

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 4, 2022, commencing at 5:30 p.m. Mayor Johnson called the meeting to order.

A. PLEDGE OF ALLEGIANCE

B. 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
Operations Engineer	Mike Geers	Present
Assistant City Attorney	Rebecca Rue	Present
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 – March 21, 2022

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$991,279.28

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Sales on Public Property –
 - a. V.F.W. Post 2818 Auxiliary
 - b. Litchfield Students Angler Club
- 2. 3.2 Percent Malt Liquor On-Sale License Application – Litchfield Baseball Association
- 3. Lawful Gambling Permit –

**CITY OF LITCHFIELD
 RESOLUTION NO. 22-4-51
 LAWFUL GAMBLING PERMIT FOR AN EXEMPT ORGANIZATION
 LITCHFIELD BASEBALL ASSOCIATION**

Resolution No. 22-4-51– Cont’d.

WHEREAS, an application for a lawful gambling license exemption was considered from the Litchfield Baseball Association,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Litchfield Baseball Association on July 20th, 2022 at Optimist Baseball Park, 710 East 10th Street, 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 4th day of April, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS: None

H. COMMUNICATIONS: None

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-4-52
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 4th day of April, 2022.

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. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. WATERPLANT REHAB –

Operations Engineer Geers provided an overview of the proposed waterplant rehab project. He reported that the plant operates between 75% and 80% capacity. There are four sand filters with issues including plugging underdrains, mineral precipitation, biofouling, and media entrapment. The reclaim tank operates as one common unit which doesn't allow enough settling time resulting in wasting water in order to keep filters and the plant running for the distribution system. Geers said the SCADA system is twenty plus years old. He shared there are a lot of miscellaneous items including wells, flow meters, HSP, and roofing that are included in the rehab project.

Proposed improvements to the filters include a new gravel cap/underdrain, converting to pumped backwash, new valves/actuators, new level sensors, and a new SCADA interface. Operations Engineer Geers shared the proposed improvements to the reclaimed tank involve new automatic valves, new controls to operate independently, and a small heated building for added equipment. He reported the proposed improvements to the SCADA system include a new programmable logic controller (PLC), new operation software, new computer hardware, and new operation interfaces.

City Engineer DeWolf reported that the total estimated cost is \$2.7 million. The City is seeking funding through the Minnesota Public Facilities Authority which offers a 20 year low interest loan. He reviewed the project schedule and anticipates the rehab will be a one year process.

Council Member Dingmann inquired about bond rating impacts in which City Administrator Cziok responded that the waterplant rehab project shouldn't affect bond rates. Council Member Kotelnicki inquired as to the water rates going up. City Administrator Cziok responded the rates will not go up with this project. Mayor Johnson inquired as to the amount funded by MPFA. City Engineer DeWolf replied that MPFA will finance 100% of the project. Council Member Mathwig asked if there were any systematic shutdown concerns. Operations Engineer Geers reported that they are still working through those details. Council Member Carlson inquired as to whether or not the water softening process was included in the rehab project. Operations Engineer Geers responded that the water softening process was not included and explained that the proposed rehab is to bring the waterplant back to design capacity.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-4-50
RESOLUTION OF APPLICATION TO THE PUBLIC FACILITY AUTHORITY
DRINKING WATER REVOLVING FUND**

BE IT RESOLVED, the City of Litchfield is hereby applying to the Minnesota Public Facilities Authority for a loan from the Drinking Water Revolving Fund for improvements to its drinking water system as described in the loan application; and

BE IT FURTHER RESOLVED, the City of Litchfield estimates the loan amount to be \$2,700,000 or the as-bid cost of the project; and

BE IT FURTHER RESOLVED, the City of Litchfield has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life; and

Resolution No. 22-4-50– Cont’d.

BE IT FURTHER RESOLVED, the City of Litchfield hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Adopted by the City Council this 4th day of April, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. LITCHFIELD VISITORS BUREAU BYLAWS –

Judy Hulterstrom, Director of Litchfield Visitors Bureau, explained the recommendation by the Litchfield Visitors Bureau Board to amend the by-laws.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-4-54
APPROVE LITCHFIELD VISITORS BUREAU BYLAW AMENDMENTS**

WHEREAS, the Litchfield Visitors Bureau (LVB) was established in 2018; and

WHEREAS, initial by-laws were written and approved by the City Council; and

WHEREAS, the Litchfield Visitors Bureau Board has reviewed the by-laws and would like to establish term limits for the three community directors on the board; and

WHEREAS, there are additional minor changes recommended by the LVB Board,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the amendments to the Litchfield Visitors By-Laws as presented.

Adopted by the City Council this 4th day of April, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

Judy Hulterstrom presented Mayor Johnson with the Great Mayor’s Chili Cook Off Award upon explaining the event that took place involving area mayors.

C. SCHILLINGS REQUESTS –

City Administrator Cziok provided an update concerning the vacant lots owned by the City located at the corner of East 2nd Street and North Gorman and East Nelson Street and Meadow Road. He shared that there are two additional parties interested in the Gorman Avenue lot. He recommended having staff develop an RFP, recruit interest, review written submissions, and make a recommendation to the Council.

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Gregg Schilling addressed the Council concerning previous requests to purchase vacant lots owned by the City. He shared intentions of constructing an 8-plex apartment building at the corner of East 2nd Street and North Gorman Avenue and slab on grade one bedroom units at East Nelson Street and Meadow Road. He is interested in acquiring both properties with the intent to use fill from the East 2nd Street and North Gorman Avenue property on the East Nelson Street and Meadow Road property.

Council Member Carlson inquired about the RFP process. City Administrator Cziok responded that Gregg Schilling makes some good points. He discussed looking at the lots as a whole and evaluating together and not just independently. He shared the rest of the RFP process is straight forward with recruiting who has the ability to build and reaching out to them. Council Member Carlson questioned whether those 2 lots are the only properties the City is focusing on. City Administrator Cziok said the goal was to start with these 2 properties.

Council Member Allen inquired as to what point does the City look at the 3 interested parties and no more in an effort to move the process along. City Administrator Cziok said it will take a week or two to develop an RFP. Council Member Dingmann inquired about the sequence of events for the RFP process. City Administrator Cziok explained that there would be effort put into the RFP process while being sensitive to the timeline. He discussed taking the Planning Commission into account in the process along with drafting the RFP and presenting it to Council for review. Council Member Kotelnicki expressed confusion with it going to the Planning Commission and it being rezoned. She questioned whether the City wanted multi-family housing.

City Administrator Cziok advised seeking proposals and evaluating on a point system. Council Member Kotelnicki shared that she was uncomfortable using a point system. She said it needs to be fair and wants to put it on public auction, along with the golf course lots. City Administrator Cziok responded that the Council continues to discuss the process and he has been somewhat unclear as to what the Council wants. He is apprehensive about selling the properties on a public auction in that once the properties are sold; the City loses control on expectations. Cziok said typically a developer's agreement would be signed. He explained that an RFP is similar to selection of consultants. He recommended again going through an RFP process. Council Member Allen inquired as to whether the City could put a condition on purchase of the property. City Administrator Cziok questioned whether the goal is to get it done quickly or whether the Council wants to have oversight. Council Member Miller shared that once it's sold there is no control. Council Member Kotelnicki thinks the City has safeguards in place.

Council Member Dingmann shared that the Council has been bouncing back and forth on this topic for some time. After review, it was moved by Council Member Dingmann, seconded by Council Member Mathwig, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-4-55
AUTHORIZE CREATING AN RFP FOR CITY OWNED VACANT LOTS**

WHEREAS, the City owns vacant property; and

WHEREAS, several parties have shown interest in acquiring the vacant property,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes administration to create an RFP for acquiring the vacant lots located at the corner of East 2nd Street and North Gorman Avenue and at East Nelson Street and Meadow Road; and

BE IT FURTHER RESOLVED that the RFP process be executed as soon as possible.

Adopted by the City Council this 4th day of April, 2022.

Resolution No. 22-4-55– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye with the exception of Kotelnicki voting nay, whereupon the resolution was declared adopted.

D. CITY WIDE CLEAN-UP –

Mayor Johnson outlined the City wide clean-up event scheduled for May 21, 2022 and asked for support of the event.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-4-53
AUTHORIZE CITY WIDE CLEAN-UP EVENT FOR 2022**

WHEREAS, the City wishes to promote community beautification awareness; and

WHEREAS, a City wide clean-up event has been held for the several years and has proven to be successful,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes the City wide clean-up event to be scheduled for May 21, 2022 from 8:00 a.m. to 11:00 a.m.

Adopted by the City Council this 4th day of April, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

E. HOUSING –

City Administrator Cziok provided a summary on the meeting concerning housing discussions with a group of 3 individuals on attracting developers to the community. Council Members Carlson, Kotelnicki and Dingmann, along with City Administrator Cziok attended the meeting on behalf of the City. Cziok shared that the majority of the conversation involved getting off on the right foot, gaining community support for a shared interest. Council Member Carlson added that discussion revolved around developing a partnership between the developer and community with determining community wants, needs and support for housing. He shared recommendations made to develop a strategic plan which may include donating land and offering TIF, adding the City involve experts to help develop a strategic plan.

It was moved by Council Member Allen, seconded by Council Member Miller, to authorize the City’s Housing Committee to meet and respond to the Meeker County Housing Committee. Upon roll call vote, all members present voted aye, whereupon motion carried.

IX. ADDITIONAL ITEMS – None.

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X. ANNOUNCEMENTS – None

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:24 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR