

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, 2023, commencing at 5:30 p.m. Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	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
Operations Coordinator	Mario Provencher	Present
Operations Engineer	Mike Geers	Present
Assistant City Attorney	Rebecca Rue	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	Present
KLFD	Tim Bergstrom	Present

left at 5:55 p.m.

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 Minutes – March 20, 2023

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$1,060,757.01

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 817

**CITY OF LITCHFIELD
 RESOLUTION NO. 23-4-70
 SECOND READING FOR ORDINANCE NO. 817
 RESCINDING AND REPLACING THE ZONING ORDINANCE
 IN ITS ENTIRETY**

WHEREAS, a First Reading was given on March 20, 2023, Resolution No. 23-3-64,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 817, an Ordinance rescinding and replacing the Zoning Ordinance in its entirety; and

BE IT FURTHER RESOLVED that the effective date of the new Zoning Ordinance be April 19, 2023,

AND BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 817 and into the Codified Ordinances of the City of Litchfield.

Passed and adopted by the City Council this 3rd day of April, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

F. LICENSES:

- 1. Lawful Gambling Permit – Litchfield Dragon Goal Line Club

**CITY OF LITCHFIELD
RESOLUTION NO. 23-4-69
LAWFUL GAMBLING PERMIT TO CONDUCT OFF-SITE GAMBLING FOR
AN EXEMPT ORGANIZATION LITCHFIELD DRAGON GOAL LINE CLUB**

WHEREAS, an application for a lawful gambling license to conduct off-site gambling was considered from the Litchfield Dragon Goal Line Club,

NOW, THEREFORE, BE IT RESOLVED to approve the application to conduct off-site gambling from a Lawful Gambling license for the Litchfield Dragon Goal Line Club for October 18, 2023, at Marcus Buschette Residence, 338 E. 6th Street, 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 3rd day of April, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS: None.

H. COMMUNICATIONS:

- 1. Minutes & Reports:
 - a. Finance Committee – March 20, 2023
 - b. Heritage Preservation Commission – March 27, 2023

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-4-72
APPROVING CONSENT AGENDA**

WHEREAS, the Consent Agenda has been assembled and presented; and

WHEREAS, all requests to have items removed have been duly noted,
Resolution No. 23-4-72 – Cont’d.

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 3rd day of April, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

III. TIMED ITEMS –

A. 5:30 PUBLIC HEARING – WELL HEAD PROTECTION PLAN – PART II –

This being the time, date, and place set, with all notices published and posted as required by law, Mayor Dingmann opened the public hearing at 5:31 p.m. to consider approving the amendment to Wellhead Protection Plan Part II.

An attendance list is on file.

City Engineer Chuck DeWolf addressed the Council concerning the requirements to update the Wellhead Protection Plan every 10 years.

There were no written or oral comments. Mayor Dingmann closed the public hearing at 5:34 p.m.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-4-73
APPROVE AND AUTHORIZE SUBMITTAL OF
THE UPDATED WELLHEAD PROTECTION PLAN PART 2**

WHEREAS, the City of Litchfield has previously adopted Wellhead Protection Plan Parts 1 and 2; and

WHEREAS, every 10 years there is a requirement to update the plan; and

WHEREAS, Wellhead Protection Plans consist of two parts with Part 1 delineating the wellhead protection area, delineating the drinking water supply management area, and assessing well and aquifer vulnerability as it relates to these two areas; and

WHEREAS, Part 2 of the Wellhead Protection Plan is the action plan; and

WHEREAS, Part 1 of the amendment was approved March 15, 2021; and

WHEREAS, the Council was provided a copy of the updated Wellhead Protection Plan Part 2 for review; and

WHEREAS, a Public Hearing was held on April 3, 2023 to solicit public comments concerning the updated Wellhead Protection Plan Part 2,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield hereby approves the updated Wellhead Protection Plan Part 2 and authorizes submittal of the Plan to the Department of Health.

Adopted by the City Council this 3rd day of April, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –

A. G.A.R. HALL –

Danelle Erickson, Executive Director of the G.A.R. Hall, provided a report to the Council on the status of the G.A.R. Hall, adding she would like to provide a report annually as provided to Meeker County. She introduced several board members who were present at the meeting. She reported on needs including window repairs, fire door, and fire suppression and security. Council Member Larson indicated that the board was looking into possible grants available to finance the repairs. It was moved by Council Member Miller, seconded by Council Member Carlson to accept the annual G.A.R. Hall report. The motion passed with 7 votes in favor and 0 against.

B. GOLF CLUB, INC. –

Litchfield Golf Club, Inc. President Carl Minton addressed the Council concerning Shady's interest in purchasing the restaurant building. Kris Schiffler, one of the owners of Shady's No. 7 On Lake Ripley, was present expressing interest in purchasing the restaurant building and possibly leasing the golf course. He reported that the building has lots of needs. He also expressed interest in leasing the golf course in order to have the ability to have a beverage cart available on the course.

Council Member Miller inquired about how long they have owned the business. Mr. Schiffler responded that they have been in business 16 years and have 9 businesses currently. Council Member Carlson inquired if they owned the golf course in Cold Spring in which Schiffler responded that they owned the pro-shop. Council Member Allen shared that there are lots of questions. Council Member Mathwig asked if the City could get a copy of the Cold Spring lease along with a letter of intent. Council Member Kotelnicki questioned who would be at the table negotiating and when the lease is up with Golf Club, Inc. for the restaurant. Mr. Schiffler responded the lease is up in 2024.

Carl Minton shared that there are 7 years left on the contract between the City and Golf Club, Inc. The Council inquired as to whether or not Kris Schiffler wanted to make a verbal intent to purchase the golf course restaurant building in which he replied yes he would.

After review, it was moved by Council Member Mathwig, seconded by Council Member Larson, to accept the verbal intent from Shady's to purchase the Golf Course restaurant building and that the Council further discuss the possible sale at a work session on May 1, 2023. The motion passed with 6 votes in favor and 0 against.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS –

A. HERITAGE PRESERVATION COMMISSION –

- 1. Certificate of Appropriateness Application – By Mike Corcoran – 100 Sibley Ave. N.

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-4-71
DENY CERTIFICATE OF APPROPRIATENESS
TO MICHAEL CORCORAN
FOR PROPERTY LOCATED AT 100 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, March 27, 2023, to consider a Certificate of Appropriateness Application request by Michael Corcoran, for property located at 100 North Sibley Avenue; and

WHEREAS, the Litchfield Historic Preservation Commission has recommended that this Certificate of Appropriateness Application be denied, based upon the application not being complete and not enough supporting documentation, and be referred to the City Council for final action;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be denied to Michael Corcoran, for property located at 100 North Sibley Avenue, based upon an incomplete application.

Adopted by the City Council on this 3rd day of April, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. UTILITY RATE UPDATE –

City Administrator Cziok discussed the status of the rate analysis for both electric and wastewater. He reminded the Council of the increase in power supply costs with both SMMPA and WAPA and that the City has been absorbing the increases. He discussed options for the Council to consider including a one time large rate increase or smaller phased in increases.

As the Council has been aware, there is a large wastewater project coming, City Administrator Cziok said. He shared that pretreatment at the FDA campus is still a possibility along with planning for a new phosphorus limit. He discussed options again for Council consideration. He explained that the Council could move forward sooner with 3% rate increases or wait for the bids which may result in higher increases at that time.

Lastly, City Administrator Cziok reminded the Council of past discussions relating to developing a stormwater utility and establishing a rate schedule. He asked the Council how they would like to proceed with rate increases. Council consensus centered around smaller phased in increases over time. The Council discussed reviewing the rates at a work session. City Administrator Cziok advised additional time to provide the information and recommended moving up the work session relating to sale of the golf course restaurant building to April 17, 2023 and discussing utility rates at the May 1, 2023 work session. It was moved by Council Member Kotelnicki, seconded by Council Member Larson, that administration provide the Council with information concerning rates to be reviewed at a work session on May 1, 2023 and moving the work session relating to the intent to purchase the golf course restaurant to April 17, 2023. The motion passed with 6 votes in favor and 0 against.

IX. ADDITIONAL ITEMS –

A. LIQUOR LICENSES –

City Administrator Cziok explained that the applications for liquor licenses were in line with what has been approved for Litchfield Fireman’s Relief Association and the Litchfield Baseball Association in the past.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-4-74
APPROVING 3.2 PERCENT MALT LIQUOR ON-SALE LICENSE
LITCHFIELD BASEBALL ASSOCIATION**

WHEREAS, Council approval is required for liquor licensing; and

WHEREAS, Litchfield Baseball Association has submitted an application for a 3.2 Percent Malt Liquor On-Sale license for 6 months from May 1, 2023 through October 31, 2023 for the Optimist Baseball Park and V.F.W. Softball Fields,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the application from the Litchfield Baseball Association for a 3.2 Percent Malt Liquor On-Sale license for 6 months for the Optimist Baseball Park and V.F.W. Softball Fields.

Adopted by the City Council this 3rd day of April, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

It was moved by Council Member Mathwig, seconded by Council Member Allen, to adjourn the City Council meeting at 6:22 p.m. Motion Carried.

April 3, 2023

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR