

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, May 6, 2019, commencing at 5:30 p.m. Acting Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Keith Johnson	Excused
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	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
City Attorney	Mark Wood	Present
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Cam Bonelli	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 Meeting - April 15, 2019
2. Work Session - April 15, 2019 & April 22, 2019

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$802,311.00

D. OTHER PAYMENTS:

1. Civic Arena Building Addition

**CITY OF LITCHFIELD
 RESOLUTION NO. 19-5-73
 AUTHORIZE PAYMENT FOR THE
 CIVIC ARENA BUILDING ADDITION**

WHEREAS, a contract has been awarded for the above titled item, and

WHEREAS, recommendation has been made and is on file to approve this payment,

NOW, THEREFORE, BE IT RESOLVED to approve Final Payment for the Civic Arena Building Addition totaling \$29,560.91 as attached and on file.

Adopted by the City Council this 6th day of May, 2019.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

ACTING MAYOR

- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES: None.
- G. OTHER ROUTINE MATTERS:
 - 1. Employment Offer

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-71
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 2019 Budget, and

WHEREAS, the supervisors will adjust the wage schedule for 2019 temporary part-time employees to fill these positions, and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to offer 2019 temporary part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<u>Golf Course</u>	Daniel Fank Eugene Kadelbach Mark Johnson Joseph Langemo Gavin Manning Adrian Meyer Kyle Olson Kalley Spreiter Sara Tierney	Jeremy Larson
<u>Parks</u>	Patrick Benson Marshall Carlson Dennis Jaster Gerald Jaster Jacob Jones Bryce Kuechle Cade Marquardt Jack Ramthun Bret Wendlandt	Mason Dietel Larry Rick Riley Taber Hunter Thiel
<u>Pro-Shop</u>	Shannon Bode Malaney Huhner Gina Hultgren Ellery Jones Shannon Loch Alexandra Tipka	Delaney Zens
<u>Compost</u>	Gary Groskreutz	
<u>Cemetery</u>	Larry Dahl Ron Piepenburg	
<u>Liquor Store</u>		Naomi Hendrickson Aric Kleinschmidt

Adopted by the City Council this 6th day of May, 2019.

Resolution No. 19-5-71– Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

H. COMMUNICATIONS:

1. Minutes and Reports:

- a. Historic Preservation Commission Minutes – April 22, 2019
- b. Litchfield Public Library Board of Trustees - April 23, 2019

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-78
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 May, 2019.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

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

III. TIMED ITEMS – None.

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION –

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

- 1. Certificate of Appropriateness Application - Trinity Episcopal Church – 3 E 4th St –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-74
GRANT CERTIFICATE OF APPROPRIATENESS
TO TRINITY EPISCOPAL CHURCH
FOR PROPERTY LOCATED AT 3 EAST FOURTH STREET**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, April 22, 2019, to consider a Certificate of Appropriateness Application request by Trinity Episcopal Church, for property located at 3 East Fourth Street, and

WHEREAS, the Litchfield Historic Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

WHEREAS, the Certificate of Appropriateness would allow the replacement of exterior boards, painting the exterior, replacement of the down spouts, repair and replacement of the bell tower cross with composite material, and painting of the exterior doors, and

WHEREAS, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

WHEREAS, the Certificate of Appropriateness would allow the property’s historic character to be retained and preserved, and

WHEREAS, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

WHEREAS, the changes to the property that have acquired historic significance in their own right will be retained and preserved, and

WHEREAS, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, and

WHEREAS, deteriorated historic features will be repaired rather than replaced, and

WHEREAS, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

WHEREAS, new additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to Trinity Episcopal Church, for property located at 3 East Fourth Street.

Adopted by the City Council on this 6th day of May, 2019.

Approved:

Attest:

ACTING MAYOR

ASSISTANT CITY ADMINISTRATOR

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

Council Member Kotelnicki provided an update concerning the status of the Certificate of Appropriateness application for property located at 241 North Sibley Avenue. She explained that the public hearing was held and concerns were expressed about the stability of the northern façade, along with the stability of the east façade, if the north parapet is removed. She said the application was tabled until an engineer evaluation is available. No formal action was taken.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. PRIORITY LISTS –

City Administrator Cziok reviewed the documents provided in the Council packet concerning the list of priorities the Council developed including the 2019 Litchfield City Council Priorities, 2019 Council Priorities – Current Tasks, and the 2020-2022 Litchfield City Council Priorities Forecast. Council Member Kotelnicki expressed concern about items not included on the list and read a statement she had prepared (on file). She questioned why the golf course, the GAR Hall evaluation, and parks evaluation was not included on the priority list. City Administrator Cziok responded that the lists were established from Council input and the Council has prerogative to change the lists if they so choose, however no changes were made to the list provided to the Council.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-75
ADOPTING 2019 LITCHFIELD CITY COUNCIL PRIORITIES**

WHEREAS, the Council established a list of priorities for 2019-2022, and

WHEREAS, the Council wishes to focus on the 2019 list, and

WHEREAS, the Council will be kept up to date on the working status of its priorities identified for 2019,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby adopts the 2019 Litchfield City Council Priorities.

Adopted by the City Council this 6th day of May, 2019.

Approved:

Attest:

ACTING MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. COMMUNITY SIGNS –

City Administrator Cziok discussed proposals for the replacement of the entrance signs to the City. He explained that he had received only one proposal at this time for the south entrance to the City. He will present the other proposals to the Council for consideration at a future meeting.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-76
APPROVING WELCOME SIGN REPLACEMENT ON SOUTH SIDE**

WHEREAS, there has been interest expressed to improve the welcome signs to the City, and

WHEREAS, the welcome sign on the south entrance of the City has been stolen and needs to be replaced, and

WHEREAS, the Council reviewed a design provided by Peter’s Signs for replacement of said sign, and

WHEREAS, the sign will be backlit in LED,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves replacement of the welcome sign on the south side entrance to the City by Peter’s Signs estimated at \$5,500.

Adopted by the City Council this 6th day of May, 2019.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

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

C. CAPITAL BONDING REQUEST/WELLNESS & RECREATION –

City Administrator Cziok addressed the Council concerning the Capital Budget Request for financial assistance from the State of Minnesota for Wellness and Recreational Facilities in Litchfield.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-72
AUTHORIZING THE CITY OF LITCHFIELD TO SUBMIT A 2019 CAPITAL
BUDGET REQUEST TO THE STATE OF MINNESOTA FOR FINANCIAL
ASSISTANCE RELATED TO WELLNESS AND RECREATIONAL FACILITIES
IN LITCHFIELD**

WHEREAS, under the provisions contained in Minnesota Statutes 16A.86 sets out the process by which local governments and political subdivisions may request state appropriations for capital improvement projects. The Governor and Legislature will consider these bonding requests in the 2020 session; and,

WHEREAS, Representative Urdahl has requested this request be submitted by May 10, 2019; and

Resolution No. 19-5-72– Cont’d.

WHEREAS, the City of Litchfield is proposing to construct significant wellness & recreational facilities while School District 465 considers its facility needs. The City of Litchfield has identified walking tracks, multi-purpose open spaces, community rooms and aquatic facilities as needed considerations. The constructed facility is to serve everyone and all ages, including a senior population. The City of Litchfield and School District 465 own property near the high school and civic arena which can be utilized for the construction. The City of Litchfield will be prepared to host a .5% sales tax referendum to meet a \$5M match from the State of Minnesota; and,

WHEREAS, the City of Litchfield has the legal authority to apply for Capital Budget assistance, and has the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the City of Litchfield is authorized to submit the necessary 2020 Capital Budget request to Representative Urdahl.

Adopted by the City Council this 6th day of May, 2019.

Approved:

Attest:

ACTING MAYOR

ASSISTANT CITY ADMINISTRATOR

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

City Administrator Cziok discussed deadlines in August for the School District as they continue to move forward with the referendum process. He provided several options for the Council to consider in preparation of participating in discussions with the School District. The Council discussed variables including the success of receiving financial assistance through the State Bonding Bill along with whether or not the City receives the full amount requested. Also discussed was the factor of passing a sales tax referendum. With so many variables, the Council determined that seeking outside consulting services may be necessary.

It was moved by Council Member Kotelnicki, seconded by Council Member Allen, to seek a proposal for Bolton & Menk to provide consulting services to work on concepts concerning the Wellness and Recreation Center. Upon roll call vote, all Council Members voted aye, with the exception of Council Member Loch voting nay, whereupon motion carried.

D. PUBLIC WORKS LABOR –

May 6, 2019

City Administrator explained the application and interview process for vacancies that exist within the Public Works Department. He said 3 individuals were recommended to fill the vacancies adding that there will be no changes operationally.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-77
AUTHORIZING APPOINTING MITCH KUECHLE, JEREMY LARSON,
AND CHAD SITTIG TO MAINTENANCE WORKER POSITIONS**

WHEREAS, there are currently 3 vacancies within the Public Works Department, and

WHEREAS, three positions were considered to be posted and advertised including a mechanic, maintenance worker, and park technician, and
Resolution No. 19-5-77– Cont’d.

WHEREAS, the positions were posted as required by the union and were advertised, and

WHEREAS, the City received 18 applications for the various positions, and

WHEREAS, City staff interviewed 16 applicants, and

WHEREAS, City staff recommends hiring 3 individuals to the position of Maintenance Workers which will fill the current vacant positions,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to appoint Mitch Kuechle, Jeremy Larson and Chadd Sittig to Maintenance Worker positions at Pay Grade 2.

Adopted by the City Council this 6th day of May, 2019.

Approved:

Attest:

ACTING MAYOR

ASSISTANT CITY ADMINISTRATOR

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

Council Member Dingmann provided an update on the labor contract negotiations with both public works unions which will be considered within the next two weeks. No formal action was taken.

E. AIRPORT MAINTENANCE AND OPERATION GRANT AGREEMENT –

City Administrator Cziok explained that the Airport Maintenance and Operation Grant is a biannual agreement with no changes.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 19-5-70
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield as follows:

1. That the state of Minnesota Contract Number 1033506, "Airport Maintenance and Operation Grant Contract," at the Litchfield Municipal Airport is accepted.
2. That the Mayor and Assistant City Administrator are authorized to execute this Agreement and any amendments on behalf of the City of Litchfield.

Adopted by the City Council this 6th day of May, 2019.

Attest:

Approved:

 ASSISTANT CITY ADMINISTRATOR

 ACTING MAYOR

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

F. LITCHFIELD DOWNTOWN COUNCIL REQUEST –

Council Members Kotelnicki and Allen declared a conflict of interest in the request for Council consideration and removed themselves from the Council table. The Council discussed the letter from the Litchfield Downtown Council requesting permission for fundraising for a clock for downtown that meets historic requirements. The Litchfield Downtown Council also requested to work with city staff, the HPC, MnDOT, and a historic consultant. It was noted that utility and maintenance costs have not been determined and may be dependent on the specific clock selected.

It was moved by Council Member Dingmann, seconded by Council Member Miller, that the City allows placement of a clock in one of the locations previously approved by the Council and the City retains authority to approve the specific clock selected. Upon roll call vote, Acting Mayor Dingmann, Council Members Mathwig, Loch and Miller voted aye, Council Member Allen abstained, whereupon the motion carried. Council Member Kotelnicki refrained from voting.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:40 p.m. by unanimous consent.

Attest:

Approved:

 ASSISTANT CITY ADMINISTRATOR

 ACTING MAYOR