

**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 7, 2019, 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	Mike Boyle	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	Vern Loch, Jr.	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
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Cam Bonelli	Present
KLFD	Tim Bergstrom	Present

Outgoing Council Member Boyle was commended for his dedicated service. Boyle made some final comments.

B. RECESS FOR OATHS OF OFFICE – NEWLY ELECTED COUNCIL MEMBERS -

The Oath of Office was administered to the newly elected Council Members for terms until January 1, 2019.

Mayor	Keith Johnson
Council Member – Ward I	Eric Mathwig
Council Member – Ward III	Betty Allen
Council Member – Ward V	Sara Miller

**II. CONSENT AGENDA -**

Each item on the Consent Agenda was considered. Item II.F.1. was removed for further discussion (See Additional Items IX.A.) No other items were added or deleted.

A. COUNCIL MINUTES TO APPROVE:

1. December 17, 2018

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$8,007,254.71

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Cigarette License – January 7, 2019 – December 31, 2019
2. Sales on Public Property – Litchfield Watercade

G. OTHER ROUTINE MATTERS:

1. Authorize 2019 Official Signatures –

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-1  
AUTHORIZE 2019 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 7th day of January, 2019.

Attest:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

2. Authorize 2019 Interest Rate for City Invoices –

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-2  
SET 2019 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, 2018 is 5.50%,

**NOW, THEREFORE, BE IT RESOLVED** that during 2019 the City charge 8.50% 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 7th day of January, 2019.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

3. Designate Depository for City Funds and Approve Securities –

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-3  
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, 2019.

- 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, 2019, with additions, deletions and substitutions as needed.

Adopted by the City Council this 7th day of January, 2019.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

H. COMMUNICATIONS – None.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-6  
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 January, 2018.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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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. LAW ENFORCEMENT SOFTWARE UPGRADE**

Meeker County Sheriff Brian Cruze addressed the Council concerning the need to upgrade the software system at the Law Enforcement Center. He provided the cost allocation for the City of Litchfield in the amount of \$83,627. He said the Meeker County Board of Commissioners approved of the upgrade contingent upon the City partnering in the cost. Cruze explained that the apportionment aligns with the current lease agreement. He added that the maintenance costs would increase as well.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-7  
APPROVING LAW ENFORCEMENT SOFTWARE UPGRADE COST ALLOCATION**

**WHEREAS**, the City of Litchfield has a lease agreement with Meeker County concerning services provided by the Meeker County Sheriff’s Department, and

**WHEREAS**, Meeker County is responsible for providing and maintaining the software and the City is charged accordingly for the services, and

**WHEREAS**, the software system is outdated and the Meeker County Sheriff’s Department has identified the need to upgrade the existing system, and

**WHEREAS**, the cost allocation aligns with the current lease agreement, and

**WHEREAS**, the costs will be financed through the Capital Equipment Revolving Fund,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the City’s cost allocation in the amount of \$83,627 for the upgrade to the existing software system at the Meeker County Law Enforcement Center.

Adopted by the City Council this 7th day of January, 2019.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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

**V. COMMISSION RECOMMENDATIONS – None.**

**VI. COMMITTEE REPORTS – None.**

**VII. LEGAL CONSIDERATIONS – None.**

**VIII. BUSINESS –**

**A. ANNUAL APPOINTMENTS –**

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-4  
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 7th day of January, 2019.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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

**B. COUNCIL COMMITTEES –**

The process was reviewed concerning Standing Committee meetings in that notice is provided to the paper and radio, along with being posted at City Hall. The minutes of those meetings are included in the consent agenda. It was noted that meetings have not been consistently held as originally planned and there haven't been any meetings since around July other than Personnel Committee meetings which are being held for contract negotiations and are closed meetings.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-5  
COUNCIL APPOINTMENTS TO COMMISSIONS/COMMITTEES/OTHER GROUPS**

**WHEREAS**, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups for 2019,

**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 – Board will appoint representative to council
- 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 Pat Raiber
- PLANNING – Eric Mathwig
- MEEKER COUNTY HOUSING – Darlene Kotelnicki
- SAFE ROUTES TO SCHOOL – Darlene Kotelnicki

Resolution No. 19-1-5– 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 7th day of January, 2019.

Approved:

Attest:

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MAYOR

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ASSISTANT CITY ADMINISTRATOR

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

C. ALLEY VACATION – 2<sup>nd</sup> Reading Ordinance No. 793 –

The Council inquired as to whether or not there was additional information for consideration of the petition for an alley vacation. City Administrator Cziok responded that a locate had been taken out by City staff which indicated various amounts of infrastructure located in the alley, adding that the alley was being used for that purpose rather than an alleyway. City Attorney Wood responded to Council inquiry concerning utility easements in that if the City vacated the alley, the City would need an easement for City infrastructure and other utilities located in the alleyway would be responsible to secure their own easements. It was noted that the last few snowfalls did not impact the hedge or alley since the snow was piled in a different area which had been a concern expressed at the public hearing.

It was moved by Mayor Johnson, seconded by Council Member Mathwig, to approve the 2<sup>nd</sup> Reading of Ordinance No. 793. Upon roll call vote, Mayor Johnson, Council Members Mathwig, Kotelnicki, Allen, Loch, and Miller voted nay with the exception of Council Member Dingmann voting aye whereupon the proposed resolution was declared defeated.

D. PLANNING YEAR PREPARATION –

City Administrator Cziok addressed the Council concerning a survey for the Council to complete by January 17, 2019. He explained the survey will allow administration to lead the Council through a series of planning sessions. He proposed limiting the business section on the Council agenda for the second meeting each month in order to hold work sessions for planning purposes following the regularly scheduled meeting. Cziok added that the first meeting of the month will contain more business items. Time commitment involved along with the need for monthly work sessions was discussed. It was noted that the work session could be cancelled if there were no items on the agenda.

It was moved by Council Member Kotelnicki, seconded by Council Member Loch, to schedule a work session for the second Council meeting every month. In addition, the second meeting will have limited business to discuss on the regular agenda with the first meeting of the month containing more business items. Upon roll call vote, all members present voted aye, whereupon the motion carried.

E. HPC WEBSITE –

Council Member Kotelnicki addressed the Council for feedback on establishing a website for the Heritage Preservation Commission with a hyperlink to the City website. She explained the purpose of the website is to provide additional resources for property owners. City Administrator Cziok explained that the City’s current website is somewhat restrictive. Council

Member Kotelnicki said there is a CLG grant that can be applied for to establish an HPC website. She said if the Council was supportive she would have the HPC review options for the CLG grants and bring them back for Council consideration the first meeting in February, adding that the CLG application process will allow for this timeline.

It was moved by Council Member Kotelnicki, seconded by Mayor Johnson, that the Heritage Preservation Commission (HPC) review options for CLG grants and present the options for Council consideration at the first Council meeting in February. Upon roll call vote, all members present voted aye, whereupon the motion carried.

**IX. ADDITIONAL ITEMS –**

**A. CIGARETTE LICENSE APPLICATION (Pulled from the Consent Agenda Item II.F.1) –**

The Council reviewed the application for a cigarette license from Meral Inc. DBA Smokedale Superstore to be located at 959 East Frontage Road which indicated pending receipt of required documents. It was noted that the license, if approved, would not be provided until receipt of the required documents. The Council requested more supporting information concerning the sale of accessories listed on the application, along with whether or not the applicant had additional stores. Concern was expressed on utilization of the large space and staff was instructed to provide information on the building zoning.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 19-1-8  
TABLING CIGARETTE LICENSE APPLICATION  
MERAL INC DBA SMOKEDALE SUPERSTORE**

**WHEREAS**, the City received an application for a cigarette license from Meral Inc DBA Smokedale Superstore, and

**WHEREAS**, the license was pending receipt of required documents, and

**WHEREAS**, the Council requested more information including property zoning, use of the space and identifying the reference to sale of accessories indicated on the application,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby tables the cigarette license application from Meral Inc DBA Smokedale Superstore for further information.

Adopted by the City Council this 7th day of January, 2019.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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

**X. ANNOUNCEMENTS –**

**A. TRAINING SESSION –**

The Council has set league training on Tuesday, January 15, 2019 at 4 p.m. in Council Chambers.

B. NEXT COUNCIL MEETING –

The next Council meeting is set for Tuesday, January 22, 2019 due to Martin Luther King Holiday.

**XI. ADJOURNMENT** –

The City Council meeting adjourned at 6:35 p.m. by unanimous consent.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR