

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, February 18, 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.	Excused
Council Member Ward V	Sara Miller	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Operations Coordinator	Mario Provencher	Present
Police Chief	Pat Fank	Present
Parks Foreman/Arena Manager	Chadd Benson	Present
Assistant City Attorney	Rebecca Rue	Present
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Brent Schacherer	Present
KLFD	Tim Bergstrom	Present

B. MAYORAL PROCLAMATIONS –

Mayor Johnson presented a proclamation that March is designated as “Colorectal Cancer Awareness Month”.

Mayor Johnson also presented a proclamation that Wednesday, February 26, 2020 be designated as “School Bus Driver Appreciation Day 2020”.

II. CONSENT AGENDA -

Each item on the Consent Agenda was considered. No items were added. It was moved by Council Member Mathwig, seconded by Council Member Kotelnicki, to remove Item G.2. Employment Offer from the consent agenda.

A. COUNCIL MINUTES TO APPROVE:

- 1. City Council Meeting – February 3, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$65,342.27

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 793

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-29
SECOND READING FOR ORDINANCE NO. 793
REPEALING ORDINANCE NO. 631
AND ESTABLISHING ORDINANCE NO. 793
CODIFIED ORDINANCES TITLE XI: BUSINESS REGULATIONS,
CHAPTER 111: TOBACCO RELATED PRODUCTS**

WHEREAS, a First Reading was given on February 3, 2020, Resolution No. 20-2-27, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 793, Repealing Ordinance No. 631 and Establishing Ordinance No. 793, Establishing Codified Ordinance Title XI: Business Regulations, Chapter 111: Tobacco Related Products, and

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 793 and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 18th day of February, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

F. LICENSES:

1. Application for Lawful Gambling Permit – Meeker County Pheasants Forever

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-34
LAWFUL GAMBLING PERMIT FOR AN EXEMPT
ORGANIZATION MEEKER COUNTY PHEASANTS FOREVER**

WHEREAS, an application for a lawful gambling license exemption was considered from the Meeker County Pheasants Forever,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Meeker County Pheasants Forever on June 23, 2020 at Litchfield Eagles Club, 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 18th day of February, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS:

1. Noise Ordinance Variance Request

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-30
APPROVE REQUEST FOR EXEMPTION FROM NOISE ORDINANCE**

WHEREAS, the City of Litchfield has a noise ordinance in place, and

Resolution No. 20-2-30– Cont’d.

WHEREAS, the City received a request for a private event to be held at the Opera House on June 7, 2020,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that Matthew Urban be granted an exemption from the noise control regulations for the date as stated above.

Adopted by the City Council this 18th day of February, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- 2. Employment Offer (Removed from agenda)
- 3. 2019 DER Tariff Filing

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-40
APPROVING UPDATES TO THE CITY OF LITCHFIELD’S
COGENERATION AND SMALL POWER PRODUCTION TARIFF**

WHEREAS, the City of Litchfield’s rules and Minnesota Statutes Section 216B.164 require the utility to annually file a Cogeneration and Small Power Production Tariff with the Litchfield City Council, and

WHEREAS, Schedule 1 of this tariff shall provide the calculation of average retail utility energy rates, and

WHEREAS, Schedule 2 provides standard contracts to be used with qualifying facilities, and

WHEREAS, Schedule 3 provides the utility’s safety standards, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus, and

WHEREAS, Schedule 4 provides procedures for notifying qualifying facilities of periods when the City of Litchfield will not purchase energy or capacity, and

WHEREAS, Schedule 5 provides the estimated seasonal peak and off-peak system average incremental energy costs for the utility’s power supplier from which energy purchases are first avoided, as well as the power supplier’s net annual avoided capacity costs, and

WHEREAS, these filings shall be maintained at the City of Litchfield offices and shall be made available for public inspection during normal business hours, and

THEREFORE, BE IT RESOLVED that the Litchfield City Council approves the following updates to the Cogeneration and Small Power Production Tariff for transactions following the date of adoption stated below.

Adopted by the City Council this 18th day of February, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW :

- 1. Minutes & Reports:
 - a. Planning Commission Minutes – January 13, 2020

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-39
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 18th day of February, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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. GOLF COURSE –

There was no one present to address the Golf Course item. No formal action was taken.

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

- 1. Conditional Use, Variance, and Easement Vacation Request - By Litchfield Opportunity Zone, Inc. – 801 & 811 Cottonwood Avenue –

Council Member Mathwig excused himself from the Council Chambers declaring a conflict of interest. City Administrator Cziok provided the findings and recommendations of the Planning Commission. He explained that the Planning Commission determined that the conditional use permit and variance requests would change the characteristics of the existing neighborhood. Concern was expressed on the lack of support of the residents in the area for the requests made by the applicant.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-35
DENY CONDITIONAL USE PERMIT TO LITCHFIELD OPPORTUNITY ZONE, INC
FOR PROPERTY LOCATED AT 801 & 811 COTTONWOOD AVENUE
TO ALLOW A TWIN HOME IN AN R-1 DISTRICT**

WHEREAS, the Planning Commission held a hearing on February 10, 2020, for a Conditional Use Permit request by Litchfield Opportunity Zone, Inc, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that this Conditional Use Request be denied and they referred the application to the City Council for final action, and

WHEREAS, the request is to allow a twin home to be located in an R-1 District, and

WHEREAS, a twin home is a conditional use within the R-1 District, and

WHEREAS, the property is located at 801 and 811 Cottonwood Avenue, and

WHEREAS, the Conditional Use Permit would conform to the conditions as outlined in the Zoning Ordinance, and

WHEREAS, the Conditional Use Permit would have an adverse effect on the use, value or appearance, and of the uses already permitted in the area, and

WHEREAS, the Conditional Use Permit would not impede the normal and orderly development and improvement of the surrounding property, and

WHEREAS, the Conditional Use Permit would not be detrimental to the public welfare, safety, order, convenience, prosperity or general welfare of the community, and

WHEREAS, the Conditional Use Permit would have adequate utilities, access roads, drainage, parking and other facilities, and

WHEREAS, the Conditional Use Permit would not adversely affect the existing uses because of traffic generation, noise, glare, general unsightliness or other nuisance characteristics, and

WHEREAS, denying this Conditional Use Permit would not create a hardship for the use of the property, and

WHEREAS, the subject properties have been deemed appropriate for detached single-family homes only,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Conditional Use Permit be denied to Litchfield Opportunity Zone, Inc. for property located at 801 and 811 Cottonwood Avenue to allow a twin home to be located in an R-1 District. The legal description of this property is:

Parcel No. 27-2871000 & 27-2872000
Lots 5, 6, 7 and 8, Block 2, Arnold’s Addition, according to the map or plat thereof on file and of record in the Office of the County Recorder, Meeker County, Minnesota.

Adopted by the City Council on this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-36
DENY VARIANCE TO LITCHFIELD OPPORTUNITY ZONE, INC
FOR PROPERTY LOCATED AT 801 & 811 COTTONWOOD AVENUE**

WHEREAS, the Planning Commission held a hearing on February 10, 2020, on a request for a variance by Litchfield Opportunity Zone, Inc., and

WHEREAS, the property is located at 801 and 811 Cottonwood Avenue, in the R-1 Single Family Residence District, and

WHEREAS, the request is for a variance of ten (10) feet from the required ten (10) foot side yard setback on both properties to allow for a twin home, and

WHEREAS, included with the variance request was a conditional use request to allow a twin home to be located within an R-1 Single Family Residence District, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, recommended that the conditional use be denied and they referred the application to the City Council for final action, and

WHEREAS, the Litchfield Planning Commission has recommended that the variance request also be denied, based on the recommendation of denial of the conditional use request,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that a variance be denied to Litchfield Opportunity Zone, Inc. at 801 and 811 Cottonwood Avenue, to allow a variance of ten (10) feet from the required ten (10) foot side yard setback on both properties to allow for a twin home. Property legally described as:

Parcel No. 27-2871000 & 27-2872000
Lots 5, 6, 7 and 8, Block 2, Arnold’s Addition, according to the map or plat thereof on file and of record in the Office of the County Recorder, Meeker County, Minnesota.

Adopted by the City Council this 18th day of February, 2020.

Approved:

MAYOR

Attest:

ASSISTANT CITY ADMINISTRATOR

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

- 2. Tax Parcel Split Request - by Kim Olson (ReMax) and Barb Nelson - 61961 Hwy 12 -

Council Member Mathwig came back into the Council Chambers and took his seat at the Council table once again. He provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-37
WAIVER OF TAX PARCEL
SUBDIVISION REGULATIONS
FOR KIM OLSON & BARB NELSON AT 61961 HIGHWAY 12**

WHEREAS, an application for a Waiver of Subdivision Regulations regarding splitting of a tax parcel was received from Kim Olson & Barb Nelson on December 20, 2019, and

WHEREAS, the Planning Commission considered this application at their meeting on February 10, 2020, and has recommended that this application be approved and their reasons for such action have been considered by the Council,

NOW, THEREFORE, BE IT RESOLVED to grant a Waiver of Subdivision Regulations for Parcel No. 14-0041001 legally described as:

SE ¼ of Section Two (2), Township One Hundred Nineteen (119) North, Range Thirty-one (31) West, less those parts and portions taken by the State of Minnesota for trunk highway purposes and subject to easements of highway as now established, except that part of the Southeast Quarter (SE ¼), Section Two (2), Township One Hundred Nineteen (119), Range Thirty One (31), Meeker County, Minnesota, described as follows:

Commencing at the southwest corner of said SE ¼; thence on an assumed bearing of South 87° 51'28" East, along the south line thereof, a distance of 1182.50 feet; thence North 02°08'40" East, a distance of 72.07 feet to the point of beginning of the tract to be described; thence North 69°12'09" East, a distance of 334.68 feet; thence North 07°17'52" West, a distance of 548.94 feet; thence South 80°05'58" West, a distance of 682.92 feet to a line bearing North 38°12'05" West from the point of beginning; thence South 38°12'05" East, a distance of 694.68 feet to the point of beginning; containing 6.84 acres, more or less; subject to the right of way of existing Trunk Highway No. 12 along the southwesterly line of the here described tract; subject to the right of way of State Highway No. 24 along the southeasterly line of the here described tract; subject to a 29 foot wide sewer line easement over and across the here described tract with the centerline of said easement described as follows: Said centerline commencing at the southwest corner of said SE ¼; thence on an assumed bearing of South 87°51'28" East along the south line thereof, a distance of 1182.50 feet; thence North 02°08'40" East, a distance of 72.07 feet; thence North 69°12'09" East, a distance of 334.68 feet; thence North 07°17'52" West, a distance of 22.61 feet to the point of beginning of said centerline; thence North 43°52'19" West, a distance of 98.00 feet; thence North 06°01'34" West, a distance of 445.53 feet to the north line of the here described tract and said centerline terminating thereat.

BE IT ALSO RESOLVED that this Resolution No. 20-2-37 shall be considered a Waiver of Compliance for filing or recording of the splitting of Tax Parcel No. 14-0041001 into two tax parcels of record.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

- 3. Tax Parcel Split Request - by Litchfield Opportunity Zone – Parcel #27-2878000 –

Council Member Mathwig provided the findings and recommendations of the Planning Commission.

February 18, 2020

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-38
WAIVER OF TAX PARCEL
SUBDIVISION REGULATIONS
FOR LITCHFIELD OPPORTUNITY ZONE, INC. AT PID 27-2878000**

WHEREAS, an application for a Waiver of Subdivision Regulations regarding splitting of a tax parcel was received from David Tysk with Litchfield Opportunity Zone, Inc., on January 10, 2020, and

WHEREAS, the Planning Commission considered this application at their meeting on February 10, 2020, and has recommended that this application be approved and their reasons for such action have been considered by the Council,

NOW, THEREFORE, BE IT RESOLVED that this application is granted based on the following determinations:

1. Compliance with the Subdivision Regulations does create unnecessary hardship.
2. Failure to comply with the Subdivision Regulations does not interfere with the purpose of Subdivision Regulations as defined in City Code 152.002.

BE IT ALSO RESOLVED to grant a Waiver of the City of Litchfield Subdivision Regulations for Parcel No. 27-2878000 legally described as:

Outlot A, Arnold’s Addition, as of public record Meeker County, Minnesota

BE IT ALSO RESOLVED that this Resolution No. 20-2-38 shall be considered a Waiver of Compliance for filing or recording of the splitting of Tax Parcel No. 27-2878000 into two tax parcels of record.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

4. Proposed Amendments to Section 154.297

Council Member Mathwig provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-42
CALL FOR PUBLIC HEARING TO CONSIDER
AN ORDINANCE AMENDING PART OF THE CITY CODE,
TITLE XV: LAND USAGE, CHAPTER 154: ZONING ORDINANCE,
SECTION 154.297: LISTING OF SPECIAL USES**

WHEREAS, from time to time staff determines that amendments are needed to the Zoning Ordinance, and

February 18, 2020

WHEREAS, the Planning Commission recommended that the City Council consider amending the Zoning Code, Resolution No. 20-2-42– Cont’d.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby sets a public hearing to be held at City Hall on April 6, 2020, at approximately 5:30 p.m. to consider amending part of the City Code Title XV: Land Usage, Chapter 154: Zoning Ordinance, Section 154.297: Listing of Special Uses, and

BE IT FURTHER RESOLVED that proper notice thereof shall be published and posted.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

5. Joint City Council/Planning Commission Presentation on Development Practices

There is a Joint City Council/Planning Commission meeting scheduled on February 20, 2020 at 4:00 p.m. for a presentation by WSB on development practices. No formal action was taken.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. TOBACCO LICENSE APPLICATION –

City Administrator Cziok recommended denial of the application based upon the lack of Meeker County references provided and for consistency purposes since the last application was denied for the lack of the same information.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-43
DENYING CIGARETTE LICENSE APPLICATION
SUPER TOBACCO 1 LLC. /DBA: LITCHFIELD SUPER TOBACCO**

WHEREAS, the City received an application for a cigarette license from Super Tobacco 1 LLC. /DBA: Litchfield Super Tobacco, and

WHEREAS, a background check was completed and reviewed by the Council, and

WHEREAS, Section 111.17 of the City of Litchfield’s Tobacco Ordinance provides for the basis of denying a Tobacco application, and

WHEREAS, the Council identified findings of fact for denial of the application, and

Resolution No. 20-2-43– Cont’d.

WHEREAS, the Council found that the applicant fails to provide information required on the application in that the references provided were not from Meeker County,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby denies the cigarette license application from Super Tobacco 1 LLC./DBA: Litchfield Super Tobacco based on the findings of fact, and

BE IT FURTHER RESOLVED that the applicant is herewith given notice of the right to appeal to District Court.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. POLICE DEPARTMENT –

1. Body Worn Camera Audit Report –

Police Chief Fank explained that Minnesota State Statute requires an independent audit of Portable Recording Systems (body-worn cameras (BWCS)) be completed every two years. The objective of said audit is to verify police departments are in compliance with Minnesota Statutes. Fank said this is the first audit since the requirement went into effect. He explained that there was a discrepancy noted in the wording of the BWC policy that has been corrected. No later than 60 days following completion of the audit, a report summarizing the results of the audit must be provided to the governing body with the jurisdiction over the budget of the law enforcement agency and to the Legislative Commission on Data Practices and Personal Data Privacy. No formal action was taken.

2. Joint Powers Agreement with BCA –

Police Chief Fank explained that the Joint Powers Agreement with Bureau of Criminal Apprehension has expired and a new agreement has been provided for consideration.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-32
RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF LITCHFIELD ON BEHALF OF ITS CITY
ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Litchfield on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield, Minnesota as follows:
Resolution No. 20-2-32– Cont’d.

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Litchfield on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the Chief of Police, Pat Fank, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, City Administrator Dave Cziok is appointed as the Authorized Representative’s designee.

3. That the City Attorney, Mark Wood, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Assistant City Attorney, Rebecca Rue, is appointed as the Authorized Representative’s designee.

4. That Keith Johnson, the Mayor for the City of Litchfield, and Joyce Spreiter, the Assistant City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Minnesota Court Data Services for Governmental Agencies/Master Subscriber Agreement –

Police Chief Fank recommended approval of the Minnesota Court Data Services for Governmental Agencies/Master Subscriber Agreement which allows the Litchfield Police Department access to data, along with the City Prosecutor’s Office access.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-33
A RESOLUTION APPROVING MASTER SUBSCRIBER AGREEMENT**

WHEREAS, the City of Litchfield has approved the Master Subscriber Agreement for Minnesota Court Data Services for Government Agencies and Agency Request Forms on Behalf of the City for the benefit of the City Prosecutor’s Office and the Litchfield Police Department, and

WHEREAS, the City Council now directs and authorizes the Mayor to execute the Master Subscriber Agreement and Agency Request Forms on behalf of the City,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield, Minnesota as follows:
Resolution No. 20-2-33– Cont’d.

1. The Mayor shall execute the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies on behalf of the City
2. The Mayor shall execute the Agency Request Forms on behalf of the City for the benefit of the City Prosecutor’s Office and the Litchfield Police Department.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. CITY WIDE CLEAN-UP –

Mayor Johnson requested consideration of May 16, 2020 for the annual City wide clean-up event.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-31
AUTHORIZE CITY WIDE CLEAN-UP EVENT FOR 2020**

WHEREAS, the City wishes to promote community beautification awareness, and

WHEREAS, a City wide clean-up event has been held for the several years and has proven to be successful,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes the City wide clean-up event to be scheduled for May 16, 2020 from 8:00 a.m. to 10:30 a.m.

Adopted by the City Council this 18th day of February, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. FUTURE WORK SESSION –

City Administrator Cziok discussed consideration of future work sessions on updating the priority list. He explained that in 2019 the process took three and a half months and five meetings to establish priorities and to define timelines. He is hoping to get the update completed in three work sessions and suggested that the Council hold a work session following the second Council meeting of each month beginning in March. Cziok explained that the first work session would be introduction of topics. The following work session would include staff

findings and resource allocations, with the focus on scheduling of priorities and timelines on the third and final work session. The Council, by consensus, agreed to hold worksessions following the second meeting of each month beginning March 16, 2020. No formal action was taken.

E. APPOINTMENTS TO MAKE –

- 1. Planning Commission - Two Regular Terms until 3/1/2023
 - a. Incumbents: Mike Flaata, Jeff Woods
 - Applicants: Mike Flaata, Jeff Woods

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-2-41
PLANNING COMMISSION APPOINTMENTS**

WHEREAS, there are two terms from March 1, 2020 to March 1, 2023 open on the Planning Commission, and

WHEREAS, these openings were advertised, and

WHEREAS, two applications were received,

NOW, THEREFORE, BE IT RESOLVED to reappoint Mike Flaata and Jeff Woods to the Planning Commission for a term from 3/01/20-3/01/23.

Adopted by the City Council this 18th day of February, 2020.

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 – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:14 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR