

**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 7, 2018, 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
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. April 16, 2018

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$1,363,230.98

D. OTHER PAYMENTS:

- 1. Civic Arena Building Addition –

**CITY OF LITCHFIELD  
 RESOLUTION NO. 18-5-77  
 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 Payment No. 6 for the Civic Arena Building Addition totaling \$80,725.83 as attached and on file.

Adopted by the City Council this 7th day of May, 2018.

Attest:

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

Approved:

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MAYOR

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 787

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-72  
SECOND READING OF ORDINANCE NO. 787  
ESTABLISHING AN ORDINANCE EXTENDING THE CORPORATE LIMITS  
OF THE CITY OF LITCHFIELD TO INCLUDE  
ANNEXATION OF UNPLATTED LAND  
IN SECTION 13, TOWNSHIP 119, RANGE 31**

**WHEREAS**, upon petition for Annexation to the City of Litchfield, a First Reading was given on April 16, 2018, Resolution No. 18-4-66, and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 787 for Annexation of unplatted land in Section 13, Township 119, Range 31, and

**BE IT FURTHER RESOLVED** that this be entered into the Book of Ordinances as Ordinance No. 787 and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 7th day of May, 2018.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR

- 2. Ordinance No. 791

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-75  
SECOND READING OF ORDINANCE NO. 791  
AMENDING THE ZONING ORDINANCE  
154.011 BOUNDARIES OF OFFICIAL ZONING MAP, APPENDIX B - ZONING MAP  
B-4, GENERAL BUSINESS DISTRICT**

**WHEREAS**, a First Reading was given on April 16, 2018, Resolution No. 18-4-61,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 791, amending Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, and

**BE IT FURTHER RESOLVED** that this be entered into the Book of Ordinances as Ordinance No. 791, and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 7th day of May, 2018.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR

F. LICENSES:

- 1. On-Sale and Sunday Liquor License Application – Muddy Cow Litchfield LLC
- 2. 3.2 Percent Malt Liquor On-Sale License Application – Litchfield Baseball Assn.

G. OTHER ROUTINE MATTERS:

1. Accepting Statutory Tort Liability Limits –

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-73  
ACCEPTING STATUTORY TORT LIABILITY LIMITS**

**WHEREAS**, the City of Litchfield obtains liability coverage from the League of Minnesota Cities Insurance Trust (LMCIT), and

**WHEREAS**, the City of Litchfield must elect whether or not to waive the statutory tort liability limits to the extent of the coverage purchased, and

**WHEREAS**, the City of Litchfield accepts liability coverage limits of \$1,500,000 from the League of Minnesota Insurance Trust (LMCIT),

**NOW, THEREFORE, BE IT RESOLVED** that the City of Litchfield does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Adopted by the City Council this 7th day of May, 2018.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

2. Employment Offer

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-76  
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 2018 Budget, and

**WHEREAS**, the supervisors will adjust the wage schedule for 2018 temporary part-time employees to fill these positions, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Litchfield to offer 2018 temporary part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>New Hires</u>
<i>Pro Shop</i>	Gina Hultgren
<i>Golf Course</i>	Kent Snegosky
<i>Liquor Store</i>	Hannah Birkemeyer

Adopted by the City Council this 7<sup>th</sup> day of May, 2018.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

H. COMMUNICATIONS:

1. Minutes and Reports:

- a. Airport Commission – April 17, 2018
- b. Historic Preservation Commission Minutes – April 23, 2018
- c. Personnel Committee – May 1, 2018

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-78  
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 7th day of May, 2018.

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 – None.**

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

A. AUDIT PRESENTATION –

Justin McGraw, representing Conway, Deuth and Schmeising, PLLP, addressed the Council concerning the 2017 Audit. He highlighted areas of the financials and stated the funds continue to remain consistent and are performing well overall.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-74  
ACCEPT 2017 CITY FINANCIAL AUDIT REPORT**

**WHEREAS**, Conway, Deuth and Schmiesing, PLLP have been authorized to conduct an audit of 2017 Financial and other related matters, and

**WHEREAS**, a detailed report was reviewed previously with staff, and

**WHEREAS**, the report was reviewed by the Council on May 7, 2018,

May 7, 2018

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Litchfield to accept the 2017 Financial Audit Report as on file, and Resolution No. 18-5-74 – Cont’d.

**BE IT FURTHER RESOLVED** to order its submission to other governmental units and to be published as required by State Statute.

Adopted by the City Council this 7th day of May, 2018.

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.

**V. COMMISSION RECOMMENDATIONS –**

**A. AIRPORT COMMISSION –**

Council Member Loch addressed the Council concerning recommendations by the Airport Commission to reintroduce the compass rose on the ramp at the Litchfield Municipal Airport. He estimated costs not to exceed \$750.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-79  
AUTHORIZE PAINTING OF COMPASS ROSE AT THE  
LITCHFIELD MUNICIPAL AIRPORT**

**WHEREAS**, the City completed resurfacing at the Litchfield Municipal Airport, and

**WHEREAS**, the Airport Commission would like to reintroduce the compass rose on the ramp, and

**WHEREAS**, the MN 99s is an organization of women pilots who provide compass rose painting at no cost other than lunch provided to them along with the paint and supplies, and

**WHEREAS**, the Airport Commission would like to ask the MN 99s to paint the compass rose for the City of Litchfield, and

**WHEREAS**, the Airport Commission is requesting the City provide the paint and supplies needed,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes the MN 99s to paint the compass rose on the ramp at the Litchfield Municipal Airport, and

**BE IT FURTHER RESOLVED** that the City of Litchfield provide the paint, supplies and meal for the painting crew.

Adopted by the City Council this 7th day of May, 2018.

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.

**VI. COMMITTEE REPORTS** – None.

**VII. LEGAL CONSIDERATIONS** – None.

**VIII. BUSINESS** –

**A. AIRPORT ENTITLEMENT REQUEST** –

Assistant City Engineer Chuck DeWolf addressed the Council concerning the request from the City of Paynesville to use some Federal Entitlement dollars allotted to the City of Litchfield in 2018 with the intent to repay the dollars back in 2022.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-80  
APPROVING FEDERAL AIRPORT FUNDING REPAYMENT AGREEMENT  
WITH CITY OF PAYNESVILLE**

**WHEREAS**, the City receives Federal Entitlement dollars annually for qualified improvement projects at the Litchfield Municipal Airport, and

**WHEREAS**, the City has accumulated \$400,000 of funds, and

**WHEREAS**, the City will receive an allotment of \$150,000 in 2018 along with a repayment of \$50,000 from another entity, and

**WHEREAS**, the maximum funds allowed to be held in escrow by FAA is \$600,000, and

**WHEREAS**, the City of Litchfield has been made aware that the City of Paynesville could use the additional entitlement dollars in Federal Fiscal Year 2018, and

**WHEREAS**, the City of Litchfield is able to transfer \$100,000 from their usable 2018 FAA funding allocation, and

**WHEREAS**, the City of Paynesville agrees to repay the amount in 2022 as outlined in the proposed Airport Funding Repayment Agreement,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the Airport Funding Repayment Agreement between the City of Litchfield and the City of Paynesville.

Adopted by the City Council this 7th day of May, 2018.

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.

**B. 212 NORTH MARSHALL AVENUE PROPERTY –**

City Administrator Cziok informed the Council that the City of Litchfield received a response from the Meeker County Historical Society that they were not interested in the building. He asked if the Council would like to consider the house to be sold for auction and relocation.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-81  
AUTHORIZE SALE OF HOUSE AT 212 NORTH MARSHALL AVENUE**

**WHEREAS**, the City has purchased property at 212 North Marshall Avenue, and

**WHEREAS**, the City is interested in the land only, and

**WHEREAS**, the City wishes to offer sale of the house to be moved,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes the sale of the house located at 212 North Marshall Avenue by the process of highest bidder.

Adopted by the City Council this 7th day of May, 2018.

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.

**C. PIONEERLAND APPOINTMENT –**

It was noted that the Litchfield Library Board recommended Amy Wilde to represent the City of Litchfield on the Pioneerland Library System Board.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-5-82  
PIONEERLAND LIBRARY SYSTEM BOARD APPOINTMENT**

**WHEREAS**, the Pioneerland Library System Board has an opening, and

**WHEREAS**, Amy Wilde has represented the City of Litchfield on the Litchfield Library Board, and

**WHEREAS**, Amy Wilde has represented the City of Litchfield on the Pioneerland Library System Board, and

**WHEREAS**, the Litchfield Library Board recommends Amy Wilde to represent the City of Litchfield on the Pioneerland Library System Board,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby appoints Amy Wilde to represent the City of Litchfield on the Pioneerland Library System Board for the remaining term.

May 7, 2018

Adopted by the City Council this 7th day of May, 2018.  
Resolution No. 18-5-82 – Cont'd.

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.

**IX. ADDITIONAL ITEMS** – None.

**X. ANNOUNCEMENTS** –

A. WORK SESSION –

A work session was held following the Council meeting concerning organizing Council priorities, Organizational Assessment and future recommendations. (Work Session minutes are available.) No formal action was taken.

**XI. ADJOURNMENT** –

The City Council meeting adjourned at 6:10 p.m. by unanimous consent.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR