

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 Monday, May 15, 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 Engineer	Mike Geers	Present
Assistant City Attorney	Rebecca Rue	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	Present
KLFD	Tim Bergstrom	Present

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 Meeting – May 1, 2023
2. Work Session – May 1, 2023

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$120,696.02

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Sales on Public Property – Church of St. Philip

G. OTHER ROUTINE MATTERS: None.

H. COMMUNICATIONS TO REVIEW :

1. Minutes & Reports:

- a. Planning Commission Minutes – May 8, 2023
- b. Library Board – April 25, 2023

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-5-94
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 15th day of May, 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 – None.

IV. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

- 1. Conditional Use Permit Request – By Jose Lopez – 822 North Holcombe Ave. –

Council Member Carlson provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-5-92
GRANT CONDITIONAL USE PERMIT TO JOSE LOPEZ
FOR PROPERTY LOCATED AT 822 NORTH HOLCOMBE AVENUE
TO ALLOW AN AUTO REPAIR HOME OCCUPATION**

WHEREAS, the Planning Commission held a public hearing on May 8, 2023, for a conditional use permit request by Jose Lopez, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that this Conditional Use Request be granted, subject to conditions, and they referred the application to the City Council for final action, and

WHEREAS, the conditional use permit has been requested to allow a small-scale auto repair business as a home occupation, which exceeds several of the standards for a home occupation permitted by right, and

WHEREAS, the property is located at 822 North Holcombe Avenue in the R-2 Residential District, and

WHEREAS, through the issuance of the conditional use permit, the proposed business conforms to the District and conditional use provisions and all general regulations of the Zoning Ordinance, and

WHEREAS, the conditional use permit does not involve any element or cause any conditions that may be dangerous, injurious or noxious to any other property or persons and shall comply with the performance standards in the Zoning Ordinance, and

WHEREAS, the proposed business is sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties, and

WHEREAS, the proposed business produces a total visual impression and environment which is consistent with the environment of the District and neighborhood in which it is located, and

WHEREAS, there is organized vehicular access and parking to minimize traffic congestion in the District, and

WHEREAS, the conditional use permit would not adversely affect the existing uses because of traffic generation, noise, glare, general unsightliness or other nuisance characteristics, and

WHEREAS, the issuance of the Conditional Use Permit promotes the objectives of this Ordinance and the overall Comprehensive Land Use Plan of the City,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a conditional use permit be granted to Jose Lopez for property located at 822 North Holcombe Avenue to allow an auto repair home occupation, subject to the following conditions:

1. The business may serve one vehicle at a time. There shall be no storage of client vehicles outside of their time being serviced.
2. The business is limited to work on passenger vehicles only. No repair of commercial or large vehicles/equipment.
3. The hours of operation shall be strictly limited to 8:00 am to 6:00 pm, Monday through Saturday. No business operations may take place on Sundays.
4. The business must be contained wholly within the building. No exterior storage shall be allowed.
5. Liquid refuse must be appropriately stored and professionally disposed of.
6. The existing 7.6 SF sign shall be removed, and if replaced, the new sign shall comply with the maximum size of 4 SF for a sign in the R-2 District.

The legal description of this property is:

The North 20.00 feet of Lot 3 and all of Lot 2 except the North 5.00 feet thereof, all in Block 14 in the plat of TOWN OF LITCHFIELD, according to the plat thereof, as is on file in the Office of the Meeker County Recorder.

Adopted by the City Council on this 15th day of May, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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. STORM SEWER ORDINANCE –

City Administrator Cziok explained that the Council was provided a rough draft of the proposed Surface Water Utility Ordinance for review. He shared that the City Engineer and City Attorney are still reviewing. He discussed implementation timelines, establishing rate schedules, and reviewed some rate examples for commercial properties. City Administrator Cziok wants to coordinate timelines for all the utility rate adjustments.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-5-95
CALL FOR PUBLIC HEARING TO CONSIDER ADOPTING A
SURFACE WATER UTILITY ORDINANCE**

WHEREAS, the City needs authority to issue debt for storm sewer projects; and

WHEREAS, a surface water utility ordinance would provide that authority; and

WHEREAS, the Council wishes to hold a public hearing to consider adopting a surface water utility ordinance,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby sets a public hearing on July 17, 2023 at approximately 5:30 p.m. to consider adopting a surface water utility ordinance.

Adopted by the City Council this 15th day of May, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. LARC UPDATE –

City Administrator Cziok provided an update on the next steps for the LARC following the results of the recent school referendum for a pool and other items which was defeated. He discussed formalization and adoption of the JPA, selection of design and construction experts, and development of design and construction sub-committees.

Mayor Dingmann reminded the Council they had agreed to no tax impacts relating to construction of the LARC and wanted to reinforce the commitment. Council Member Mathwig shared that a couple people have asked if the City could swing the pool side of the project as well. It was moved by Mayor Dingmann, seconded by Council Member Kotelnicki, to follow the commitment of no tax impacts relating to construction of the LARC. Upon roll call vote, all members present voted aye, whereupon the motion carried.

IX. ADDITIONAL ITEMS –

A. PAY REQUEST –

1. 2022 Water Treatment Facility Imp Project –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-5-93
AUTHORIZE PAYMENT NO. 6
FOR THE LITCHFIELD WATER TREATMENT FACILITY
IMPROVEMENT PROJECT**

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 that the City Council of the City of Litchfield hereby approves Payment No. 6 for the 2022 Litchfield Water Treatment Facility Improvement Project totaling \$91,618.00 as attached and on file.

Adopted by the City Council this 15th day of May, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

X. ANNOUNCEMENTS –

A. WORK SESSION –

A work session will be held at 5:00pm on Tuesday, May 30, 2023 to discuss wastewater improvements. City Administrator Cziok reported that the Principal Engineer was not available for the work session. The Council was in agreement that the work session be held for informational purposes followed by a future work session with Principal Engineer Paul Saffert present to provide more technical information if necessary. Council Member Kotelnicki asked for information ahead of the work session with City Administrator requesting Council Members provide him requests in advance for the information they would like to see. No formal action was taken.

XI. ADJOURNMENT –

It was moved by Council Member Miller, seconded by Council Member Allen, to adjourn the City Council meeting at 6:00 p.m. Motion Carried.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR