

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 Tuesday, January 3, 2023, commencing at 5:30 p.m. Mayor Johnson called the meeting to order.

A. ROLL CALL:

Mayor	Keith Johnson	Present (Outgoing)
Mayor	Ron Dingmann	Present
Council Member-at-Large	Ron Dingmann	Present (Outgoing)
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 Engineer	Mike Geers	Present
Assistant City Attorney	Rebecca Rue	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Brent Schacherer	Present
KLFD		Absent

B. PLEDGE OF ALLEGIANCE

Following the Pledge of Allegiance and roll call, Council Member Dingmann presented Mayor Johnson with his nameplate. Mayor Johnson offered comments relating to his 12 years of service as Mayor of the City of Litchfield. He shared appreciation for Council Members he has worked with over the years, staff, and the community. Council Members were given an opportunity to comment and commended Mayor Johnson for his commitment, passion, and dedication to the community not only as Mayor but prior to Mayorship as well. Mayor Johnson recessed the meeting.

C. INSTALLATION OF NEW COUNCIL MEMBERS –

The Oath of Office was administered to the newly elected and reelected Council Members for terms until January 1, 2027.

Mayor	Ron Dingmann
Council Member – Ward I	Eric Mathwig
Council Member – Ward III	Betty Allen
Council Member – Ward V	Sara Miller

Mayor Dingmann reconvened the meeting.

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 – December 19, 2022

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$11,358,021.06

- D. OTHER PAYMENTS: None.
- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES:
 - 1. Lawful Gambling Permit – Songs of Summer Festival –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-6
LAWFUL GAMBLING PERMIT TO CONDUCT OFF-SITE GAMBLING FOR
AN EXEMPT ORGANIZATION SONGS OF SUMMER FESTIVAL**

WHEREAS, an application for a lawful gambling license to conduct off-site gambling was considered from the Songs of Summer Festival,

NOW, THEREFORE, BE IT RESOLVED to approve the application to conduct off-site gambling from a Lawful Gambling license for the Songs of Summer Festival for August 18, 2023, at Litchfield Civic Arena, 900 N. Gilman, 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 3rd day of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- G. OTHER ROUTINE MATTERS:
 - 1. Authorize 2023 Official Signatures –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-1
AUTHORIZE 2023 OFFICIAL SIGNATURES**

BE IT RESOLVED by the City Council of the City of Litchfield that the following City Officials are authorized to sign on behalf of the City of Litchfield:

CHECK SIGNATURES –

- Joyce Spreiter, Assistant City Administrator (Designated)
- Kristi Kuechle, Accounting Technician (Designated)
- Ron Dingmann, Mayor (Alternate)
- John Sufka, Accounting Technician (Alternate)

BANK ACCOUNT SIGNATURES – (Savings)

- Joyce Spreiter, Assistant City Administrator (Designated)
- Kristi Kuechle, Accounting Technician (Designated)
- John Sufka, Accounting Technician (Alternate)

OFFICIAL DOCUMENT SIGNATURES –

- Ron Dingmann, Mayor (Designated)
- Dave Cziok, City Administrator (Designated)
- Joyce Spreiter, Assistant City Administrator (Designated)
- Kristi Kuechle, Accounting Technician (Alternate)

BE IT FURTHER RESOLVED that this resolution is in effect until a new resolution addressing this issue is adopted by the City Council.

Adopted by the City Council this 3rd day of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Authorize 2023 Interest Rate for City Invoices –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-2
SET 2023 INTEREST RATE FOR CITY INVOICES**

WHEREAS, Resolution No. 85-10-105 ordered an interest charge on city invoices, the amount to be set annually in January at three percentage points above the prime rate; and

WHEREAS, the prime rate in December, 2022 is 7.5%

NOW, THEREFORE, BE IT RESOLVED that during 2023 the City charge 10.5% interest on City invoices which are 30 days or more overdue, unless special circumstances warrant a lower rate, or that a longer time would be allowed before interest charges become effective.

Adopted by the City Council this 3rd day of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

3. Designate Depository for City Funds and Approve Securities –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-3
DESIGNATED DEPOSITORIES FOR CITY FUNDS
AND APPROVE SECURITIES**

BE IT RESOLVED by the City Council of the City of Litchfield to designate the following as depositories of Public Funds for the City of Litchfield, for the term of one year from January 1, 2023.

- Center National Bank of Litchfield
- Wells Fargo Bank of Litchfield
- Mid-Country Bank of Litchfield
- Home State Bank of Litchfield

BE IT FURTHER RESOLVED that the list of pledged securities and the assignment of these securities on file be approved for the term of one year from January 1, 2023, with additions, deletions and substitutions as needed.

Adopted by the City Council this 3rd day of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS: None

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-11
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 3rd day of January, 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 –

- A. 5:30 PUBLIC HEARING – CONSIDER ADOPTION OF SALES TAX ORDINANCE –

This being the time, date and place set, with all notices published and posted as required by law, Mayor Dingmann opened the public hearing at 5:48 p.m. to consider adoption of Sales Tax Ordinance.

An attendance list is on file. There were no oral or written comments. Due to the weather and the possibility of individuals unable to attend for that reason, the Council, by consensus, continued the public hearing until the next City Council meeting on January 17, 2023. No formal action was taken.

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

- A. COUNCIL MEMBER-AT-LARGE POSITION –

- 1. Declaring Vacancy –

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

January 3, 2023

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-8
DECLARING COUNCIL MEMBER VACANCY
COUNCIL MEMBER AT LARGE**

WHEREAS, Council Member-at-Large Dingmann was elected Mayor for the term 1/01/23 -12/31/26; and

WHEREAS, a vacancy exists with the Council Member At Large position for the remainder of the term through 12/31/24;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby declares a vacancy for Council Member-at-Large for the remainder of the term through 12/31/24.

Adopted by the City Council this 3rd day of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

2. Establishing Timeline –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-9
ESTABLISH TIMEFRAME FOR REPLACEMENT
COUNCIL MEMBER-AT-LARGE**

WHEREAS, a vacancy has been declared for the position of Council Member-at-Large; and

WHEREAS, the remaining term for the position of Council Member-at-Large is through December 31, 2024; and

WHEREAS, administration has reviewed the last three Council appointments and reviewed the City Charter and process for replacing the vacancy to ensure compliance and consistency,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes staff to place an advertisement in the newspaper and on the radio for three weeks and post on the city website declaring the vacancy and seeking applicants, and

BE IT FURTHER RESOLVED that the application deadline will be January 25, 2023 at 4:30pm and that the interview process for applicants be set for February 6, 2023 at a regularly scheduled City Council meeting.

Adopted by the City Council this 3rd of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. ANNUAL APPOINTMENTS –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-4
ANNUAL APPOINTMENTS**

BE IT RESOLVED that it is standard procedure to make annual appointments to the following:

1. City Attorney – Mark Wood; Assistants – Rebecca M. Rue & Emily Wood
2. Official Newspaper – Independent Review
3. City Engineer – Chuck DeWolf – Bolton & Menk, Inc.
4. Weed Inspector – Operations Coordinator Mario Provencher.

Adopted by the City Council this 3rd day of January, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. COUNCIL COMMITTEES –

Mayor Dingmann explained that with the exception of former Mayor Johnson being removed there have been no other changes with Council representation to committees. He added that once the Council Member-At-Large position has been filled, the committee assignments can be revisited.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-5
COUNCIL APPOINTMENTS TO COMMISSIONS/COMMITTEES/OTHER GROUPS**

WHEREAS, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups for 2023,

NOW, THEREFORE, BE IT RESOLVED that the Council Members be appointed as follows:

COUNCIL REPRESENTATIVE TO ANOTHER GROUP

- AIRPORT – Eric Mathwig
- COMMUNITY ED – John Carlson
- G.A.R. HALL – Ron Dingmann
- HERITAGE PRESERVATION – Darlene Kotelnicki
- LIBRARY – Betty Allen
- CENTRAL COMMUNITY TRANSIT – Ron Dingmann and Betty Allen (Backup)
- CHAMBER OF COMMERCE – Sara Miller
- VISITORS BUREAU – Ron Dingmann and Cathy Haugo

Resolution No. 23-1-5 – Cont’d.

