

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 Monday, March 21, 2022, 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	Excused
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	Not Present
Operations Coordinator	Mario Provencher	Present
Police Chief	Pat Fank	Present
Assistant City Attorney	Rebecca Rue	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Brent Schacherer	Present
KLFD	Tim Bergstrom	Present

B. PLEDGE OF ALLEGIANCE

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 – March 7, 2022
2. City Council Work Session – March 7, 2022
3. Special Council Meeting – March 17, 2022

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$417,926.62

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Sales on Public Property –
 - a. Litchfield Early Childhood Programs
 - b. Kiwanis Club of Litchfield
 - c. Litchfield Lions

2. Lawful Gambling Permit – Kiwanis Club of Litchfield

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-43
LAWFUL GAMBLING PERMIT FOR
AN EXEMPT ORGANIZATION
KIWANIS CLUB OF LITCHFIELD MN**

WHEREAS, an application for a lawful gambling license exemption was considered from the Kiwanis Club of Litchfield MN,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for Kiwanis Club of Litchfield MN on September 30, 2022 at Meeker Coop Building, 1725 E. Hwy 12, 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 21st day of March, 2022.

Attest:

OPERATIONS COORDINATOR

Approved:

MAYOR

3. Lawful Gambling Permit – Meeker County Ducks Unlimited

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-45
LAWFUL GAMBLING PERMIT FOR**

March 21, 2022

**AN EXEMPT ORGANIZATION
MEEKER COUNTY DUCKS UNLIMITED**

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

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for Meeker County Ducks Unlimited on April 30, 2022 at Litchfield Eagles Aerie #3424,389 CSAH 34 South, 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 21st day of March, 2022.

Attest:

Approved:

OPERATIONS COORDINATOR

MAYOR

G. OTHER ROUTINE MATTERS:

1. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-44
EMPLOYMENT OFFER FOR
PART-TIME POSITIONS**

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

WHEREAS, the funds to fill these positions were approved in the 2022 Budget, and

WHEREAS, the supervisors will adjust the wage schedule for 2022 part-time employees to fill these positions, and

Resolution No. 22-3-44– Cont’d.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to offer 2022 part-time employment with the City of Litchfield, to the following:

Department

Re-Hires

New Hires

Liquor Store

Junior Hamer
Vanessa Joyce
Chrystal Koelln

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Adopted by the City Council this 21st day of March, 2022.

Attest:

Approved:

OPERATIONS COORDINATOR

MAYOR

H. COMMUNICATIONS TO REVIEW :

1. Minutes & Reports:
 - a. Planning Commission Minutes – March 14, 2022

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-47
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 21st day of March, 2022.

Attest:

Approved:

OPERATIONS COORDINATOR

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. WASTEWATER UPDATE –

Paul Saffert, Principal Environmental Engineer for Bolton & Menk, Inc., provided an update on wastewater treatment improvement planning. He presented an overview of the purpose of the facility plan and the needs of the facility, including a summary of the condition the facility is in. He discussed the alternatives and funding opportunities being pursued.

Principal Environmental Engineer Saffert explained that the needs assessment was separated into 3 distinct buckets. He reported that the NPDES permit application includes more stringent limits that are coming down and compliance schedules with additional effluent limits to consider. He discussed current facility conditions, including what components are beyond their useful life and what will continue to be used. Saffert spoke on the expanding needs of the Significant Industrial Users (SIUs) and meeting their needs along with meeting the needs of the treatment plant.

The purpose of the facility plan, Saffert explained, is to complete a site analysis of the current condition of the existing system, what is available, and the limits proposed. He said it involves determining what the receiving waters need to get to for an effluent quality and to evaluate the methods that are being considered to treat the SIUs loads. The last piece of the facility plan involves funding opportunities in which the document allows the city to pursue money from various sources.

Saffert reported that stringent limits include phosphorus and addition of chloride limits which are coming to the city in this permit cycle with a future limit in nitrogen. He discussed existing maintenance needs including expanding to meet the full loading capacity needs. He explained that meeting the phosphorus limits leads to generating more solids. Principal Environmental Engineer Saffert reported the volume of biosolids needs to be addressed with more phosphorus having to be removed. He added with a pretty significant load, the existing equipment is undersized to handle the load. The next limit is chloride which is attributed to water softeners in homes. Saffert explained that an option is to have soft water provided to residents. While that however is a separate project, he explained the reasoning behind why it is being discussed is to build a schedule as part of the permitting process for the wastewater plant. Principal Environmental Engineer Saffert discussed impacts of nitrogen to the Gulf of Mexico, referred to as the “Dead Zone”, with Minnesota contributing the 6th largest nitrogen load through the Mississippi River. While limits are not set yet, Saffert discussed the need to be aware its coming and be able to integrate nitrogen removal within the project scope.

The list of components was provided and Saffert explained that they are all doing something to improve the water quality as it goes through the process. The existing treatment facility involves pretreatment (screening and grit removal), preaeration basin, primary clarifiers, trickling filters, intermediate clarifiers, aeration basins, final clarifiers, effluent filters, disinfection, anaerobic digesters, and biosolids storage. Saffert explained that with the condition of the system and the new limits coming, this is the minimum process we would be talking about

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no matter what comes to the wastewater plant regardless of what the SIUs are doing. He shared that he isn't ready to talk about allocations at this time.

Principal Environmental Engineer Saffert reported that 9 different treatment technologies were looked at and 3 of those systems were evaluated more in-depth relating to treatment of the high strength loads from the SIUs. He outlined the 3 systems that were most likely to succeed. He said dedicated pretreatment at the wastewater facility site with separating domestic and industrial waste gives the most flexibility in treatment selection. The 3 systems include the ADI-BVF anaerobic reactor followed by existing wastewater treatment, Dissolved Air Flotation (DAF) followed by existing wastewater treatment, and conventional activated sludge treatment. With estimated project costs provided for all 3 systems, Saffert explained the ranges for overall projects costs relate to the unknowns with what is going on with the world with the supply chain and oil prices since he anticipates bidding the project a year from now.

Saffert prefers the ADI system since it does not impact all of the other components of the facility where the DAF system and expansion of the existing treatment plant do and you can see the cost implication is pretty significant. He reported that the City is in the position for capital bonding having submitted a request with a facility plan draft as a placeholder to PFA on March 4th, adding it is subject to change and to modifications once the City receives final allocations and assignments from the SIUs.

Conceptual WWTP improvements were provided with estimated sizing to develop a site plan for the city. Council Member Kotelnicki questioned if any of the funding sources were federal. Principal Environmental Engineer Saffert responded he anticipates funding to be cycled through the PFA funding system, adding there is a federal component to PFA but not direct appropriation from the federal government. Mayor Johnson asked about the length of time for the project. Saffert is anticipating building next spring with the construction schedule estimated between 24-30 months, adding that it is a significant undertaking with the way the improvements have to be staged. Council Member Dingmann inquired as to whether or not the estimated costs of \$55-\$65 million with the ADI system includes the reduction to phosphorus, chloride and nitrogen. Saffert responded that all 3 of the processes are inclusive of those 3 buckets. Council Member Kotelnicki questioned what the plan was for the biosolids. Saffert explained that due to large volume some maintenance needs to be done with the existing digester complex. He recommends going to a dewater product from the liquid that is currently handled to give the operating staff some flexibility on disposal which involves permanent installation. Kotelnicki asked if there would be other impacts to our citizens with water or electric usage. Saffert responded that he expects a net reduction in energy costs due to not having to haul or pump as much being it is a thicker product.

Council Member Dingmann inquired as to what portion of the \$55 to \$65 million is for reducing the phosphorus, chloride and nitrogen levels with the ADI system. Saffert couldn't assign a number at this time until the City gets the allocations from the SIUs. Council Member Carlson asked in regards to the other two systems being much higher in costs what the negatives are in going to the cheaper system. Saffert explained that there are negatives with it being an anaerobic system but he is more comfortable since staff is familiar with it. Another issue, Saffert added, is they might have to send divers into the anaerobic lagoon. The last

negative Saffert provided is that the ADI is a proprietary system with only one vendor for the system so they need to negotiate a price with it. With Council Member Carlson questioning odor impacts, Saffert responded that he is expecting it to improve in that it would be a contained vessel by taking the load off the trickling filter and the aeration basin where the odor is coming from now.

Council Member Kotelnicki asked if it will take more staff to operate. Saffert responded they will know more once the city receives the SIU allocations how much biosolids dewatering is needed, however he does not expect the ADI system to be a lot more than what is currently undertaken. Council Member Allen asked if there are other treatment facilities around the area that use that system. Principal Environmental Engineer Saffert replied the nearest plant that has that system is in Ohio, with several facilities in New York, and multiple in California associated with large dairies. No formal action was taken.

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

Variance Request – By Overland Engineering, LLC, dba Dollar General at 701 Sibley Ave. North –

City Administrator Cziok provided the findings and recommendations of the Planning Commission. He noted City Planner Rybak recommended the height of the conifer trees on the north side of the property be four to five feet. Sam Deleo, representing Overland Engineering, LLC, asked for consideration of going to a 2½ inch caliper tree rather than 4 inch as requested by the Planning Commission. He explained that there would be more success in going with a smaller tree rather than larger attributing it to the use of spade severing roots around a larger tree. The other issue, Deleo said is with utilities in the area including communication and power lines, along with gas lines by the boulevard trees. Mayor Johnson questioned the cost difference with Sam Deleo responding that he anticipates a significant cost difference with bringing a larger tree in requiring a spade. Council Member Allen questioned the success with Deleo responding that a larger tree does take a lot more care. Mayor Johnson commented that with gopher state requirements lines are marked and someone coming in with a tree spade would be very cognizant of the power lines. He related personal success with spading in larger trees and recommends sticking with the Planning Commission recommendations.

Council Member Carlson inquired about addressing the adjacent dental office concerns. City Administrator Cziok said the type and size of trees should not impact the dental office parking lot.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-46**

March 21, 2022

GRANT SITE PLAN AND VARIANCE APPROVAL TO ROD HAMBY OF THE OVERLAND GROUP AND RODNEY PARROTT OF OVERLAND ENGINEERING, LLC FOR PROPERTY LOCATED AT 701 NORTH SIBLEY AVENUE.

WHEREAS, the Applicant is requesting site plan approval for the development of a Dollar General retail store, and

WHEREAS, the Applicant is requesting approval of a variance to construct thirty (30) parking spaces where seventy-two (72) spaces are required, and

WHEREAS, the property is located at 701 North Sibley Avenue, in the B-3 Roadside Business District, and

WHEREAS, the Planning Commission held a public hearing on March 14, 2022, on a request for site plan review and a variance by Rod Hamby of The Overland Group and Rodney Parrott of Overland Engineering, LLC, on behalf of property owner Meeker County, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that the site plan be approved and the variance be granted and they referred the application to the City Council for final action, and

WHEREAS, the site plan complies with all zoning requirements except for the area for which the variance has been requested, and

WHEREAS, the variance is in harmony with the general purposes and intent of the ordinance, and

WHEREAS, the variance is consistent with the Comprehensive Plan, and

WHEREAS, the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, and

WHEREAS, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and

WHEREAS, the variance will not alter the essential character of the locality, and

WHEREAS, the purpose of the request is not solely financial, and

BE IT RESOLVED by the City Council of the City of Litchfield grants site plan approval and the requested variance at 701 North Sibley Avenue, subject to the following conditions:

1. Site plan approval is contingent upon the approval of the easement vacation request received by the City on March 9, 2022.

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2. Final construction plans shall be submitted for review and approval (through building permit application) prior to construction.
3. A sign permit shall be required prior to the installation of any signage.
4. Site development must adhere to the submitted site plan.
5. Both existing trees in the right-of-way shall be protected from damage throughout the construction process.
6. All plantings shown on Sheet C5 Landscape Plan, shall be planted following construction.

Resolution No. 22-3-46– Cont'd.

7. Stormwater calculations shall be submitted for the site. They shall include pre-developed conditions, post-developed conditions, and show a net reduction in flow, volume, TSS and phosphorus leaving the site.
8. A Stormwater Pollution Prevention Plan shall be developed for the project site and included in the plans.
9. The snow storage area will need to be addressed as it is shown to be stacked on top of the detention area inlet and outlet which may cause problems in freeze/thaw conditions.
10. The installation of the sewer and water services shall be inspected by the City and tested accordingly per requirements.
11. The existing TH12 entrance to the site shall be removed and new curb and gutter placed.
12. The developer shall obtain all necessary permits required by MNDOT, MPCA, and the City.
13. Any damage to the existing street, sidewalk, curb and gutter, boulevard green spaces shall be restored to like condition or better.

Property legally described as:

LEGAL DESCRIPTION:
LOTS EIGHT (8), NINE (9), TEN (10), ELEVEN (11), TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16), SEVENTEEN (17), EIGHTEEN (18), NINETEEN (19), TWENTY (20), AND THE VACATED ALLEY ADJACENT THERETO, LESS THE NORTH 1.00 FEET OF LOT TWENTY (20) AND LESS THE EAST HALF (E ½) OF THE VACATED ALLEY ADJACENT THERETO LYING NORTHERLY OF THE WESTERLY EXTENSION OF THE SOUTH LINE OF THE NORTH 1.00 FEET OF LOT TWENTY (20) AND SOUTHERLY OF THE WESTERLY EXTENSION OF THE NORTHERLY LINE OF LOT TWENTY-ONE (21), ALL IN BLOCK TWENTY-FOUR (24) OF THE CITY OF LITCHFIELD, MEEKER COUNTY, MINNESOTA.

Adopted by the City Council this 21st day of March, 2022.

Approved:

Attest:

MAYOR

OPERATIONS COORDINATOR

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. WELLNESS/RECREATION CENTER UPDATE –

City Administrator Cziok shared the efforts the committee has made in order to meet the Council's request to focus the range between \$12 to \$14 million relating to a Wellness/Recreation Center. He reported that the committee focused in on a four station multi-use field house, the elevated walking track, and supporting structures including storage and the entry. He said the committee is currently looking at a warm water hot tub set up to help make the 8 lane pool more usable. Cziok reported that the competitive pool is the focus of the School District. He shared that now the City has a project that we can see with the funding in front of us. He said while there have been compromises, he hopes for community support with the work that has been done.

Council Member Allen wanted to be clear that now the new plan is no warm water pool. Mayor Johnson responded it does not include the \$4M warm water pool. He explained that the committee is looking at possibly a jacuzzi to have warm water accessible after the use of the cold water pool. Council Member Dingmann shared that this is plan is manageable but wants to make sure we are able to build on, such as warm water pool, at a later date if we get additional funding. He thinks this is something that can be supported. Mayor Johnson recommended other Council Members go to Paynesville to view its facility. Council Member Carlson reported that he has looked at a lot of other facilities, adding that most are community facilities. He discussed experiences in visiting the Paynesville facility. Council Member Kotelnicki also shared experiences in visiting the Paynesville facility relating to community use and shared that it is well supported by the community. She feels confident in hitting the goal set by the Council for a \$12M project. She attributed a large reduction in cost by looking a metal building rather than a tip up concrete building.

Council Member Kotelnicki asked the other Council Members if the committee is on the right path. Council Member Miller said we aren't going to make everyone happy. She continues hearing that we have the Crider funds that we are not doing anything with, adding it's so hard to explain to people how costly a pool is. Council Member Miller said the funding for a pool is astronomical and has only gotten worse over the years. She thinks we have a ton of support in the community. Council Member Kotelnicki shared the committee is considering an outdoor pool, adding it is currently off the radar screen because location, size, and funding have not been identified. She suggested Council Members look at the City of Kasson water park. Council Member Dingmann shared that the verbiage in the Crider will does allow using for

something other than a pool but it has to be used on the kids. He doesn't think we can afford anything more than \$12M. He wants to make sure that this can be supported by the \$5M and possibly more from the State, adding if we get more that's great, and the rest funded with a half percent sales tax in which he thinks will get a positive vote. Council Member Allen is happy to get it down to \$12M but shared she is a little nervous about it staying at that number. She is also a little nervous about maintaining it, adding this whole thing started with a pool. She believes we really have to look at something with an outdoor pool. City Administrator Cziok said the committee really talked a lot about a pool and referenced Council Member Dingmann's comment about doing it in phases. He added the Civic Arena is another need we are aware of, however added we don't have funding in place for those. He said that would be goal and that is the reason behind being conservative now so we have room later. No formal action was taken.

B. SCHILLING REQUEST –

City Administrator Cziok spoke to the process explaining that staff received the document that was distributed at the meeting late Friday and some of it this morning. He reported that staff has not had time to review and once reviewed a staff report will be provided in 2 weeks. No formal action was taken.

C. POLICE –

1. Certified List –

Mayor Johnson shared that he had interviewed candidate Jordan Reiner in recent months and recommended hiring him.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-48
APPROVING POLICE OFFICER APPOINTMENT**

WHEREAS, currently there is an opening which exists for a police officer; and

WHEREAS, this opening was advertised; and

WHEREAS, following review of applications, testing, interviews and background checks the one candidate was certified to the Mayor for consideration; and

Resolution No. 22-3-48– Cont'd.

WHEREAS, Mayor Johnson recommends Jordan Reiner to fill the vacancy that exists,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby appoints Jordan Reiner to fill the police officer vacancy.

Adopted by the City Council this 21st day of March, 2022.

Approved:

Attest:

MAYOR

OPERATIONS COORDINATOR

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

2. Squad Cars –

City Administrator Cziok explained that while the City promotes purchasing vehicles locally, the City is legally required to obtain a State contract bid for comparison purposes and needs to obtain that information. He would also like to seek updated bids on the vehicle in that it has been awhile since the bid from Chrysler was provided and also being unsure of the availability of the vehicle that was previously bid. City Administrator Cziok said once the City receives an updated bid from Litchfield Chrysler and a State contract bid, the Council will be provided both bids for consideration. No formal action was taken.

D. AIRPORT –

City Engineer DeWolf reported on funding available for airport improvements and shared the improvements being considered include acquiring snow removal equipment and a pavement rehab project along the taxiway and apron areas, along with crack repair and seal coat. City Administrator Cziok responded to Council Member Allen's inquiry that the match comes out of the airport fund. Council Member Carlson asked if the airport building improvements discussed by the Airport Commission were included in this process. City Administrator Cziok responded this project does not include the airport building improvements and shared the City is still waiting on windows.

1. Seal Coat/Snow Removal Equipment

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-3-49
AUTHORIZE PROCEEDING WITH AIRPORT
PAVEMENT MAINTENANCE AND RECONSTRUCTION PROJECT
AND ACQUIRING A SNOW PLOW TRUCK**

WHEREAS, there are ongoing maintenance needs at the Litchfield Airport; and

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WHEREAS, the City has an annual Federal Entitlement allocation in the amount of \$150,000; and

WHEREAS, the City has accumulated \$575,355 in federal funds available for airport improvements; and

WHEREAS, as part of the Bipartisan Infrastructure Law, the FAA will receive \$15 billion over the next 5 years with Litchfield to be awarded \$159,000 of additional federal funding for each year from 2022-2026; and

Resolution No. 22-3-49– Cont’d.

WHEREAS, these Federal Entitlement funds can be utilized to cover 90% of costs for eligible airport projects; and

WHEREAS, the federal entitlement requires a 10% match from the City and/or the City and State; and

WHEREAS, since 2015 the State has been participating 5% reducing the City share to 5%; and

WHEREAS, based upon the Federal Entitlement funds available, the City is proposing to acquire a snow plow truck, reconstruct hangar taxilanes, and complete crack repair and apply a seal coat on the Runway, Taxiway, Apron, Parking Lot, and Entrance Road pavements; and

WHEREAS, the total estimated project cost is \$814,765 (including construction, engineering and administration costs) with the Federal share \$731,598, State share \$42,053, and the City share at \$41,114,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves acquiring a snow plow truck, to reconstruct hangar taxilanes, and to complete crack repair and apply a seal coat on the Runway, Taxiway, Apron, Parking Lot, and Entrance Road pavements; and

BE IT FURTHER RESOLVED that the City Council authorizes seeking bids for a snow plow truck; and

BE IT FURTHER RESOLVED that the City Council hereby authorizes proceeding with said project which includes pavement rehab along the taxiway and apron areas, along with crack repair and seal coat and authorizes the advertisement of bids as outlined.

Adopted by the City Council this 21st day of March, 2022.

Approved:

March 21, 2022

Attest:

MAYOR

OPERATIONS COORDINATOR

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 6:38 p.m. by unanimous consent.

Attest:

Approved:

OPERATIONS COORDINATOR

MAYOR