

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, January 6, 2020, commencing at 5:30 p.m. Mayor Johnson called the meeting to order.

A. ROLL CALL:

Mayor	Keith Johnson	Present
Council Member-at-Large	Ron Dingmann	Present
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	Vern Loch, Jr.	Present
Council Member Ward V	Sara Miller	Excused
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
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Brent Schacherer	Present
KLFD	Tim Bergstrom	Present

II. CONSENT AGENDA -

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

A. COUNCIL MINUTES TO APPROVE:

- 1. December 16, 2019

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$7,041,489.73

D. OTHER PAYMENTS:

- 1. Frontage Road and Overlay Improvements

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-7
AUTHORIZE PAYMENT FOR THE
FRONTAGE ROAD AND OVERLAY IMPROVEMENTS**

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 to approve Final Payment for the Frontage Road and Overlay Improvements totaling \$31,238.84 as attached and on file.

Adopted by the City Council this 6th day of January, 2020.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Lawful Gambling Permit –
 - a. Meeker County Ducks Unlimited

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-6
LAWFUL GAMBLING PERMIT FOR AN EXEMPT
ORGANIZATION DUCKS UNLIMITED, MEEKER COUNTY CHAPTER**

WHEREAS, an application for a lawful gambling license exemption was considered from the Ducks Unlimited, Meeker County Chapter,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Ducks Unlimited, Meeker County Chapter on January 25, 2020 at Litchfield Eagles Club Aerie 3424, 389 CSAH 34 South, 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 6th day of January, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS:

- 1. Authorize 2020 Official Signatures

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-1
AUTHORIZE 2020 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)
- Sandra Hickman, Office Supervisor (Designated)
- Keith Johnson, Mayor (Alternate)
- Beth Kargas, Bookkeeper (Alternate)

BANK ACCOUNT SIGNATURES – (Savings)

- Joyce Spreiter, Assistant City Administrator (Designated)
- Sandra Hickman, Office Supervisor (Alternate)
- Beth Kargas, Bookkeeper (Alternate)

OFFICIAL DOCUMENT SIGNATURES –

- Keith Johnson, Mayor (Designated)
- Dave Cziok, City Administrator (Designated)
- Joyce Spreiter, Assistant City Administrator (Designated)
- Sandra Hickman, Office Supervisor (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 6th day of January, 2020.

Resolution No. 20-1-1– Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Authorize 2020 Interest Rate for City Invoices

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-2
SET 2020 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, 2019 is 4.75%,

NOW, THEREFORE, BE IT RESOLVED that during 2020 the City charge 7.75% 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 6th day of January, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

3. Designate Depository for City Funds and Approve Securities

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-3
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, 2020.

- 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 as presented and on file be approved for the term of one year from January 1, 2020, with additions, deletions and substitutions as needed.

Adopted by the City Council this 6th day of January, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS:

1. Finance/Infrastructure Committee:

a. January 2, 2020

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-8
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 6th day of January, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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. OPTIMIST PARK –

Brian Jones and Nick Ridgeway, representing the Litchfield Baseball Association, addressed the Council concerning placement of a roof over the stadium seating area. They explained that they have been asked by Dassel to be a second site in hosting the 2023 State Amateur Baseball Tournament which requires the facility to have a roof. Jones and Ridgeway said they engaged with Systems West to provide rendering options of the proposed roof for consideration. The Litchfield Baseball Association Board approved Option #3. Systems West has indicated that they would donate the labor to the project. The Litchfield Baseball Association requested consideration of a partnership between themselves and the City on the project. The Litchfield Baseball Association wishes to commit \$50,000 to the project and has raised \$20,000 to contribute upfront and would commit to paying the City \$6,000/year for the next 5 years for the remaining \$30,000. Estimated costs for the project are \$91,500 with potentially an additional \$2,975 for a 30’ sidewall. The Council was supportive of the concept but expressed concern about the timing along with the priority list previously adopted. The Council determined that they would add the stadium roofing project to be considered when reviewing the priority list in February. No formal action was taken.

B. LEGISLATIVE REQUESTS –

Mayor Johnson asked for approval to allow Representative Dean Urdahl to address the Council concerning the legislative session process as it relates to the wellness/recreation center funding. It was moved by Mayor Johnson, seconded by Council Member Dingmann, to allow Representative Urdahl to address the Council concerning the City’s request for state funding and consideration for a local option sales tax referendum.

Representative Urdahl provided a blueprint of what he needs from the City to formerly present to the legislature. He discussed procedurally the requirements, timelines and commitments to secure funding. He stressed the importance of the facility meeting the needs of the community and surrounding area. Representative Urdahl emphasized that while State funding is not guaranteed there is a window of opportunity for State participation with his current position in the House, along with Senator Scott Newman’s seat as Vice Chairman of the Capital Investment Committee in the Senate. The Council will need to provide a formal request for a local option sales tax and secondly will need a concrete proposal for the wellness/recreation center. Representative Urdahl said the City could consider increasing it’s ask from \$5 million to \$6 million, which would require the City to increase contributions an additional \$1 million as well. No formal action was taken.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS –

A. PERSONNEL COMMITTEE –

1. City Administrator Performance Evaluation Summary –

Council Member Dingmann provided the City Administrator Performance Evaluation Summary as prepared by the Personnel Committee.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-9
APPROVE CITY ADMINISTRATOR PERFORMANCE EVALUATION SUMMARY**

WHEREAS, the City Council met in a closed session on December 16, 2019 to conduct an annual performance review of City Administrator David Cziok pursuant to Minnesota Statutes Section 13D.05 Subdivision 3(b), and

WHEREAS, City Administrator Cziok was evaluated by the Council in areas reflecting job knowledge and abilities based on the job description, and

WHEREAS, the Personnel Committee completed a performance evaluation summary for Council review based upon the results of the closed session held on December 16, 2019,

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves the “Summary of City Administrator Performance Evaluation” as presented.

Adopted by the City Council this 6th day of January, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

Council Member Loch discussed the need to approve full pay status for City Administrator Cziok adding that it should have been addressed in prior years. City Administrator Cziok recommended adding it as a future agenda item for transparency purposes and for review of other management positions. No formal action was taken.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. ANNUAL APPOINTMENTS –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-4
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 – Brad DeWolf; Assistant – Chuck DeWolf – Bolton & Menk, Inc.
- 4. Weed Inspector – Operations Coordinator Mario Provencher.

Adopted by the City Council this 6th day of January, 2020.

Attest: _____ Approved: _____
 ASSISTANT CITY ADMINISTRATOR MAYOR

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

B. COUNCIL COMMITTEES –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-5
COUNCIL APPOINTMENTS TO COMMISSIONS/COMMITTEES/OTHER GROUPS**

WHEREAS, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups for 2020,

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

COUNCIL REPRESENTATIVE TO ANOTHER GROUP

- AIRPORT – Eric Mathwig
- COMMUNITY ED – Sara Miller
- G.A.R. HALL – Keith Johnson
- HERITAGE PRESERVATION – Darlene Kotelnicki
- LIBRARY – Betty Allen
- CENTRAL COMMUNITY TRANSIT – Ron Dingmann and Betty Allen
- CHAMBER OF COMMERCE – Keith Johnson
- CONVENTION & VISITORS BUREAU – Ron Dingmann and Cathy Haugo
- PLANNING – Eric Mathwig
- MEEKER COUNTY HOUSING – Darlene Kotelnicki

SAFE ROUTES TO SCHOOL – Darlene Kotelnicki
Resolution No. 20-1-5– Cont’d.

*Mayor serves as backup representative if contacted

STANDING COMMITTEES

PERSONNEL COMMITTEE – Ron Dingmann, Vern Loch, Jr., and Sara Miller

FINANCE & INFRASTRUCTURE COMMITTEE - Ron Dingmann, Vern Loch, Jr., and Keith Johnson

Adopted by the City Council this 6th day of January, 2020.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

C. **WELLNESS/RECREATION CENTER CONSULTANT SERVICES RFPS –**

City Administrator Cziok addressed the Council concerning the Request for Proposals from firms to complete public engagement and make recommendations on work to be completed for a wellness/recreation center. He said four firms were invited to respond which include Wold Architects and Engineers, DeVetter Design Group, Oertel Architects, and JLG Architects. He was complimentary of the proposals received, adding they were all qualified and maybe even over qualified. Cziok provided a summary and background on each firm. After review of the proposals submitted, he explained that he is not prepared to make a recommendation at this time. City Administrator Cziok stressed the importance of community engagement and timelines, adding the most recent wellness/recreation center concept has not been subject to any public feedback. He said the City has to ensure that we have met the public expectations and they will support a sales tax referendum. He advised the Council to consider a work session or special meeting for response to follow-up questions they may have. The Council discussed that Wold Architects and Engineers are familiar with the area having been involved in a number of projects with the Litchfield Public Schools. Concern was expressed with the timelines and engaging with the community, it was determined that Wold Architects and Engineers meets the expectations moving forward.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-10
APPROVE WOLD ARCHITECTS & ENGINEERS FOR
WELLNESS/RECREATION CENTER CONSULTANT SERVICES**

WHEREAS, the Council is seeking funding for a wellness/recreation center through state bonding funds, and

WHEREAS, the Council wishes to make a formal request to the State Legislature for a local options sales tax to provide the match to the state bonding funds for construction of said facility, and

WHEREAS, City staff was authorized to seek proposals for consultant services to assist with community engagement and meeting timelines concerning a wellness/recreation center, and

January 6, 2020

WHEREAS, the RFP process produced favorable results and the Council reviewed the proposals from all four firms invited to respond, and

Resolution No. 20-1-10– Cont’d.

WHEREAS, the firm of Wold Architects and Engineers has worked with Litchfield Public Schools and other projects locally and is familiar with the area, and

WHEREAS, the Council expressed concern about meeting the timelines,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the proposal from Wold Architects and Engineers in the amount of \$18,000 for consultant services as outlined concerning a wellness/recreation center, and

BE IT FURTHER RESOLVED that the City of Litchfield hereby authorizes entering into an agreement with Wold Architects and Engineers to provide the services as outlined in the proposal.

Adopted by the City Council this 6th day of January, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. GOLF COURSE –

City Administrator Cziok discussed issues with the Litchfield Golf Club restaurant and bar facility. He explained the project scope to remedy the issue and a proposal for consideration presented to administration by Golf Club, Inc. Concern was expressed by the Council on who is responsible for the repairs. Cziok said that Golf Club, Inc. leases the facility to a tenant however the City does own the building.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-1-11
AUTHORIZE REVIEW OF GOLF CLUBHOUSE IMPROVEMENTS
AND GOLF CLUB, INC. PROPOSAL**

WHEREAS, the City owns and operates a municipal golf course, and

WHEREAS, the City has a Building Lease Agreement with Litchfield Golf Club, Inc. concerning the Litchfield Golf Club facility, and

WHEREAS, the Litchfield Golf Club facility has had moisture issues that need to be addressed, and

WHEREAS, Litchfield Golf Club, Inc. has not secured a new tenant and wishes to address the issue while the facility is in between tenants, and

WHEREAS, Litchfield Golf Club, Inc. has provided estimates of over \$50,000 to remedy the issues, and

WHEREAS, Litchfield Golf Club, Inc. is seeking alternative solutions to finance the project, and

WHEREAS, Litchfield Golf Club, Inc. is considering transferring land assets to the City in trade for the City assuming the costs of the repairs,
Resolution No. 20-1-11– Cont’d.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorize City staff to review the project scope of the repairs concerning the Litchfield Golf Club bar and restaurant facility and project estimates, evaluate the estimated land trade values, and make a recommendation to the Council.

Adopted by the City Council this 6th day of January, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

E. DEVELOPMENT 101 –

City Administrator Cziok asked the Council to provide dates that they would be available to hold a joint meeting with the Planning Commission for the purpose of a training session on development fundamentals provided to be provided by WSB. The potential dates provided were February 10th, 11th, and 25th at 3:00 p.m. Cziok will check for availability of WSB on any of those dates. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. NEXT COUNCIL MEETING –

The next Council meeting will be held on Tuesday, January 21, 2020 due to Martin Luther King Holiday.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:49 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR