

**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 and by videoconferencing on Monday, April 6, 2020, commencing at 5:30 p.m. Mayor Johnson called the meeting to order. This meeting was conducted via videoconferencing pursuant to Minn. Stat. 13D.021.

**A. ROLL CALL:**

Mayor	Keith Johnson	Present by videoconferencing
Council Member-at-Large	Ron Dingmann	Present by videoconferencing
Council Member Ward I	Eric Mathwig	Present by videoconferencing
Council Member Ward II	Darlene Kotelnicki	Present by videoconferencing
Council Member Ward III	Betty Allen	Present by videoconferencing
Council Member Ward IV	Vern Loch, Jr.	Present by videoconferencing
Council Member Ward V	Sara Miller	Present by videoconferencing
City Administrator	Dave Cziok	Present *
Assistant City Administrator	Joyce Spreiter	Present *
City Attorney	Mark Wood	Present *
Assistant City Engineer	Chuck DeWolf	Present by videoconferencing
Independent Review	Brent Schacherer	Present by videoconferencing
KLFD	Tim Bergstrom	Present by videoconferencing

\* Present at City Hall and by videoconferencing

**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 16, 2020
2. Work Session – March 16, 2020
3. Emergency City Council Meeting – March 20, 2020

**B. FINANCIAL REPORTS TO APPROVE: None.**

**C. CLAIMS TO AUTHORIZE FOR PAYMENT –**

1. Computer List of Bills for \$7,066,749.13

**D. OTHER PAYMENTS: None.**

**E. ORDINANCES – SECOND READINGS: None.**

**F. LICENSES:**

1. Lawful Gambling Permit –
  - a. United Way of Meeker County

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-68  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION UNITED WAY OF WEST CENTRAL MINNESOTA**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the United Way of West Central Minnesota,

Resolution No. 20-4-68– Cont’d.

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for the United Way of West Central Minnesota on May 1<sup>st</sup>, 2020 at Litchfield Eagles Club, 389 South CSAH 34, 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 6th day of April, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

G. OTHER ROUTINE MATTERS:

1. Employment Offer

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-71  
EMPLOYMENT OFFER FOR  
TEMPORARY PART-TIME POSITIONS**

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

**WHEREAS**, the funds to fill these positions were approved in the 2020 Budget, and

**WHEREAS**, the supervisors will adjust the wage schedule for 2020 temporary part-time employees to fill these positions, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Litchfield to offer 2020 temporary part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>New Hires</u>
<u>Liquor Store</u>	Kennedy Penk

Adopted by the City Council this 6<sup>th</sup> day of April, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

2. Establishing Election Polling Place

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-70  
ESTABLISHING POLLING PLACE  
2020 PRIMARY AND GENERAL ELECTIONS**

**WHEREAS**, the City has established the 2020 Primary and General Election Polling Place to be at the Church of St. Philip, located at 821 East 5<sup>th</sup> Street, and

**WHEREAS**, the Primary Election will be held in the City of Litchfield, County of Meeker, State of Minnesota, on Tuesday, August 11, 2020,

Resolution No. 20-4-70– Cont’d.

**NOW, THEREFORE, BE IT RESOLVED** that the place of voting for the 2020 Primary Election, the date and the hours of voting, are designated as follows:

**Date:** August 11, 2020

**Place of Voting:** Church of St. Philip, 821 East 5<sup>th</sup> Street

**Hours of Voting:** 7:00 A.M. to 8:00 P.M.

Adopted by the City Council this 6th day of April, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

H. COMMUNICATIONS: None.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-72  
APPROVING CONSENT AGENDA**

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

**WHEREAS**, all requests to have items removed have been duly noted,

**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 6th day of April, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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

**III. TIMED ITEMS –**

A. 5:30 P.M. PUBLIC HEARING – CONSIDER ZONING ORDINANCE AMENDMENT –

This being the time, date and place set, with all notices published and posted as required by law, Mayor Johnson opened the public hearing at 5:31 p.m. to consider amendments to the Zoning Ordinance.

An attendance list is on file. There were no written letters and there were no comments. Mayor Johnson closed the public hearing at 5:34 p.m.

Council Member Kotelnicki inquired as to the perimeters of the changes. City Administrator Cziok explained that the change still required approval of a conditional use permit.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-69  
FIRST READING FOR ORDINANCE NO. 798  
AN ORDINANCE AMENDING PART OF THE CITY CODE,  
TITLE XV: LAND USAGE, CHAPTER 154: ZONING ORDINANCE,  
SECTION 154.297: LISTING OF SPECIAL USES**

**WHEREAS**, from time to time staff determines that amendments are needed to the Zoning Ordinance, and

**WHEREAS**, the Planning Commission recommended that the City Council consider amending the Zoning Code, and

**WHEREAS**, the City Council held a public hearing on April 6, 2020 at City Hall, after due published and posted notice had been given, to consider amendments to the Zoning Code and all interested and affected persons were given the opportunity to voice their concerns and be heard, and

**WHEREAS**, there were no objections received at the hearing,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that this be the First Reading of Ordinance No. 798, an ordinance amending part of the City Code Title XV: Land Usage, Chapter 154: Zoning Ordinance, Section 154.297: Listing of Special Uses.

Adopted by the City Council this 6th day of April, 2020.

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.

**IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS – None.**

**V. COMMISSION RECOMMENDATIONS – None.**

**VI. COMMITTEE REPORTS – None.**

**VII. LEGAL CONSIDERATIONS – None.**

**VIII. BUSINESS –**

**A. COVID OPERATIONS –**

City Administrator Cziok provided a PowerPoint presentation concerning the City’s response to COVID-19. He said the goals at this time are to keep staff healthy so that we can maintain critical services throughout this pandemic, adding that in order to accomplish that, the City’s goal is to be a leader in social distancing, staff isolation techniques, and cleanliness and sanitation. Cziok provided an overview of operational adjustments to date. He explained

there is more control over expenditures than there is of revenues. There are no adjustments that can be made to revenue at this stage. He said that staff is already taking measures on the expenditure side by cutting overtime and are even more cautious on spending. City Administrator Cziok explained that the State of Minnesota has significant say on levy limits and LGA which comprise of about 70% of the City’s revenue. Research is indicating similar impacts as seen in the 2008 recession however the recovery may be quicker following the pandemic. Some questions were asked about essential services that were necessary for the City to provide. City Administrator Cziok responded that the Cemetery will still be maintained. He said the Governor is the decision making authority on recreation areas such as parks and the golf course however some maintenance is allowed. It was noted that while open to suggestions the Emergency Declaration allows Administration to make decisions as necessary.

City Administrator Cziok inquired as to how the Council wanted to continue with Council meetings. He reviewed what other governments were doing locally. He asked for approval of the format moving forward. Cziok also discussed recommendations by the Governor for utility providers to ease requirements of users during the pandemic. He reported the adjustments the City has already made and recommended waiving late fees while operating under the City’s Emergency Declaration.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-73  
APPROVE CONTINUATION OF VIDEO CONFERENCING FORMAT**

**WHEREAS**, Federal and State social distancing guidelines are in effect in response to the COVID-19 pandemic, and

**WHEREAS**, Council meetings can be conducted via video conferencing pursuant to Minn. Stat. 13D.021, and

**WHEREAS**, after researching options, Administration elected to utilize Microsoft Teams hosted by Bolton & Menk to conduct the emergency Council meeting held on March 20, 2020 for the purpose of an emergency declaration, and

**WHEREAS**, the Council was encouraged to review other options for continuation of conducting meetings via video conferencing during this pandemic,

**NOW THEREFORE BE IT RESOLVED** that City Council of the City of Litchfield hereby approves continuation of video conferencing Council meetings utilizing Microsoft Teams while operating under the City’s Emergency Declaration.

Adopted by the City Council this 6th day of April, 2020.

Attest: \_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Approved:  
  
MAYOR

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

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-74  
APPROVE WAIVING LATE FEES WHILE OPERATING UNDER  
EMERGENCY DECLARATION**

**WHEREAS**, the City adopted an Emergency Declaration in response to the COVID-19 pandemic, and

Resolution No. 20-4-74– Cont’d.

**WHEREAS**, the City continues to provide critical services, and

**WHEREAS**, recommendations have been made to utility providers by Governor Walz to ease requirements of users during this pandemic, and

**WHEREAS**, Administration has made adjustments already in place to extend the winter rules along with allowing for payment plans which is already standard operating procedure, and

**WHEREAS**, Administration also recommends waiving late fees,

**NOW THEREFORE BE IT RESOLVED** that City Council of the City of Litchfield hereby approves waiving utility late fees while operating under the City’s Emergency Declaration.

Adopted by the City Council this 6th day of April, 2020.

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.

**B. CITY WIDE CLEAN-UP –**

The Council reviewed the decision to hold the annual City Wide Clean-up event scheduled for May 16, 2020. It was agreed that the event be cancelled at this time in respect to the guidelines in place due to the COVID-19 pandemic.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-75  
CANCELLING CITY WIDE CLEAN-UP EVENT FOR 2020**

**WHEREAS**, the Council scheduled the annual City Wide Clean-up event for May 16, 2020, and

**WHEREAS**, the event requires many volunteers including City Council, City staff, high school students, and community members, and

**WHEREAS**, the Council is concerned for the welfare of the volunteers and the community due to the COVID-19 pandemic, and

**WHEREAS**, there are Federal and State social distancing guidelines in place in response to the COVID-19 pandemic,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby cancels the City Wide Clean-up event for 2020.

Adopted by the City Council this 6th day of April, 2020.

Approved:

Attest:

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MAYOR

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ASSISTANT CITY ADMINISTRATOR

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

C. CLUBHOUSE –

City Administrator Cziok discussed the proposed remodel plan and costs provided by Golf Club, Inc. He questioned the Council’s appetite on considering the plan. He said while timing is bad because of COVID-19 there is currently no tenant which is good. Cziok said the Council could ask for a more detailed plan if they felt it was necessary. He informed the Council that Golf Club, Inc. intends to complete this project with cash they currently have on hand.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-76  
AUTHORIZE GOLF COURSE BUILDING IMPROVEMENTS**

**WHEREAS**, the City owns the Golf Course Clubhouse, and

**WHEREAS**, the City has a Building Lease Agreement with Golf Club, Inc., and

**WHEREAS**, Golf Club, Inc. is requesting approval to make some modifications to the Clubhouse, and

**WHEREAS**, the Council reviewed a remodel plan with cost estimates included, and

**WHEREAS**, Golf Club, Inc. intends to complete this project with cash they currently have on hand,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the Golf Course Clubhouse remodel as reviewed with no assistance provided by the City for said project.

Adopted by the City Council this 6th day of April, 2020.

Approved:

Attest:

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MAYOR

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ASSISTANT CITY ADMINISTRATOR

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

D. OPTIMIST PARK –

City Administrator Cziok said he had met with Mike Doering of Systems West, Inc. at Optimist Park to review the project. He said once again timing is bad but the Council had expressed support of the project at the work session (held on March 16, 2020). He discussed the financing proposal from the Litchfield Baseball Association. Although the Community Reinvestment Fund has sufficient funds to finance said project, concern was expressed on the unknown economic impacts of COVID-19. Council Member Kotelnicki explained that the request had come before the Council in January for consideration and if it would have been approved then it would have been moving forward in 2020. She expressed concern that if the

April 6, 2020

economics change the project may not move forward in 2021. Mike Doering was asked if delaying the project would be an issue with Systems West, Inc. and he responded no.

Nick Ridgeway, representing the Litchfield Baseball Association, responded yes to a question as to whether or not a commitment from the City for project approval and moving forward in 2021 would be beneficial in their bid to be a second site in hosting the 2023 State Amateur Baseball Tournament.

After review, it was moved by Council Member Kotelnicki, seconded by Mayor Johnson, to approve the proposal from the Litchfield Baseball Association for the Optimist Park stadium roofing project to begin in 2020. Upon roll call vote, Mayor Johnson and Council Member Kotelnicki voted aye, Council Members Dingmann, Mathwig, Allen, Loch and Miller voted nay, whereupon the motion was denied.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-4-77  
COMMITMENT TO OPTIMIST PARK STADIUM ROOFING IN 2021**

**WHEREAS**, the City considered a request at their work session held on March 16, 2020 from the Litchfield Baseball Association concerning placement of a roof over the stadium seating area, and

**WHEREAS**, the Litchfield Baseball Association has been asked by Dassel to be a second site in hosting the 2023 State Amateur Baseball Tournament which requires the facility to have a roof, and

**WHEREAS**, the Litchfield Baseball Association wishes to commit \$50,000 to the project and has raised \$20,000 to contribute upfront and requests the City consider financing the remaining \$30,000 with a commitment to paying the City \$6,000/year for the next 5 years for the remaining \$30,000, and

**WHEREAS**, the City’s commitment along with financing Litchfield Baseball Association’s remaining commitment would be approximately \$80,000 to be paid upfront out of the Community Reinvestment Fund, and

**WHEREAS**, the Community Reinvestment Fund has sufficient funds to finance said project, and

**WHEREAS**, although generally supportive of the project, concern was expressed on the unknown economic impacts of the COVID-19 pandemic,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves commitment to the Optimist Park stadium roofing in 2021 with financing as outlined above.

Adopted by the City Council this 6th day of April, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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

**E. DOG PARK –**

Council Member Kotelnicki informed the Council that the group pursuing a dog park has asked that the dog park development discussion be tabled at this time due to the

COVID-19 pandemic issues at hand currently. The Council agreed after a roll call vote with all members voting aye that the dog park request be tabled at this time.

F. LIBRARY –

Council Member Kotelnicki explained that she had represented the Council on the Library Board in 2017 and there were some outstanding items that needed to be addressed at the Library. Council Member Allen, current Council representative to the Library Board, approved of Council Member Kotelnicki sharing her concerns. Kotelnicki asked that someone from Miller Architects take a look at building needs and provide a list of priorities. City Administrator Cziok said a list has been provided and some of the outstanding items have been addressed. He added that the list will be reviewed as to the status of remaining items needing attention. No formal action was taken.

G. US12 DOWNTOWN QUESTIONS –

City Administrator Cziok inquired as to the format the Council wanted updates concerning the US12 Downtown project. Council Member Kotelnicki expressed concern on providing answers to the public. It was noted that MnDOT is providing information to the public. Assistant City Engineer DeWolf provided an update on the project. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 7:13 p.m. by unanimous consent.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR