

**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 20, 2018, 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
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
Parks Foreman/Arena Manager	Chadd Benson	Present
City Attorney	Mark Wood	Present
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	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 – February 5, 2018

**B. FINANCIAL REPORTS TO APPROVE: None.**

**C. CLAIMS TO AUTHORIZE FOR PAYMENT –**

- 1. Computer List of Bills for \$144,810.88

**D. OTHER PAYMENTS:**

- 1. Civic Arena Building Addition -

**CITY OF LITCHFIELD  
 RESOLUTION NO. 18-2-20  
 AUTHORIZE PAYMENT FOR THE  
 CIVIC ARENA BUILDING ADDITION**

**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 Payment No. 3 for the Civic Arena Building Addition totaling \$61,197.10 as attached and on file.

Adopted by the City Council this 20th day of February, 2018.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Application for Lawful Gambling Permit - Litchfield Rotary Club

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-19  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION LITCHFIELD ROTARY CLUB**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Rotary Club,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for the Litchfield Rotary Club on April 2, 2018 at Litchfield Eagles Club, 389 South CSAH 34, Litchfield, 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 20th day of February, 2018.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_

MAYOR

2. Application for Lawful Gambling Permit - Ducks Unlimited

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-21  
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 April 6, 2018 at Peter’s On Lake Ripley, 405 West Pleasure Drive, 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 20th day of February, 2018.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR

G. OTHER ROUTINE MATTERS: None.

H. COMMUNICATIONS TO REVIEW: None.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-23  
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 20th day of February 2018.

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. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS** – None.

**V. COMMISSION RECOMMENDATIONS** – None.

**VI. COMMITTEE REPORTS** – None.

**VII. LEGAL CONSIDERATIONS** – None.

**VIII. BUSINESS** –

A. **HIGHWAY 12 MUNICIPAL CONSENT LETTER** –

City Administrator Cziok responded to the request from a previous Council meeting to provide the Council with feedback on the impact to taxes as it relates to the Highway 12 Downtown Reconstruction Project, along with providing some detail on the stoplight. As discussed at the work session, administration sees the impact not to taxes but the impact to the Financial Management Plan by moving projects back as opposed to impacting taxes if the costs of the project would increase beyond what was previously anticipated. He explained the bonding costs projected right now really match what the Financial Management Plan had identified in terms of costs. Cziok said potentially the signal light would be the only change the Council could make to significantly impact the budget that may impact a future project down the road. The rest of the decisions the Council makes would be a state aid impact, not a bond or tax impact. Assistant City Engineer Chuck DeWolf provided the range of what MnDOT is typically seeing for the cost of a traffic signal similar to what would be required at the 3<sup>rd</sup> and Sibley Avenue intersection from \$220,000 on the low end to \$250,000 on the high end. He explained the process is that what the City ends up paying is the actual cost.

City Administrator Cziok recommended the Council debate the traffic signal, downtown lighting and trees. He said administration can provide the impacts to the Financial Management Plan if the decisions made are significant to the budget. The Council reviewed the variables to the estimated costs based upon the decisions the Council makes concerning the

traffic signal, downtown lighting and trees. The Council discussed at length and shared opinions on each of the issues. Although the street lights could be paid by state aid, concern was expressed that utilizing state aid dollars would impact future projects. There was some discussion on whether or not the City should go with cobra lights to offset costs of the traffic signal. City Administrator Cziok explained that all of the items in the project that are outlined as eligible to be reimbursable by state aid dollars are coming out of a construction fund that has accumulated to approximately \$1.3 million for the City of Litchfield. He added that although the fund is reimbursable, use of the state dollars could delay other projects since the fund would need to be built up again. Council Member Kotelnicki provided information that costs to refurbish the traffic signal were estimated at \$180,000 which would save the City \$70,000. Concern was expressed on the risk of refurbished versus new. The Council inquired whether or not the \$12,500 that MnDOT allotted towards the recommended Rectangular Rapid Flashing Beacon (RRFB) could be applied towards the traffic signal. Administration responded that it was allocated to the RRFB but staff would confirm with MnDOT. After further discussion, the Council made a decision to keep the traffic signal and to eliminate the trees from the project.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-24  
APPROVE REPLACEMENT OF TRAFFIC SIGNAL AT  
INTERSECTION OF 3<sup>RD</sup> STREET AND SIBLEY AVENUE**

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) is proceeding with plans to complete State Project 4704-89, a reconstruction project on Highway (Hwy) 12/22 in Litchfield from 4<sup>th</sup> Street to East Commercial Drive and Depot Street to Holcombe Avenue, and

**WHEREAS**, the project also includes the addition of a storm outlet pipe along 4<sup>th</sup> Street and a pond on the property in the northeast corner of CR1 and Ripley Street West, and

**WHEREAS**, MnDOT has submitted for City approval of the project's Final Layout, identified as Layout No. 1, S.P. 4704-89 in accordance with Minnesota Statute 161.164, and

**WHEREAS**, one of the items for consideration is whether or not to replace the existing traffic signal at the intersection of 3<sup>rd</sup> Street and Sibley Avenue, and

**WHEREAS**, MnDOT consultants have collected data on control options for the 3<sup>rd</sup> Street intersection, and

**WHEREAS**, the results of analysis of the data collected indicate a traffic signal is not warranted for the 3<sup>rd</sup> Street intersection, and

**WHEREAS**, based on those results MnDOT will not participate in the costs to replace the existing traffic signal, and

**WHEREAS**, other options were analyzed and provided for Council consideration, and

**WHEREAS**, MnDOT recommended the placement of a Rectangular Rapid Flashing Beacon (RRFB) with a median refuge as intersection control, and

**WHEREAS**, MnDOT would participate in costs of a RRFB, and

**WHEREAS**, the City implemented a 90 day test period for the placement of a Rectangular Rapid Flashing Beacon (RRFB) with median refuge for the purpose of intersection control at 3<sup>rd</sup> Street, and

**WHEREAS**, the Council held a public hearing on February 5, 2018 to consider the Final Layout for State Project 4704-89 including the Rectangular Rapid Flashing Beacon (RRFB), and

**WHEREAS**, citizens, along with the Council, expressed safety concerns in not having a traffic signal controlling the intersection, and

Resolution No. 18-2-24– Cont’d.

**WHEREAS**, the cost of replacing the traffic signal at the intersection of 3<sup>rd</sup> Street and Sibley Avenue is estimated between \$220,000 and \$250,000 for new, and 180,000 for refurbished,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves replacement of the traffic signal at 3<sup>rd</sup> Street and Sibley Avenue with costs from refurbished to new.

Adopted by the City Council this 20th day of February 2018.

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 Kotelnicki, seconded by Council Member Loch, to adopt the following:

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-25  
APPROVING ELIMINATION OF TREES FROM  
HWY 12 DOWNTOWN RECONSTRUCTION PROJECT**

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) is proceeding with plans to complete State Project 4704-89, a reconstruction project on Highway (Hwy) 12/22 in Litchfield from 4<sup>th</sup> Street to East Commercial Drive and Depot Street to Holcombe Avenue, and

**WHEREAS**, the project also includes the addition of a storm outlet pipe along 4<sup>th</sup> Street and a pond on the property in the northeast corner of CR1 and Ripley Street West, and

**WHEREAS**, MnDOT has submitted for City approval of the project’s Final Layout, identified as Layout No. 1, S.P. 4704-89 in accordance with Minnesota Statute 161.164, and

**WHEREAS**, one of the items for consideration is whether or not to replace trees along the project area, and

**WHEREAS**, MnDOT held public forums to provide public input on the proposed project in which numbers indicate an equal amount of support to non-support of replacing the trees, and

**WHEREAS**, the Council held a public hearing on February 5, 2018 to consider the Final Layout for State Project 4704-89,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves of eliminating the trees from the Hwy 12 Downtown Reconstruction Project.

Adopted by the City Council this 20th day of February 2018.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

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

The Council continued discussion concerning the options for street lighting including cobra, acorn, and 5-globe lights. After significant dialog on the street lighting the Council was unable to form a consensus and requested more information on costs. Also discussed was whether or not the unused \$64,000 allocated to streetscaping by MnDOT could be applied to offset other costs.

After review, it was moved by Mayor Johnson, seconded by Council Member Kotelnicki, that administration provide more information on street lighting costs including cobra, acorn and 5-globe lights and whether or not the unused streetscaping costs of \$64,000 could be applied towards the lights. Upon roll call vote, all members present voted aye, whereupon the motion was declared adopted.

**B. SPLASHPAD –**

City Administrator Cziok addressed the Council concerning additional recommendations by staff along with a request for consideration from Litchfield Rotary Foundation, Inc. Assistant City Engineer Chuck DeWolf provided information concerning a change order to accommodate the additions. Bev Mathwig, representing Litchfield Rotary, addressed the Council with a request to add water cannons to the Splash Pad area. She also informed the Council that Litchfield Rotary Foundation, Inc. is ahead of their fundraising goals.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-26  
APPROVE THE PREPARATION OF PLANS AND SPECIFICATIONS,  
PROJECT BIDDING AND CHANGE ORDER FOR THE SPLASH PAD**

**WHEREAS**, the Council authorized the preparation of plans and specifications for the Splash Pad, and

**WHEREAS**, plans and specifications have been completed and the Council has reviewed a proposed project schedule, and

**WHEREAS**, Litchfield Rotary Foundation, Inc. has requested the addition of cannon equipment, and

**WHEREAS**, staff has recommended some additional infrastructure around the Splash Pad for the ease of operations, and

**WHEREAS**, addition of a limestone border is also recommended to potentially keep geese out of the Splash Pad area,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the plans and specifications and authorizes advertisement for bids for the Splash Pad, and

**BE IT FURTHER RESOLVED** that a change order in the amount of \$19,230 be approved to include the additional cannon equipment and the limestone border, and

**BE IT FURTHER RESOLVED** that the budget be increased to \$380,000 to accommodate for the change order and additional infrastructure needs.

Adopted by the City Council this 20th day of February 2018.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

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

C. WELLNESS/RECREATION/AQUATICS –

The Council discussed the results of the town hall meetings held on February 15, 2018 concerning a wellness/recreation/aquatics facility. It was noted that the comments were not unlike comments heard prior to the meetings. Mayor Johnson recommended meeting with school officials to form a partnership concerning the facility with the possibility of the school taking the lead. Council Member Dingmann expressed concern about a delay of 2-3 years of a recreation facility in getting the school involved and if the public was willing to wait that long. He questioned whether the City should be looking at anything else at this time as far as a smaller project. Council Member Kotelnicki shared her concerns on attracting and retaining business and maintaining a favorable tax climate and the tax impacts to local businesses of a \$9 to \$12 million dollar project. She discussed the evening session of the town hall meeting in which the individuals that were not in favor of the facility were willing to compromise on a project with no or minimal tax impacts. She said there was some support about an outdoor pool along with location of the pool at the lake. Council Member Allen concurred about a compromise with a smaller project. Council Member Loch felt the City could do both, provide for a smaller scale project, along with supporting a larger scale project if the School chooses to pursue in 3-4 years. Council Member Miller expressed concern about the value of an outdoor pool and the limited use due to the unpredictable weather in the past few years. She also recommended the City consider the ability to expand the facility. Mayor Johnson informed the Council that he had discussions with Litchfield Rotary to relocate the splashpad and the possibility of combining it with an outdoor pool.

After review, it was moved by Mayor Johnson, seconded by Council Member Allen, to have administration go to USAquatics to figure out a concept to include an outdoor pool and splash pad at the lake, along with providing a financial plan on paying for it. Council Member Dingmann inquired on the burden to administration by adding this task. City Administrator Cziok advised that the Council review the wants of the Council, community and staff at some point moving forward. He recommended the Council authorize spending up to \$5,000 to have USAquatics develop a concept including an outdoor pool and splashpad at the lake. He explained that this project should be included in the review process.

Council Member Boyle said he was uncomfortable with the motion, that he was concerned if the shift of the thought process is to an outdoor pool, then the City has made a significant change. He explained that he is not comfortable voting for the motion because we owe it to the School Board and Pool Committee. He feels it's going to send a message to the community that the Council decided they were going to do a pool even though he doesn't think that's what the Council is saying. Council Member Boyle added he thinks it's premature if the City is trying to identify stakeholders. Council Member Miller said she believes we are at the point we need to do something which she agrees with. However she is concerned that there was a town hall meeting how many days ago on the possibility of a center and now how many days later it has shifted to an outdoor pool. Council Member Kotelnicki commented that the town hall meeting was about a facility not necessarily a center. Council Member Miller said she has heard and continues to hear that there are stakeholders out there and doesn't feel we should disregard that. She added they need to see something physical, whether it is an outdoor pool and/or another option. Council Member Loch said he was unable to attend the meetings and needs to look at the comments but expressed concern about changing the direction so quickly to an outdoor pool if the discussions at the town hall meetings were about the recreation center. Council Member Dingmann recommended sending the message to the public that the City is still reaching out to the School and that the Council is just looking at other options. He added that he thinks everything is on the table including negotiating with the School Board.

Mayor Johnson amended his motion to include authorization to have administration go to USAquatics to figure out a concept to include an outdoor pool and splash pad at the lake, along with providing a financial plan on paying for it, and to authorize administration to meet with school administration on partnering on a wellness/recreation center. Council Member Boyle asked for clarification if there was a joint committee already in place consisting of city and school officials or if the pool committee still existed. Mayor Johnson responded the committees no longer exist. Council Member Miller added that she has attended a

couple meetings in reference to a pool but that has been quite some time ago. She said she feels there are two different things going on, one that is we need to see something done and discussion of an outdoor pool and the other, a possible recreation center conversation. She added that Beckie Simonson, superintendent of the Litchfield Schools, was at one of the town hall meetings and although had not intended to speak, Simonson said the City and School needed to have a conversation. Council Member Miller expressed concern about alienating any possible stakeholders. Upon roll call vote, all members present voted aye with the exception of Council Members Boyle and Loch voting nay, whereupon the motion was declared adopted.

D. REQUEST FOR ANNEXATION - DOERING LAND COMPANY, LLC –

City Attorney Wood addressed the Council concerning the request for annexation from Doering Land Company, LLC. Upon Council inquiry on use of the land, Wood responded the indication is that it would be multiple use. He explained that the land would be annexed in at the highest restriction, R-1, and would have to go through the process for a zoning change.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-22  
SET PUBLIC HEARING FOR ANNEXATION**

**WHEREAS**, the City of Litchfield has received a petition for annexation (on file), and

**WHEREAS**, Minnesota Statutes set forth that a public hearing be held after due notice has been given,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby sets a public hearing on April 16, 2018 at 5:30 p.m. for the purpose of considering a petition for annexation from Ray Doering, Michael Doering, and Eric Doering of Doering Land Company, LLC and authorizes that due notice be given.

Adopted by the City Council this 20th day of February, 2018.

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.

E. APPOINTMENTS TO MAKE

1. Planning Commission - Two Regular Terms until 3/1/2021

Incumbent: Shannon Asmus, Larry Dahl  
Applicants: Shannon Asmus, Larry Dahl

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-2-27  
PLANNING COMMISSION APPOINTMENTS**

**WHEREAS**, there are two terms from March 1, 2018 to March 1, 2021 open on the Planning Commission, and

**WHEREAS**, these openings were advertised, and

Resolution No. 18-2-27– Cont’d.

**WHEREAS**, two applications were received,

**NOW, THEREFORE, BE IT RESOLVED** to reappoint Shannon Asmus and Larry Dahl to the Planning Commission for a term from 3/01/18-3/01/21.

Adopted by the City Council this 20th day of February, 2018.

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.

**IX. ADDITIONAL ITEMS** – None.

**X. ANNOUNCEMENTS** –

A. WORKSESSION –

The Council held a worksession at 5:00 p.m. prior to the regularly scheduled Council meeting to provide responses concerning US Hwy 12 Downtown Litchfield Municipal Consent. No formal action was taken.

B. FIRE AND RESCUE CONTRACT HOLDERS MEETING –

A reminder there will be a meeting at the Fire Hall on Monday, February 26, 2018 at 7:00 p.m.

**XI. ADJOURNMENT** –

The City Council meeting adjourned at 6:57 p.m. by unanimous consent.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR