" Signs	623-4983-6400	133.75
93084	8/21/2023	Willmar Forklift, Inc	Annual Inspection - Scissor Lift	604-4960-6400	155.00
93084	8/21/2023	Willmar Forklift, Inc	Annual Inspection - Scissor Lift	604-4960-6400	155.00
Warrant Total:					224,248.94

OTHER PAYMENTS

ORDINANCES
SECOND READINGS

LICENSES

LICENSES ISSUED FOR 2023

SALE ON PUBLIC PROPERTY

DATE	LIC #	APPLICANT	SELLING	CONTACT	PHONE	RAIN LOCATION
7/27/2023	1	Ladies of the Grand Army	BBQ's, Chips, Desert, Beverages	Connie Lies	320-221-6679	No
6/15/2023	2	Meeker County ADA/Dairy Princesses & Ambassadors	Ice Cream Cones	Rochelle Isaacsen	320-469-2194	No
8/17/2023	3	Little Red School House	Popcorn, Ice Cream Bars, Water	Melissa Bergstrom	320-857-2232	No
6/8/2023	4	Litchfield Early Childhood Programs	Pie, Ice Cream, Coffee	Lori Mattice	320-693-2354	No
7/6/2023	5	School of St. Philip	Pie, Bars, Water & Juice	Laura Loch	612-309-3601	No
7/7/2023 - 7/8/2023	6	Litchfield Watercade	Art in the Park -Crafters, novelties. Lake Ripley - Food vendors.	Stephanie Jimenez	320-221-1583	No
6/22/2023	7	Litchfield Area Mentorship Program - Kinshipo	Concessions: Food & Non-alcohol beverages	Jenna Hayne	320-275-2284	No
8/10/2023	8	First Lutheran Church MST	Root beer floats	Tom Evenson	320-693-2487	No
7/7/2023	9	Kiwanis	Pancakes	Daryl Wattenhofer	320-905-1769	No
8/5/2023	10	Litchfield Wrestling Club	Summer Slam - Concessions	Richard Penk	320-221-2982	No
7/13/2023 (Received in City Hall 07/14/23.)	11	Forest City Threshers	Pies, ice cream & Water		320-221-2884	No
8/3/2023	12	The Chamber	Craft items, jewelry, food, clothing	Janaye Prieve	320-693-8184	No
8/16/2023	13	Litchfield Downtown Council	Cheeseburgers, chips, apple pie, Coke and Orange Pop	Darlene Kotelnicki	320-535-0034	No

* ALL LICENSES CONTINGENT UPON RECEIPT OF REQUIRED LICENSING DOCUMENTS

CITY OF LITCHFIELD
APPLICATION FOR LICENSE
SALES ON PUBLIC PROPERTY

Applicant/Organization Name: The Chamber

Address: 219 N Sibley Avenue Litchfield, MN 55350

Phone #: 320-1693-0184

Location of Proposed Sales: Central Park

Time or Times When Sales Shall Be Attempted: September 23 10 AM-5 PM

Dates When Sales Shall Be Attempted: September 23

List contact person's name and phone number and items offered for sale:

Contact Information	Items for Sale
1. <u>multiple vendors</u>	<u>craft items, jewelry, food, clothing</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Date of Application: 8/3/23

Fee Paid: \$5-

Receipt #: 525198

Council Approved: Aug. 21, 2023

License #: _____

Jenayee Pierce
Applicant's Signature

Fees:
\$5.00 – Single Occasion
\$25.00 – Per Season

CITY OF LITCHFIELD
APPLICATION FOR LICENSE
SALES ON PUBLIC PROPERTY

Applicant/Organization Name: Litchfield Davenport Council

Address: PO Box 188 Litchfield

Phone #: 320-535-0034

Location of Proposed Sales: Central Park

Time or Times When Sales Shall Be Attempted: 8/24/2023 6pm-8pm

Dates When Sales Shall Be Attempted: see above

List contact person's name and phone number and items offered for sale:

Contact Information	Items for Sale
1. <u>Darlene Koldnick</u>	<u>cheeseburgers, chips,</u>
2. _____	<u>apple pie. Cakes + orange pop</u>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Date of Application: 8/16/23

Fee Paid: \$5.00

Receipt #: _____

Council Approved: Aug. 21, 2023

License #: _____

Darlene Koldnick
Applicant's Signature

Fees:
\$5.00 – Single Occasion
\$25.00 – Per Season

OTHER ROUTINE MATTERS

CITY OF LITCHFIELD

**RESOLUTION NO. 23-8-139
APPOINTING MUNICIPAL OFFICIALS TO
LITCHFIELD FIRE RELIEF ASSOCIATION BOARD OF TRUSTEES**

WHEREAS, the Litchfield Fire Relief Association is governed by state law; and

WHEREAS, the Litchfield Fire Relief Association Board of Trustees requires three municipal trustees consisting of one elected municipal official, one elected or appointed municipal official, and the fire chief,

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Litchfield hereby appoints Mayor Ron Dingmann and Assistant City Administrator Joyce Spreiter to the Litchfield Fire Relief Association Board of Trustees for 2023.

Adopted by the City Council this 21st day of August, 2023.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

COMMUNICATIONS

MINUTES AND REPORTS

TIMED ITEMS

ACKNOWLEDGEMENT OF
AUDIENCE/
PRESENTATIONS

SKATE PARK REQUEST

Memo to Council



Date: *August 18, 2023*

Meeting Date: *August 21, 2023*

From: *Administration*

Subject: *Audience Presentation*

Discussion

Franklin Rech would like to speak with the council on...

"I want to put a skate park and pump track around it somewhere in town."

COMMISSION
RECOMMENDATIONS

COMMITTEE REPORTS

LEGAL CONSIDERATIONS

BUSINESS

LARC

Memo to Council



Date: August 18, 2023

Meeting Date: August 21, 2023

From: Administration

Subject: LARC

JPA Background/Discussion

Following the city council discussion of the JPA the school district saw and discussed the JPA as well. The school did not act on the JPA or take final action on the tennis court and parking lot improvements. All indications are the school district is moving to approve both measures in September. Most of the council questions toward the JPA revolved around the maintenance details. The city, along with the school district, are hoping to include the establishment of a fund balance which should help with access to funds when maintenance needs arise.

Design and Delivery Team Selection

The council is familiar with project team members from ICS and Wold as they supported the project through our sales tax referendum and three school district referendums. Administration has been working with our bond attorney to ensure that our selection of a design and development team comply with future DEED requirements. Administration will overview what is possible and what isn't. The goal on Monday is not to make final selections but to narrow down the search moving forward.

Recommendations

- 1) Administration recommends waiting on the JPA approval until the fund balance language can be incorporated and the school district commits to the parking lot and tennis court improvements.
- 2) Administration would like to see the council select a delivery method and decide if you wish to seek RFPs or negotiate with our existing partners.

GOLF COURSE LOTS

Memo to Council



Date: *August 18, 2023*

Meeting Date: *August 21, 2023*

From: *Administration*

Subject: *Developer Proposal Review*

Discussion

LBC has accepted and signed the offer council approved at our last meeting. This will set in motion a few actions the council/community may see in the next few weeks. Those include soil borings (completed), site survey, lot splits, and site planning. The closing date is scheduled for September 30, 2023. No action is required by council at this time.

INTERPRETER

Memo to Council



Date: August 18, 2023

Meeting Date: August 21, 2023

From: Administration

Subject: *Interpreter Services*

Background

At our last meeting there was mention about the city being required to have an interpreter available for a future HPC meeting. Administration and our attorney's office reached out to the League of MN Cities for clarification.

League Response

There is no state law that requires language interpreters unless in a situation covered by Minn. Stat. 611.32 which includes "any proceeding in which a person disabled in communication may be subjected to confinement, criminal sanction, or forfeiture of the person's property, and in any proceeding preliminary to that proceeding, including coroner's inquest, grand jury proceedings, and proceedings relating to mental health commitments". Additionally, language translation is required in situations where federal services or benefits involving federal funding, which would not seem to come up at the local level too often (although maybe in the housing context etc.), the city should work with their city attorney to ensure they understand this requirement.

Some cities do have their own policies for providing language interpreters, such as Minneapolis, Saint Paul, Northfield and Brooklyn Park.

There are opportunities to work with interpreter services over the phone if the city chooses to implement such a contract. Although we do not have recommendations of any specific interpreter services, Edina created a working relationship with LanguageLine to support those who would benefit from the use of interpreters.

I hope you find this information useful. Please let me know if you have any further questions.

Recommended Action

We have not provided this service before. The council will need to decide whether you want to pay for interpretation services in this case. If the council does decide to provide this service, there should be some discussion about future requests.

CITY ADMINISTRATOR
PERFORMANCE EVALUATION

Memo to Council



Date: August 18, 2023

Meeting Date: August 21, 2023

From: Administration

Subject: *Annual City Administrator Performance Review*

Background

At our previous meeting council schedule the city administrator's annual performance review.

Subd. 3. What meetings may be closed. (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

CITY OF LITCHFIELD
CITY ADMINISTRATOR
PERFORMANCE EVALUATION

Date _____

Evaluator

Please rate the City Administrator using the following scale:

- 1- **Unacceptable**- Performance does not meet your expectations. It is unacceptable and needs to improve significantly and immediately.
- 2- **Conditional**- Performance indicates marginal fulfillment of your expectations but needs improvement.
- 3- **Satisfactory**- Performance meets your expectations. For the most part, no improvement is expected.
- 4- **Exceptional**- Performance exceeds your expectations. This represents a thorough and efficient effort.
- 5- **Outstanding**- Performance far exceeds your expectations. No improvement is necessary, and this represents a commitment to excellence.

COMMUNICATIONS

1. Communications: Score_____

Communicates official plans, policies, and procedures to staff and the public. Provides professional advice to the City Council and department heads; makes presentations to the Council, boards, and commissions.

2. Availability to the Council: Score_____

Attends all meetings of the Council at which attendance may be required by the Council -Ability to maintain availability to the City Council.

3. Communication with Public: Score_____

Can effectively make presentations and to communicate the City's position to the public and the media.

4. Personal Adaptability: Score_____

Ability to respond appropriately and confidently to the demands of work challenges when confronted with changes, ambiguity, adversity, or other pressures.

Comments on Communication:

ADMINISTRATION

1. Problem Analysis & Decision Making: Score_____

Ability to recognize problems, develop relevant facts and formulate alternative solutions for City Council action. Performs or assists subordinates in performing duties; adjusts errors and complaints.

2. Planning: Score_____

Ability to plan, organize and maintain a process of establishing goals and monitoring and status reporting. Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations.

3. Budgeting: Score_____

Ability to present an annual budget with enough documentation in a comprehensive format, to administer the budget within approved limits and make sound financial decisions for the City's future under the Capital Improvement Plan.

Comments on Administration:

LEADERSHIP

1. Leadership: Score _____

Ability to motivate others and to obtain optimum results through the efforts of others.

2. Follow Through: Score _____

Demonstration of planning and organization skills in accomplishing work assigned by Council with dispatch and efficiency

Does he assign responsibilities, allocate resources and coordinate the activities of others to meet objectives?

3. Intergovernmental Relations: Score _____

Ability to maintain a positive relationship with all governmental agencies and surrounding municipalities that may enhance the City's plans and programs.

Comments on Leadership:

Overall Comments:

ADDITIONAL ITEMS

ANNOUNCEMENTS

ADJOURNMENT