PLANNING – Eric Mathwig
MEEKER COUNTY HOUSING – Darlene Kotelnicki
SAFE ROUTES TO SCHOOL – John Carlson

*Mayor serves as backup representative if contacted

STANDING COMMITTEES

PERSONNEL COMMITTEE – Ron Dingmann and Sara Miller

FINANCE & INFRASTRUCTURE COMMITTEE - Ron Dingmann, Eric Mathwig, and John Carlson

HOUSING COMMITTEE – Darlene Kotelnicki and John Carlson

Adopted by the City Council this 3rd day of January, 2023

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

D. AIRPORT APPOINTMENT –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-10
AIRPORT APPOINTMENTS**

WHEREAS, the City Council established a new Airport Advisory Board in September of 2022, which include two staff appointments,

BE IT RESOLVED that the staff members to be appointed as follows:

1. City Administrative Official – David Cziok; Alternate – Mario Provencher
2. Public Works Representative – Mike Geers; Alternate – George Baldwin

Adopted by the City Council this 3rd day of January, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

E. CLG GRANT –

Council Member Kotelnicki reported that the Litchfield Visitors Bureau has indicated they have their own process for funding and do not wish to seek a CLG grant. She shared that the Heritage Preservation Commission (HPC) will pursue a GIS mapping grant with the pre-application for said grant due by the end of this month. Council Member Kotelnicki explained that she would be seeking clarification on grant specifics relating to consultant involvement with the GIS mapping. She discussed establishing her own access to the grant portal in order to both initiate and complete the grant process. There was no objection to her having her own individual access. No formal action was taken.

F. CEMETERY CONSULTANT –

Council Member Kotelnicki discussed hiring Michael Sharkey to assist the City with a legal review of several cemetery issues including review of the current ordinance, Bylaws, and legal requirements relating to repairing headstones. She explained that he can review the fee structure and provide ideas for increasing revenue. Council Member Kotelnicki expressed concern on complying with legal requirements including exhuming and scattering ashes. She also expressed concern about liability issues with repairing headstones.

Mayor Dingmann shared that he discussed legislative changes with Representative Dean Urdahl to increase City contributions from the current \$10,000. Council Member Carlson questioned as to whether or not research could be gathered from other municipalities operating cemeteries. City Administrator Cziok discussed the need to determine what additional items the Council wanted addressed at the cemetery in order to adjust rates accordingly to address those items. Council Member Allen expressed concern about not doing anything and shared that we have a lot of catching up to do.

Council Member Kotelnicki made a motion to contract with Michael Sharkey to provide legal review relating to the cemetery for an amount up to \$5,000 with a four month timeframe. Discussion continued relating to the outcome that was expected from hiring consultant Michael Sharkey. City Administrator Cziok advised doing an RFP process in order to define expectations. Council Member Kotelnicki withdrew her motion and made another motion, seconded by Council Member Allen, to have City Administrator Cziok develop an RFP for cemetery consulting services to be brought back to the Council for consideration on January 17, 2023. The motion passed with 7 votes in favor and 0 against.

G. APPOINTMENTS TO MAKE –

1. Litchfield Library Board –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-12
LITCHFIELD LIBRARY BOARD APPOINTMENT**

WHEREAS, there are two terms 1/01/23 to 12/31/25 open on the Litchfield Library Board and two vacant terms through 12/31/24, and

WHEREAS, these openings were advertised, and

WHEREAS, one application was received,

NOW, THEREFORE, BE IT RESOLVED to appoint Gary Barnes for a term from 1/01/23 to 12/31/25.

Adopted by the City Council this 3rd day of January, 2023.

Resolution No. 23-1-12 – Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Police Civil Service Commission –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-1-13
POLICE CIVIL SERVICE APPOINTMENT**

WHEREAS, there is one full term from 1/01/23 to 12/31/25 and one term through 12/31/24, open on the Police Civil Service Commission, and

WHEREAS, these openings have been advertised, and

WHEREAS, three applications were received,

NOW, THEREFORE, BE IT RESOLVED to reappoint Jared Culbertson for term 1/01/23 to 12/31/25, and

BE IT FURTHER RESOLVED to reappoint Brian S. Danielson for completion of the term through 12/31/24.

Adopted by the City Council this 3rd day of January, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. NEXT COUNCIL MEETING –

The next Council meeting will be held on Tuesday, January 17, 2023 due to Martin Luther King Holiday.

XI. ADJOURNMENT –

It was moved by Council Member Mathwig, seconded by Council Member Miller to adjourn the meeting. The meeting was adjourned at 6:17 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR