

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, March 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 |
| Police Chief | Pat Fank | 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 – February 16, 2021

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$2,311,395.06

D. OTHER PAYMENTS:

1. Phase 2 Generation Improvements –

March 1, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-44
AUTHORIZE PAYMENT NO. 11
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. 11 for the Phase 2 Generation Improvements totaling \$168,145.96 as attached and on file.

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

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

E. ORDINANCES – SECOND READINGS:

1. Ordinance No. 806 –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-43
SECOND READING OF ORDINANCE NO. 806
AMENDING THE ZONING ORDINANCE
154.011 BOUNDARIES OF OFFICIAL ZONING MAP, APPENDIX B - ZONING MAP
B-1, LIMITED BUSINESS DISTRICT**

WHEREAS, a First Reading was given on February 16, 2021, Resolution No. 21-2-33,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 806, amending Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, and

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 806, and into the Codified Ordinances of the City of Litchfield.

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

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Resolution No. 21-3-43– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

F. LICENSES:

1. Sales on Public Property –
 - a. Litchfield Downtown Council
 - b. Litchfield Area Mentorship Program-Kinship

G. OTHER ROUTINE MATTERS: None

H. COMMUNICATIONS:

1. Minutes & Reports:
 - a. Police Civil Service – February 10, 2021
 - b. Heritage Preservation Commission – February 22, 2021
2. Correspondence:
 - a. Letter to the Council
 - b. Trail Application Memo
 - c. Pro-Shop Associate Progress

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-48
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 March, 2021.

Resolution No. 21-3-48– Cont’d.

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. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –

A. FIRST DISTRICT ASSOCIATION REQUESTS –

1. South Park Considerations –

Troy Gassman, representing First District Association (FDA), addressed the Council concerning potential improvements to South Park. He reviewed the potential farm-themed playground concept as provided in the Council packet. Council inquiries included the location of the proposed improvements and whether or not FDA was seeking a partnership with the City in the proposed project. Gassman reported that the perspective provided is to scale and the concept is not final with FDA open to ideas and concepts. He explained that FDA is pursuing a potential community build with a professional company engaged to include involvement of FDA employees in the building process. Potential needs to be provided by the City may include preparation of the grounds for playground equipment placement/installation and addition of restroom facilities and/or shelter. It was moved by Council Member Kotelnicki, seconded by Council Member Miller that FDA works with City staff concerning potential improvements to South Park. Upon roll call vote, all members present voted aye, whereupon the motion carried.

2. Cows with Litchfield Downtown Council –

Council Members Kotelnicki and Allen left the Council diaz to join FDA Representative Troy Gassman in addressing the Council concerning a request for consideration. They explained that FDA would like to involve the community in celebrating their 100th Anniversary and is working with the Litchfield Downtown Council on a fundraiser. Community involvement includes FDA providing 17 fiberglass cows/calves to be painted by organizations which have been designated. The cows/calves would be placed throughout the community temporarily with the concept of auctioning off the painted cows/calves in August 2021 with all proceeds being donated to non-profit organizations as designated. The request for Council consideration is for temporary placement of two cows and one calf on City property.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-49
APPROVE TEMPORARY PLACEMENT OF COWS/CALVES
ON CITY PROPERTY**

WHEREAS, First District Association (FDA) would like to involve the community in celebrating their 100th Anniversary and is working with Litchfield Downtown Council, Inc. on a fundraiser,

WHEREAS, FDA would like to give back to the community, and

WHEREAS, the fundraiser involving the community includes painting fiberglass cows/calves to be auctioned off with proceeds being donated to non-profit organizations as designated, and

WHEREAS, FDA will furnish 8 adult cows and 9 calves to be painted, and

WHEREAS, the cows/calves will be placed throughout the community during the summer, and

WHEREAS, FDA and Litchfield Downtown Council, Inc. would like to place one cow in Central Park, one cow at the Fire/Rescue Hall, and one calf at the Litchfield Public Library, and

WHEREAS, there will be a map of the locations of cows/calves recognizing each business and non-profit organization, and

WHEREAS, the cows will be auctioned off on August 26th in Central Park,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves temporary placement of one cow in Central Park, one cow at the Fire/Rescue Hall, and one calf at the Litchfield Public Library.

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

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

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Upon roll call vote, all members present voted aye with Council Members Allen and Kotelnicki abstaining, whereupon the resolution was declared adopted.

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION

1. Certificate of Appropriateness –

Council Member Kotelnicki provided the recommendations of the Heritage Preservation Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-45
GRANT CERTIFICATE OF APPROPRIATENESS
TO SAMUEL D. WOOD
FOR PROPERTY LOCATED AT 130 NORTH SIBLEY AVE.**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, February 22, 2021, to consider a Certificate of Appropriateness Application request by Samuel D. Wood, for property located at 130 North Sibley Ave., and

WHEREAS, the Litchfield Historic Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

WHEREAS, the Certificate of Appropriateness would allow for the replacement of new support beams or steel angle iron and vertical supports to re-support the roof overhang, install an overhead door, repair concrete in front of door and make handicapped accessible, and

WHEREAS, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

WHEREAS, the Certificate of Appropriateness would allow the property's historic character to be retained and preserved, and

WHEREAS, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

WHEREAS, deteriorated historic features will be repaired rather than replaced, and

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Resolution No. 21-3-45– Cont’d.

WHEREAS, the Certificate of Appropriateness would allow for chemical or physical treatments, if appropriate, be undertaken using the gentlest means possible, and

WHEREAS, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

WHEREAS, new additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to Samuel D. Wood with the condition that the alterations to the overhang, support beams and overhead door be code compliant, for property located at 130 North Sibley Ave.

Adopted by the City Council on this 1st day of March, 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 UPDATE** –

City Administrator Cziok had no information to report. He informed the Council that the topic would be removed from future agendas unless there was something that needed to be addressed or if the Council wanted it on the agenda. The Council had no comments or questions. No formal action was taken.

B. LUTHERAN SOCIAL SERVICES –

City Administrator Cziok explained that the City has held lease agreements with Lutheran Social Services of Minnesota for the use of the Civic Arena and the contract language remains the same as in the past. It was noted that Zion Lutheran Church will be providing the services at some point in the future.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-47
AUTHORIZE APPROVAL OF
2021 CIVIC ARENA NUTRITION SITE LEASE AGREEMENT**

WHEREAS, the City has held lease agreements in the past with Lutheran Social Services of Minnesota for the use of the Civic Arena for the purpose of a senior nutrition program, and

WHEREAS, Lutheran Social Services of Minnesota presented a lease agreement for 2021 for Council consideration,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the Civic Arena Nutrition Site Lease Agreement with Lutheran Social Services of Minnesota for 2021, and

BE IT FURTHER RESOLVED that the Mayor sign the said 2021 Agreement on behalf of the City.

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

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

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

C. POLICE DEPARTMENT –

1. Vacancy –

City Administrator Cziok informed the Council that the Litchfield Police Department is anticipating a police officer vacancy and there is an ongoing vacancy in the

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position of Police Sergeant. He explained that the Litchfield Police Civil Service Commission has met and has determined the need to establish eligibility lists for said vacancies.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-50
AUTHORIZING ESTABLISHING AN ELIGIBILITY LIST
FOR POLICE OFFICER AND SERGEANT VACANCIES**

WHEREAS, the Litchfield Police Department is anticipating a police officer vacancy,
and

WHEREAS, an officer has not been promoted to fill an ongoing sergeant vacancy, and

WHEREAS, the Litchfield Police Civil Service Commission has met and determined the need to create an eligibility list for said vacancies,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes establishing an eligibility list for police officer and sergeant vacancies.

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

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

2. Staffing –

City Administrator Cziok recommended that the Personnel Committee meet to review the position of Police Sergeant. Upon a request for clarification from Council Member Dingmann, City Administrator Cziok outlined the authority and responsibilities of both the Litchfield Police Civil Service Commission and the Personnel Committee.

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

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**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-51
AUTHORIZING PERSONNEL COMMITTEE TO
REVIEW POLICE SERGEANT POSITION**

WHEREAS, the Litchfield Police Civil Service Commission is responsible for discipline, promotion, hiring and firing within the Police Department, and

WHEREAS, an officer has not been promoted to fill an ongoing sergeant vacancy, and

WHEREAS, the Litchfield Police Civil Service Commission has met and determined the need to create an eligibility list for said vacancy, and

WHEREAS, the Personnel Committee has authority relating to the budget, and

WHEREAS, Administration recommends the Personnel Committee review budgeting options for positions such as sergeant, lieutenant or Assistant Chief,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes the Personnel Committee to review the position of Police Sergeant to include other supervisory options that can be supported within the budget, and

BE IT FURTHER RESOLVED that the Personnel Committee report back to the Council if there are any changes to the position.

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

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

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

D. CEMETERY ROAD LRIP APPLICATION –

City Administrator Cziok explained that the City was approached by Litchfield Township for support in pursuing LRIP funds for improving both 250th Street and 620th Avenue which are located behind the City cemetery. The Council has expressed interest in paving the road directly behind the cemetery in which LRIP funds could help reduce the City's costs. He outlined the proposed costs of the improvements including the maximum exposure to the City. Cziok explained that there is a better opportunity for funding with Litchfield Township taking the lead and the City supporting their application. It was noted that there are a lot of applications

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for said funding and the City will be notified if additional consideration is warranted based on Litchfield Township receiving partial or no funding.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-46
SUPPORT FOR LRIP FUNDING – LITCHFIELD TOWNSHIP**

WHEREAS, the State of Minnesota has made \$75 million in Local Road Improvement Program (LRIP) funding available to various entities. LRIP funds can be used on reasonable elements associated with roadway construction. Other costs, including but not limited to consultant engineering and inspection, utility construction, as well as construction costs above the LRIP award need to have alternate funding sources. There is a cap of \$1.25 million for each project for entities such as Townships and Cities, and

WHEREAS, Litchfield Township has identified specific needs for LRIP funding and is submitting an application to MNDOT. The application requires a resolution from any entity that has co-jurisdiction over the subject roadways, and

WHEREAS, Litchfield Township has provided the City of Litchfield with a Resolution to seek LRIP funding, along with project details and estimates. The project involves these roadways for which the City of Litchfield and Litchfield Township have co-jurisdiction:

- 620th Avenue from 245th Street to 250th Street; and
- 250th Street from 620th Avenue eastward about 2,500 feet.

WHEREAS, the City has been in contact with Litchfield Township regarding this project. The City is fully supportive of the project and believes that it will have significant positive effects on users of the roadways, farmers hauling product to market in Litchfield, City of Litchfield residence, local businesses, and the community at large, and

WHEREAS, the City and Litchfield Township agree to each pay half of the costs of the project on shared sections of roadway. Litchfield Township is seeking LRIP funding for its half of costs on the shared roadways, and funding for other areas of roadway over which it has sole responsibility. The City understands that it is also eligible for LRIP funding and desires to use LRIP as its funding source. The LRIP application materials indicate that border roads should be submitted under one application, and that the “lead” government unit submits the application. The City and Township believe that it is most prudent to have the Township proceed with the application, and for the City to provide any necessary input. The City’s portion of the project for LRIP funding purposes is estimated as follows:

- \$76,075.00 for its portion of work on 620th Avenue;
 - \$33,440.00 for its portion of work on 250th Street.
- \$109,515.00 = Total Estimated Cost for City of Litchfield Portion

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Resolution No. 21-3-46– Cont’d.

WHEREAS, the City believes that the surfacing of these gravel and deteriorating roadways will provide significant and long-lasting benefit to City residents, area farmers that use these roads to bring product to the City, local businesses that depend on these roads for shipments and deliveries, capacity relief from State Highway 12 (including farm vehicles that use 250th St.), as a connector to State Highway 22, as a connector to recreation at Lake Ripley, as a connector to Litchfield Cemetery, and for other important purposes for regional and local users, and

WHEREAS, the City is committed to ensuring the success of this project if LRIP funding is awarded. The City will take action as needed in support of the project. The City understands that Meeker County would serve as a sponsor to the project,

THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that:

1. The City of Litchfield supports the project as outlined above and in the documents provided by Litchfield Township.
2. The City of Litchfield will seek LRIP funding for its portion of the projects outlined above through the application being made by Litchfield Township. The City of Litchfield will provide any necessary input to Litchfield Township on the application.
3. The City of Litchfield will take any further action as needed in support of the project.

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

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

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

E. SONGS OF SUMMER UPDATE –

City Administrator Cziok provided an update on the request from Songs of Summer Festival (SoSF) for additional electric infrastructure for the event. He explained the City can provide for permanent electric infrastructure to accommodate the needs for this event and potentially other community events since said improvements are considered capital improvements. City Administrator Cziok explained that SoSF would need to provide for portable electric service needs at their cost.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-3-52
APPROVE ELECTRIC INFRASTRUCTURE IMPROVEMENTS TO
THE SOUTH SIDE OF CIVIC ARENA AND THE
WARMING HOUSE SOUTH OF THE CIVIC ARENA**

WHEREAS, the Songs of Summer Festival (SoSF), formerly known as the Litchfield Community August Bash, is requesting City consideration in changing the location of the event to the south side of the Civic Arena including the green space, and

WHEREAS, the event has been held in the past in the parking lot on the north side of the Civic Arena, and

WHEREAS, the electric infrastructure isn't sufficient on the south side of the Civic Arena to accommodate the needs of SoSF and potentially other community events, and

WHEREAS, SoSF is also requesting additional power from the warming house on the south side of the Civic Arena to accommodate vendors for the event, and

WHEREAS, permanent electric infrastructure improvements represent capital improvements for said locations allowing for additional uses,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the City provide permanent electric infrastructure improvements to the south side of the Civic Arena and the warming house on the south side of the Civic Arena to accommodate the needs of the SoSF and additional community needs, and

BE IT FURTHER RESOLVED that SoSF be responsible for any additional portable electrical needs at their cost.

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

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

F. SOLID WASTE CONTRACTS –

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City Administrator Cziok explained that the commercial and residential solid waste contracts were expired in 2020. The contracts are typically 5 years. Council Members Allen and Kotelnicki were appointed in January, 2021 to the negotiation committee for contract renewals. It was moved by Council Member Dingmann, seconded by Council Member Miller, to authorize Council Members Allen and Kotelnicki to begin working with administration, Waste Management and West Central Sanitation on new contracts. Upon roll call vote, all members present voted aye, whereupon the motion carried.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:18 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR