

**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, April 3, 2017, 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
Operations Engineer	Mike Geers	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. March 20, 2017

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$659,184.62

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

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1. Sales on Public Property– See List
2. 3.2 Percent Malt Liquor On-Sale Applications – Litchfield Baseball Association/ Litchfield Fireman’s Relief Association

G. OTHER ROUTINE MATTERS: None.

H. COMMUNICATIONS:

1. Minutes and Reports:
  - a. Police Civil Service Commission Minutes – March 23, 2017
  - b. Heritage Preservation Commission Minutes – March 27, 2017

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 17-4-71  
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 3<sup>rd</sup> day of April, 2017.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

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

**III. TIMED ITEMS** – None.

**IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS** –

A. CEMETERY –

Ron Gjerde, President of Lakewood Cemetery Association, was present to address the Council concerning the Lake Ripley Cemetery. Upon invitation from Council Members Kotelnicki and Allen, Mr. Gjerde said he toured the cemetery and found that it was well maintained and well kept. He said he had a few recommendations he would pass along to administration. No formal action was taken.

V. **COMMISSION RECOMMENDATIONS** – None.

VI. **COMMITTEE REPORTS** – None.

VII. **LEGAL CONSIDERATIONS** – None.

VIII. **BUSINESS** –

A. **PROPERTY OFFER** –

City Administrator Cziok addressed the Council concerning a proposal involving an offer for sale property located at 212 North Marshall Avenue. He said the Council has several options to consider including approving the offer as written or referring the request to the Finance Committee for further consideration. He explained the Finance Committee would hold a closed meeting to discuss negotiating purchase of the property if the Council chose that option. City Administrator Cziok said there are comparables in the packet provided by the property owner. The Council discussed the Right of First Refusal Agreement involving the City and the property owner. City Administrator Cziok discussed options to be considered which include demolition or relocation of the house in order to create a buffer area for the library. Scott Cottingham, representing the property owner, was present to address questions concerning the proposal.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 17-4-74  
AUTHORIZE REFERRAL OF PROPERTY OFFER TO  
FINANCE COMMITTEE FOR NEGOTIATION**

**WHEREAS**, the City has a Right of First Refusal Agreement with the owner of property located at 212 North Marshall Avenue, and

**WHEREAS**, the property is located to the south of the Litchfield Public Library, and

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**WHEREAS**, the City entered into said Agreement with the property owner in order to consider purchasing for future library space needs, and

**WHEREAS**, the property owner has provided a letter of proposal to the Council for the Council to consider, and

**WHEREAS**, the Council determined it was in the best interest of the City to negotiate the purchase of the property due to the location,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes referral of the proposal involving the offer of sale of property located at 212 North Marshall Avenue to the Finance Committee to negotiate purchase of said property.

Adopted by the City Council this 3<sup>rd</sup> day of April, 2017.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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ASSISTANT CITY ADMINISTRATOR

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

**B. APPROVING PLANS & SPECS –**

Assistant City Engineer Chuck DeWolf addressed the Council concerning the 2017 Improvement Project. He said the plans and specifications were completed and the project is ready to be advertised for bids. He provided the proposed timeline for Council review.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 17-4-72  
APPROVING PLANS AND SPECIFICATIONS FOR THE  
2017 IMPROVEMENT PROJECT AND AUTHORIZING ADVERTISEMENT FOR BIDS**

**WHEREAS**, the Council authorized the preparation of plans and specifications for the 2017 Improvement Project as identified in the Capital Improvement Plan, and

**WHEREAS**, plans and specifications have been completed which include Darwin Street Storm Sewer Improvements, Street Overlay Improvements, Civic Arena Parking Lot Improvements, Lake Ripley Trail Improvements, and Ramsey Avenue Parking Lot Improvements, and

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**WHEREAS**, the Council has reviewed a proposed project schedule,

Resolution No. 17-4-72– Cont’d.

**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 2017 Improvement Project to include the improvements as outlined above.

Adopted by the City Council this 3<sup>rd</sup> day of April, 2017.

Attest:

Approved:

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

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MAYOR

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

C. CEMETERY DONATIONS –

Council Member Allen addressed the Council concerning a request for Council consideration for the City to act as fiscal agent for receiving donations collected for improvements at the Lake Ripley Cemetery.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 17-4-73  
AUTHORIZE CITY TO ACT AS FISCAL AGENT AND  
ESTABLISHING THE LAKE RIPLEY CEMETERY IMPROVEMENT FUND**

**WHEREAS**, the Lake Ripley Cemetery Citizens Advisory Group was established to assist staff in enforcing new cemetery rules and regulations, and

**WHEREAS**, the Lake Ripley Cemetery Citizens Advisory Group identified improvements needed, and

**WHEREAS**, a donation has been received outlined as follows, “WinterCade donated \$650 to the Cemetery Association for the sole purpose of improving and maintaining the graves and headstones of the Veterans”, and

**WHEREAS**, the City has been asked to act as fiscal agent for donations collected for improvements at the Lake Ripley Cemetery, and

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**WHEREAS**, from time to time the City is asked to be a fiscal agent for receiving donations for improvements within the community, and

**WHEREAS**, it is in the best interest of the City and Lake Ripley Cemetery to establish a Lake Ripley Cemetery Improvement Fund,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes acting as the fiscal agent for donations collected for improvements at the Lake Ripley Cemetery, and

**BE IT FURTHER RESOLVED** that the Lake Ripley Cemetery Improvement Fund be established to receive said donations.

Adopted by the City Council this 3<sup>rd</sup> day of April, 2017.

Resolution No. 17-4-73– Cont’d.

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** – None.

**XI. ADJOURNMENT** –

The City Council meeting adjourned at 5:55 p.m. by unanimous consent.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR