

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 Tuesday, January 19, 2021, commencing at 5:30 p.m. Mayor Johnson called the meeting to order.

A. ROLL CALL:

Mayor	Keith Johnson	Excused
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	John Carlson	Present
Council Member Ward V	Sara Miller	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	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. City Council Meeting – January 4, 2021

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$228,231.65

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS:

1. Ordinance No. 805 –

January 19, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-15
SECOND READING OF ORDINANCE NO. 805
ESTABLISHING AN ORDINANCE EXTENDING THE CORPORATE LIMITS
OF THE CITY OF LITCHFIELD TO INCLUDE
ANNEXATION OF UNPLATTED LAND
IN SECTION 2, TOWNSHIP 119, RANGE 31**

WHEREAS, upon petition for Annexation to the City of Litchfield, a First Reading was given on January 4, 2021 Resolution No. 21-1-10, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 805 for Annexation of unplatted land in Section 2, Township 119, Range 31, and

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 805 and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 19th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

- F. LICENSES: None
- G. OTHER ROUTINE MATTERS:
 - 1. Sales on Public Property
 - a. School of St. Philip
- H. COMMUNICATIONS TO REVIEW :
 - 1. Correspondence:
 - a. Letters to City Council

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

January 19, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-16
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 19th day of January, 2021.

Approved:

Attest:

ACTING MAYOR

ASSISTANT CITY ADMINISTRATOR

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

III. TIMED ITEMS – None.

IV. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS –

A. Litchfield Rotary –

The Council reviewed the additional information provided by Litchfield Rotary Club concerning the proposed shade canopy concept to be located east of the splash pad at Memorial Park. Council Member Kotelnicki inquired if there were any impacts to trees. Litchfield Rotary Club Member Bev Mathwig responded there will be no trees cut down.

Council Member Dingmann inquired about the timeline. Litchfield Rotary Member Mark Nicholson responded that they would start contacting local contractors to provide the installation. He explained that the quote provided from St. Croix Recreation Company included that installation would be provided for locally. He said timing is dependent on local contractors but he expects to start as soon as possible by early spring or summer.

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

January 19, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-17
ACCEPTING OFFER FROM LITCHFIELD ROTARY CLUB
TO PROVIDE SHADE CANOPY AT MEMORIAL PARK**

WHEREAS, the City of Litchfield partnered with Litchfield Rotary Club on construction of a splash pad at Memorial Park, and

WHEREAS, Litchfield Rotary Club presented a concept to add a shade canopy on the east side of the splash pad, and

WHEREAS, the proposed project budget is approximately \$16,000 and would be completely funded by the Litchfield Rotary Club, and

WHEREAS, the concept includes the shade canopy to be constructed on a cement pad, and

WHEREAS, Litchfield Rotary Club will seek local contractors to provide the cement pad,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby accepts the offer from Litchfield Rotary Club to provide the shade canopy at Memorial Park which includes Litchfield Rotary Club funding the entire project.

Adopted by the City Council this 19th day of January, 2021.

Approved:

Attest:

ACTING MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, with the exception of Council Member Mathwig noting a conflict and abstaining, whereupon the resolution was declared adopted.

V. COMMISSION RECOMMENDATIONS –

VI. COMMITTEE REPORTS –

A. GOLF COURSE DISCUSSIONS –

Council Member Mathwig provided an update concerning the negotiations with Golf Club, Inc. on a separation agreement. He outlined a Suggested Separation Agreement which included investments the City made to the complex in 2020. Said Agreement provided a contingent offer to Golf Club, Inc. for bar and kitchen projects and other assets. The offer

provided for a manager for the golf complex identifying the overall duties of the position. Council Member Mathwig explained that Golf Club, Inc. had provided a resolution to be included in Council discussions that didn't make the agenda packet but was distributed prior to the Council meeting. The resolution passed by Litchfield Golf Club, Inc. Board of Directors states the following: "We are suspending negotiations with the City on turning over the restaurant. GCI will continue to operate under our current agreement with the City and look for a new tenant. We look forward to working with the City in the future on our mutual interests."

Council Members Mathwig and Allen explained that they had requested the Litchfield Golf Club, Inc. Board of Directors bring the Suggested Separation Agreement to the entire membership however the Board indicated that the Board had the authority to act on said Agreement. Litchfield Golf Club, Inc. Board was encouraged to share the information with the membership at a Litchfield Golf Club, Inc. Board of Directors meeting scheduled for Wednesday, January 20th. The Council discussed providing a manager for the complex. Council Member Carlson commented that the City has the risk and inquired as to whether Litchfield Golf Club, Inc. could participate in the cost of providing a manager with the \$75 fee/membership. Council Members Mathwig and Allen explained their limitations in negotiating since they were appointed to develop a separation agreement only. It was determined by the Council that no further action be taken until more information is provided following said Litchfield Golf Club, Inc. Board of Directors meeting. No formal action was taken.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. COVID-19 UPDATE –

City Administrator Cziok reported that City Hall will go back to normal hours of being open from 10:00 a.m. to 4:00 p.m. beginning Friday with the exception of being closed on Wednesdays for cleaning purposes. There were no other items or operational changes to report. No formal action was taken.

B. LOCAL BOARD OF REVIEW –

Acting Mayor Dingmann asked the Council what their preference was in holding the 2021 Local Board of Appeal and Equalization meeting. After Council review of the options Acting Mayor Dingmann asked administration if City Hall could accommodate a meeting in person. City Administrator Cziok responded that the City doesn't get a lot of requests to be heard but would coordinate with the Meeker County Assessor's Office and property owners to meet capacity requirements, if any, at that time.

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

January 19, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-18
AUTHORIZING HOLDING THE 2021 LOCAL BOARD OF
APPEAL AND EQUALIZATION MEETING IN PERSON**

WHEREAS, the Meeker County Assessor is in the process of scheduling the 2021 Local Board of Appeal and Equalization meetings, and

WHEREAS, due to the uncertainty of the COVID-19 pandemic, the Meeker County Assessor is inquiring how jurisdictions wish to hold the meetings with the options to consider including in person, teleconference, or virtually, and

WHEREAS, the Council reviewed the options and determined that they can accommodate a meeting to be held in person at City Hall,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes holding the 2021 Local Board of Appeal and Equalization meeting in person at City Hall.

Adopted by the City Council this 19th day of January, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

ACTING MAYOR

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

C. HPC/PC DISCUSSIONS –

City Administrator Cziok discussed the proposal from Mid-Minnesota Development Commission for providing facilitating services for discussions with the Planning Commission and the Heritage Preservation Commission concerning the Litchfield Downtown Planning Initiative. Mid-Minnesota Development Commission offered to do the work without a fee since they received CARES Act funds for this purpose. Council Member Kotelnicki discussed the work plan which includes 6 steps. She explained the Council will be provided reports throughout the process.

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

January 19, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-19
AUTHORIZE MID-MINNESOTA DEVELOPMENT COMMISSION TO
FACILITATE HERITAGE PRESERVATION AND PLANNING
COMMISSION DISCUSSIONS**

WHEREAS, the Heritage Preservation Commission (HPC) and the Planning Commission have expressed interest in working together on improving downtown, and

WHEREAS, the Council authorized the HPC and Planning Commission to engage with Mid-Minnesota Development Commission to continue ongoing discussions concerning downtown, and

WHEREAS, Mid-Minnesota Development Commission provided an RFP as a potential facilitator of discussions, and

WHEREAS, Mid-Minnesota Development Commission provided a work plan which included 6 steps, and

WHEREAS, progress reports will be provided to the Council as warranted, and

WHEREAS, Mid-Minnesota Development Commission will provide facilitation services without a fee attached since they received CARES Act funds for purposes as such,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes the City contract with Mid-Minnesota Development Commission to facilitate Heritage Preservation Commission and Planning Commission discussions concerning the Litchfield Downtown Planning Initiative.

Adopted by the City Council this 19th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

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

D. PLANNING/ZONING/BUILDING INSPECTION/CODE ENFORCEMENT DEPARTMENTAL REVIEW –

City Administrator Cziok discussed conducting a Planning, Zoning, Building Inspections, and Code Enforcement Departmental review. He said the Council has expressed

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interest in reviewing performance and efficiencies within the department. He explained that a fact finding stage was necessary which would involve interviews, finances, assembling data and providing a recommendation. Cziok provided options for Council consideration to assess the department. He suggested the Council consider discussions with the County as part of the process.

City Administrator Cziok recommended that a Committee be established to provide a Planning, Zoning, Building Inspections, and Code Enforcement Departmental review to include two Council Members and two Planning Commission Members. He said it would be similar to the Heritage Preservation/Planning Commission process concerning the Litchfield Downtown Planning Initiative. Acting Mayor Dingmann asked for volunteers to represent the Council on the review committee. Council Members Mathwig, Kotelnicki and Carlson volunteered. Acting Mayor Dingmann said the Mayor will make the appointments at the next Council meeting. It was moved by Council Member Mathwig, seconded by Council Member Kotelnicki, that the Planning Commission be asked to participate in the Planning, Zoning, Building Inspections, and Code Enforcement Departmental review process and appoint two members to the committee. Upon roll call vote, all members present voted aye, whereupon the motion carried.

E. WELLNESS/RECREATION CENTER –

City Administrator Cziok explained that although a referendum for a local sales tax could not be voted on by the public until November 2022, Representative Dean Urdahl encouraged the Council to adopt a resolution seeking approval early for consideration this legislative session which may increase the City's chances. Acting Mayor Dingmann requested clarification of the deadline. City Administrator Cziok said the deadline for submission would be January of 2022 however Representative Dean Urdahl suggests submitting by January 31, 2021. Council Member Miller encouraged the Council support Representative Urdahl's recommendation since he has put so much effort in for funding. Council Member Carlson agreed with supporting his efforts.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-20
RESOLUTION TO SUPPORTING THE AUTHORITY TO IMPOSE
A LOCAL SALES TAX TO FUND SPECIFIC CAPITAL IMPROVEMENTS
PROVIDING REGIONAL BENEFIT, TO ESTABLISH THE DURATION OF THE TAX
AND THE REVENUE TO BE RAISED BY THE TAX, AND TO AUTHORIZE THE
CITY TO ISSUE BONDS SUPPORTED BY THE SALES TAX REVENUE**

WHEREAS, the city has engaged community residents and businesses and identified the need for a Community Wellness/Recreation Center that will include some gymnasium space, dedicated walking section, and general fitness space. Community rooms available to small group rental or as meeting space for business, training, or educational purposes.

Resolution No. 21-1-20– Cont’d.

Basic infrastructure including locker rooms and mechanical equipment for the building will also provide for future additions that would likely include aquatic fitness and recreation. The master plan currently being developed by community members will include a long-range plan for additional future uses of this facility.

WHEREAS, the project will result in benefits to both the residents and businesses of the City of Litchfield and to non-resident visitors and businesses; and,

WHEREAS, funding the project with a local sales tax will more closely distribute the cost of the project to be financed through bonds to the users of the facilities; and,

WHEREAS, the project is estimated to cost approximately \$10,000,000.00; *and*,

WHEREAS, the city estimates that a local sales tax of 0.5% would generate \$6,599,993.00 over 20 years; and,

WHEREAS, the city has provided documentation of the regional significance of each project, including the share of the economic benefit to or use of each project by persons residing, or businesses located, outside of the jurisdiction; and,

WHEREAS, the estimated local sales tax revenue and estimated time needed to raise that amount of revenue for each project is as follows:

- For the Wellness/Recreation Center: The city will collect \$6,599,993 over 20 years.

WHEREAS, Minn. Stat. § 297A.99 authorizes the imposition of a general sales tax if permitted by special law of the Minnesota Legislature; and,

WHEREAS, Minn. Stat. § 297A.99 requires the City to pass a resolution authorizing such a local tax and to obtain Legislative approval prior to approval by the local voters to enact the local tax;

THEREFORE, BE IT RESOLVED the following:

1. The city council supports the authority to impose a general local sales tax of 0.5% for a period of 20 years to fund the aforementioned project;
2. Upon approval of this resolution, the city will submit the adopted resolution and documentation of regional significance to the chairs and ranking minority members of the House and Senate Taxes committees for approval and passage of a special law authorizing the tax, by January 31 of the year that it is seeking the special law.

Resolution No. 21-1-20– Cont’d.

3. Upon Legislative approval and passage of the special law authorizing the tax, the city will adopt a resolution accepting the new law, which will be filed with a local approval certificate to the Office of the Secretary of State before the following Legislative session.
4. The city will put a detailed ballot question, which includes separate questions for each project, on a general election ballot for local voter approval. This will be done within two years of receiving legislative authority.
5. If one or more ballot questions pass, the city will also pass an ordinance imposing the tax and notify the commissioner of Revenue at least 90 days before the first day of the calendar quarter that the tax will be imposed.
6. Upon completion of the aforementioned requirements, the local sales tax will commence and run for 20 years or until a sum sufficient to fund the voter approved project, including related debt costs, is raised, whichever comes first.

Adopted by the City Council this 19th day of January, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

ACTING MAYOR

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. **WORK SESSION** –

The Council held a work session to discuss Council contact information to provide to public and secondly to discuss some needs concerning critical services. Minutes of the work session are on file. No formal action was taken.

January 19, 2021

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:26 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

ACTING MAYOR