

**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, February 1, 2021, 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	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 Minutes – January 19, 2021
2. Work Session – January 19, 2021

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$1,318,580.74

D. OTHER PAYMENTS:

1. Phase 2 Generation Improvements –

February 1, 2021

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-26  
AUTHORIZE PAYMENT NO. 10  
FOR THE PHASE 2 GENERATION 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** that the City Council of the City of Litchfield hereby approves Payment No. 10 for the Phase 2 Generation Improvements totaling \$1,489,851.09 as attached and on file.

Adopted by the City Council this 1st day of February, 2021.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Lawful Gambling Permit –

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-22  
LAWFUL GAMBLING PERMIT FOR AN EXEMPT  
ORGANIZATION LITCHFIELD BASEBALL ASSOCIATION INC**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Baseball Association Inc.,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for the Litchfield Baseball Association Inc. on June 26, 2021 at Optimist Park, East 10<sup>th</sup> 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 1st day of February, 2021.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

G. OTHER ROUTINE MATTERS:

1. Employment Offer –

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-21  
EMPLOYMENT OFFER FOR  
TEMPORARY PART-TIME POSITIONS**

**WHEREAS**, the City needs employees for temporary part-time positions, and

**WHEREAS**, the funds to fill these positions were approved in the 2021 Budget, and

**WHEREAS**, the supervisors will adjust the wage schedule for 2021 temporary part-time employees to fill these positions, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Litchfield to offer 2021 temporary part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<u>Liquor</u>		Kaitlyn Miller

Adopted by the City Council this 1st day of February, 2021.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

H. COMMUNICATIONS:

1. Minutes & Reports:

- a. Litchfield Library Board – January 26, 2021
- b. Heritage Preservation Commission – January 25, 2021

2. Correspondence:

- a. Letters to Council

February 1, 2021

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-23  
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 1st day of February, 2021.

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. US HWY 12/COUNTY ROAD 34 –

Mark Curran, Eden Valley resident, addressed the Council concerning the US Hwy 12 and County Road 34 intersection. He expressed concern about the lack of control at the intersection in light of a recent accident involving his daughter. He requested the City look into putting a stop light or 4-way stop at the intersection. Mr. Curran suggested that even slowing the traffic down would help. Council Member Mathwig discussed upcoming improvements to Highway 12 from Holcombe Avenue to Cokato scheduled by MnDOT for 2023. He discussed options for consideration however noted MnDOT has requirements.

City Administrator Cziok provided a brief update on an Intersection Control Evaluation study which evaluates the options. He explained that the City has no authority since it is not their jurisdiction, adding the City can't even change the speed limit. He recommended the City work together with the County to develop a consensus on addressing the concerns.

Cziok said a united effort concerning the intersection might be more effective when meeting with MnDOT on the upcoming 2023 project. Mayor Johnson explained that there were many requests to keep the temporary stoplights at the intersection however the lights were part of the contract for the Downtown Reconstruction project for detour purposes and the contractor for the project held the responsibility of putting up and taking the lights down. No formal action was taken.

**V. COMMISSION RECOMMENDATIONS –**

**A. HERITAGE PRESERVATION COMMISSION –**

**1. Downtown Council Request –**

Council Members Kotelnicki and Allen declared a conflict in representing the Litchfield Downtown Council and stepped away from the Council dais to address the Council with requests for consideration. The first topic was a request for City participation in a bike rack project. The Litchfield Downtown Council has some funding in place for the project and were prepared to pay \$2,500. Kotelnicki and Allen asked Council consideration in funding additional bike racks. The Council reviewed illustrations of bike rack styles provided. The Litchfield Downtown Council asked the Council consider purchasing two to four of the larger bike rack styles to be placed in Central Park. The cost for the larger bike rack was estimated at \$1,200/rack while the cost of the smaller bike rack was approximately \$500/rack. Kotelnicki and Allen reviewed potential sites for placement of the bike racks including the potential of four in Central Park, one at the Opera House, one in each of the alleys, two at the library and one at City Hall.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-27  
APPROVE BIKE RACK PURCHASES**

**WHEREAS**, the Litchfield Downtown Council has requested the City consider partnering on the purchase of new bike racks for the downtown area, and

**WHEREAS**, the Litchfield Downtown Council has presented bike rack options to the Council and potential placement sites for the bike racks, and

**WHEREAS**, two bike rack options were presented for Council consideration which include a larger bike rack estimated at \$1,200/rack while the cost of the smaller bike rack is approximately \$500/rack, and

**WHEREAS**, the Litchfield Downtown Council would like 2-4 larger bike racks in Central Park, and

February 1, 2021

Resolution No. 21-2-27– Cont’d.

**WHEREAS**, the Litchfield Downtown Council is prepared to provide for the purchase of 5 of the small bike racks, and

**WHEREAS**, the Litchfield Downtown Council requested Council consideration on providing for the larger bike racks,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby allocates \$2,900 for the purchase of 2 large bike racks and one small bike rack, and

**BE IT FURTHER RESOLVED** that the 2 large bikes be placed on both sides of the Litchfield sign in Central Park, and

**BE IT FURTHER RESOLVED** that the purchases be funded through the Downtown Heritage Preservation Fund.

Adopted by the City Council this 1st day of February, 2021.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

Upon roll call vote, all members present voted aye with the exceptions of Council Members Kotelnicki and Allen declaring a conflict and not voting, whereupon the resolution was declared adopted.

Representing the Litchfield Downtown Council Kotelnicki and Allen discussed downtown lighting. The concept includes hanging lights across main street, similar to how the Christmas garland and lights hang. City Administrator Cziok recommended allowing for input from City staff for feasibility. It was moved by Mayor Johnson, seconded by Council Member Mathwig to table discussion allowing City staff to work with the Litchfield Downtown Council on downtown lighting concepts. Upon roll call vote, all members present voted aye with the exceptions of Council Members Kotelnicki and Allen declaring a conflict and not voting, whereupon the motion carried.

2. CLG Grant –

Council Member Kotelnicki discussed the availability of the CLG grant for 2021. She explained that is 100% funded and requires no match from the City. The HPC had reviewed previous grant applications and determined that park benches with historic information on the back would be a viable option to consider applying for this year. Council Member Kotelnicki explained that a pre-application was submitted to meet deadlines but in the event the concept wasn't approved by the Council the application could be withdrawn.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-28  
AUTHORIZE CLG GRANT APPLICATION FOR BENCHES**

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

**WHEREAS**, Certified Local Government (CLG) grant applications are available once a year, and

**WHEREAS**, the CLG grant is 100% funded in 2021 therefore no match is required from the City, and

**WHEREAS**, the HPC reviewed previous grant applications and discussed options to consider applying for in 2021, and

**WHEREAS**, the HPC recommended purchasing park benches with historic information included on the back to be placed downtown, and

**WHEREAS**, the proposed benches recommended by HPC are 6 feet long with metal ends/frames and composite material boards,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes application for a Certified Local Government (CLG) grant in the amount of \$10,000 for purchasing park benches to be placed downtown with historic information included on the back of said benches.

Adopted by the City Council this 1st day of February, 2021.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

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

**VI. COMMITTEE REPORTS** – None.

**VII. LEGAL CONSIDERATIONS** – None.

**VIII. BUSINESS –**

**A. COVID-19 UPDATE –**

City Administrator Cziok had no information to report. The Council had no comments or questions. No formal action was taken.

**B. GOLF COURSE –**

Council Member Mathwig reported on the negotiations that took place with Golf Club, Inc. on January 25 and January 27, 2021. Upon request from Council Member Dingmann, Council Member Mathwig outlined in detail the proposal from Golf Club, Inc. presented January 25, 2021. He provided responses in detail from Council Member Allen and himself to the proposal presented on January 25<sup>th</sup> by Golf Club, Inc. Council Member Mathwig then outlined in detail the proposal presented on January 27<sup>th</sup> by Golf Club, Inc.

The Council had a lengthy discussion concerning the final proposal presented by Golf Club, Inc. Concern was expressed about the late stage both parties were in with being prepared for the upcoming season. Council Member Carlson suggested continuation of the 2013 Agreement for the upcoming season and that negotiations continue this fall for next year. It was moved by Council Member Carlson, seconded by Council Member Kotelnicki, that the City and Golf Club, Inc. continue with the current 2013 contract for the upcoming season and continue negotiations for next year. Upon roll call vote, all members present voted aye, whereupon the motion carried.

Carl Minton, Litchfield Golf Club, Inc. President, discussed the need to continue communication with the City. He expressed concern about the difficulties in finding a tenant. The Council discussed the format of upcoming meetings. Mayor Johnson recommended monthly meetings be held to continue negotiations for next year. With Council Member Mathwig expressing concern about upcoming commitments, Council Member Miller recommended that Council Member Carlson be appointed to replace him. It was moved by Mayor Johnson, seconded by Council Member Miller that Council Members Allen and Carlson be appointed to a transition committee with Carl Minton and Peter Kormanik, representing Golf Club, Inc., with plans to meet monthly for ongoing discussions. Upon roll call vote, all members present voted aye, whereupon the motion carried.

City Administrator Cziok outlined a proposal to purchase 14 gas golf cars and 14 electric golf cars. He reported the City's current golf cart lease contract expired at the end of the season in 2020. He explained his reasoning behind consideration of purchasing rather than leasing. City Administrator outlined the proposals and explained that the City can retain electric golf carts with the new lithium batteries, adding that over time the City would like to replace more of the gas golf carts with electric golf carts because of their low maintenance.

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

February 1, 2021

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-29  
APPROVE GOLF CAR PURCHASES FROM CLUB CAR**

**WHEREAS**, City staff has reviewed past public golf cart lease practices, and

**WHEREAS**, the City's current golf cart lease contract has expired, and

**WHEREAS**, City staff completed an analysis of purchasing versus leasing, and

**WHEREAS**, City staff feels there is value remaining beyond the end of the lease and recommends purchasing 14 gas golf carts and 14 electric golf carts, and

**WHEREAS**, the City can retain electric golf carts longer with the new lithium batteries, and

**WHEREAS**, the golf carts can be funded through the Capital Equipment Revolving Fund with repayments included in the annual Golf Course Budget,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves purchasing 14 - 2021 Club Car Tempo Gas Golf Cars in the amount of \$80,010.00 and 14 – 2021 Club Car Tempo Li-Ion Electric Golf Cars in the amount of \$103,740 from Club Car.

Adopted by the City Council this 1st day of February, 2021.

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. PLANNING/ZONING/BUILDING INSPECTION/CODE ENFORCEMENT DEPARTMENT REVIEW COMMITTEE APPOINTMENTS –

Mayor Johnson discussed his wishes in appointing Council Members to the Planning/Zoning/Building Inspection/Code Enforcement Department.

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

February 1, 2021

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-30  
PLANNING/ZONING/BUILDING INSPECTION/CODE ENFORCEMENT  
DEPARTMENT REVIEW COMMITTEE APPOINTMENTS**

**WHEREAS**, the Council has expressed interest in reviewing performance and efficiencies within the Planning/Zoning/Building Inspection/Code Enforcement Department, and

**WHEREAS**, the Council discussed establishing a committee to complete a departmental review, and

**WHEREAS**, the Council is seeking input from the Planning Commission in the review process, and

**WHEREAS**, the Council determined that a review committee be established consisting of 2 Council Members and 2 Planning Commission Members, and

**WHEREAS**, the Council approved the Planning Commission appoint 2 members to said review committee, and

**WHEREAS**, Mayor Johnson has the authority to appoint Council Members to committees, and

**WHEREAS**, Mayor Johnson recommends appointing 2 Council Members along with Council Member Mathwig who represents the Council on the Planning Commission,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby appoints Mayor Johnson, Council Member Carlson and Council Member Mathwig as a half representative of the Council to serve on the Planning/Zoning/Building Inspection/Code Enforcement Department Review Committee.

Adopted by the City Council this 1st day of February, 2021.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

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

**D. SMMPA AGREEMENT –**

City Administrator Cziok discussed a proposed agreement with SMMPA for Council consideration concerning pending impacts due to line maintenance cost allocations. He provided a brief summary of the partners involved in supplying and distributing power to the

February 1, 2021

Litchfield community. SMMPA is one of the suppliers of power with the primary power source being a coal facility in Becker, Minnesota and the remainder of power diversified over more renewable sources. Base power for Litchfield is provided by WAPA with the main power source of a hydroelectric generator. Cziok explained Litchfield is one of three SMMPA communities with a WAPA allocation. Litchfield is fortunate to have a high WAPA allocation which enables the City to keep rates comparable with other communities. The third partner, MISO (Midcontinent Independent System Operator), ensures power is distributed where needed daily along with maintaining the transmission lines throughout this territory.

There are changes beginning in 2021 that have a significant impact on the cost of power in that SMMPA isn't responsible to provide via the 2012 WAPA contract. City Administrator Cziok explained that SMMPA used to get credit for providing the delivery costs associated with WAPA power for the three SMMPA member cities with WAPA allocation. WAPA is also not paying for transmission losses within the system starting in 2021. SMMPA will continue to provide these services through MISO and will bill the three SMMPA members with a WAPA allocation. Cziok noted that transmission costs have always been provided by SMMPA regardless of who was providing.

City Administrator Cziok explained that annual impact is estimated at \$1.0M that will eventually impact rates. The proposed agreement offered by SMMPA provides for a graduated payment for delivery costs associated with the WAPA power. This agreement offer eases the burden on Litchfield and allows the City to transition. The City will have time perform a rate analysis and to implement rate adjustments accordingly over a period of time in order to continue providing electrical service. Cziok explained that in the event there are opportunities to lower transmission costs, entering into said agreement with SMMPA does not lock the City in. The proposed agreement will be brought back to Council for consideration in the future. City Administrator Cziok noted that the WAPA allocation is still advantageous to the City due to the low cost of power provided to Litchfield. No formal action was taken.

E. LOT PURCHASE OFFER –

City Administrator Cziok outlined an offer from a property owner to sell his property to the City. While the property is adjacent to the Street Department and warrants consideration, the offer of \$150,000 is somewhat high in comparison to the value. Cziok discussed current housing market impacts. As the Council is aware, he said the City has some money allocated to additional storage. He feels the City is not in a time crunch and recommended if the Council is interested to make a counter offer to the seller. The other option for the Council is to go into a closed session to discuss an offer.

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

February 1, 2021

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-31  
LOT PURCHASE OFFER FOR PROPERTY LOCATED AT  
411 AUSTIN AVENUE NORTH**

**WHEREAS**, the Public Works Department continues to have needs for both cold storage and warm storage for equipment, and

**WHEREAS**, the City stores some equipment in three quonset huts east on Highway 12, and

**WHEREAS**, City staff has been reviewing options to consider for adding storage facilities, and

**WHEREAS**, City staff has identified mechanic area and staff area needs, and

**WHEREAS**, the Council received an offer in the amount of \$150,000 from the property owner located at 411 Austin Avenue North for City acquisition, and

**WHEREAS**, said property is adjacent to the Street Department and may warrant consideration for future expansion needs, and

**WHEREAS**, the Council reviewed current estimated property market valuation and discussed the current housing market,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby offers \$100,000 for the property located at 411 Austin Avenue North.

Adopted by the City Council this 1st day of February, 2021.

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.

F. EQUIPMENT –

The Council reviewed the proposed equipment purchases recommended by City staff.

February 1, 2021

1. Plow Truck –

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-24  
AUTHORIZE PURCHASE OF PLOW TRUCK AND EQUIPMENT**

**WHEREAS**, City staff has been evaluating equipment needs for 2021, and

**WHEREAS**, City staff has recommended purchasing a 2021 Mack plow truck, and

**WHEREAS**, the Equipment Revolving Fund has sufficient funds to accommodate the purchase, and

**WHEREAS**, the City received a bid in the amount of \$109,669.00 from Nuss Truck & Equipment of Rochester, MN through the state contract,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves purchasing a 2021 Mack Granite 42FR SA plow truck from Nuss Truck & Equipment of Rochester, MN through the state contract in the amount of \$109,669.00.

**BE IT FURTHER RESOLVED** that the purchase of plow truck equipment from Towmaster Truck Equipment of Litchfield, MN through the state contract in the amount of \$104,248.00 is hereby approved.

Adopted by the City Council this 1st day of February, 2021.

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.

2. Service Body –

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

February 1, 2021

**CITY OF LITCHFIELD  
RESOLUTION NO. 21-2-25  
AUTHORIZE PURCHASE OF TRUCK SERVICE BODY**

**WHEREAS**, City staff has been evaluating equipment needs for 2021, and

**WHEREAS**, City staff has recommended purchasing a service body to fit on an existing 2020 Dodge 3500 pickup, and

**WHEREAS**, the Capital Equipment Revolving Fund has sufficient funds to accommodate the purchase, and

**WHEREAS**, the City received a quote in the amount of \$16,710 from ABM Equipment & Supply of Hopkins, MN through MN State Contract,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves purchasing a service body for an existing 2020 Dodge 3500 pickup from ABM Equipment & Supply of Hopkins, MN through State Contract #184013 in the amount of \$16,710.00.

Adopted by the City Council this 1st day of February, 2021.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

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, February 16, 2021 due to Presidents' Holiday.

B. FIRE AND RESCUE CONTRACT HOLDERS MEETING –

Meeting at the Fire Hall on Monday, February 8, 2021 at 7:00 p.m.

**XI. ADJOURNMENT** –

February 1, 2021

The City Council meeting adjourned at 7:46 p.m. by unanimous consent.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR