

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 16, 2022, 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	Eric Mathwig	Present
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Present
Council Member Ward IV	John Carlson	Excused
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
Assistant City Attorney	Rebecca Rue	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	Present
KLFD		Absent

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 2, 2022

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$191,534.70

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Lawful Gambling Permit –
 - a. Meeker County Ducks Unlimited

**CITY OF LITCHFIELD
 RESOLUTION NO. 22-5-73
 LAWFUL GAMBLING PERMIT FOR
 AN EXEMPT ORGANIZATION MEEKER COUNTY DUCKS UNLIMITED**

WHEREAS, an application for a lawful gambling license exemption was considered from the Meeker County Ducks Unlimited,

Resolution No. 22-5-73– Cont’d.

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for Meeker County Ducks Unlimited on June 19, 2022 at Litchfield Eagles Aerie #3424 389 CSAH 34 South, 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 16th day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS:

1. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-70
EMPLOYMENT OFFER FOR
PART-TIME POSITIONS**

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

WHEREAS, the funds to fill these positions were approved in the 2022 Budget; and

WHEREAS, the supervisors will adjust the wage schedule for 2022 part-time employees to fill these positions, and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to offer 2022 part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<i>Golf Course</i>	Kalley Spreiter	
<i>Parks</i>		Jacob Elwell
<i>Pro-Shop</i>	Katie Kusler Max Pursley	

Adopted by the City Council this 16th day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Noise Ordinance Variance Request – Muddy Cow

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-72
MUDDY COW
EXEMPTION FROM NOISE ORDINANCE**

WHEREAS, the City of Litchfield has a noise ordinance in place; and

Resolution No. 22-5-72– Cont’d.

WHEREAS, the Muddy Cow has requested a noise variance for July 8, 2022 through July 10, 2022 (Watercade); and

WHEREAS, the proposed request involves community functions,

NOW, THEREFORE, BE IT RESOLVED that the Muddy Cow is granted an exemption from the noise control regulations for the dates as stated above.

Adopted by the City Council this 16th day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW:

- 1. Minutes & Reports:
 - a. Planning Commission Minutes – May 9, 2022
 - b. Personnel Committee Meeting Minutes – May 10, 2022
 - c. Finance Committee Meeting Minutes – May 12, 2022
 - d. Litchfield Library Board Minutes – April 26, 2022

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-74
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 16th day of May, 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 –

A. PLANNING COMMISSION

1. Variance & Special Sign Permit Request – By Meeker Cooperative –

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-71
GRANT VARIANCE APPROVAL TO STEVE KOSBAB ON BEHALF OF MEEKER
COOPERATIVE
FOR PROPERTY LOCATED AT 1725 EAST US HIGHWAY 12**

WHEREAS, the Applicant is requesting approval of a variance of 173.45 square feet from the maximum allowable square footage (per sign) to allow a sign totaling 273.45 SF where 100 SF is the maximum allowed, and a variance of four inches from the maximum allowable sign height of 25 feet to allow a sign with a height of 25 feet, four inches.

WHEREAS, the property is located at 1725 East US Highway 12, in the I-1 Limited Industrial District, and

WHEREAS, the Planning Commission held a public hearing on May 9, 2022, on a request for two variances by Steve Kosbab, on behalf of property owner Meeker Cooperative, and

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

WHEREAS, the variances are in harmony with the general purposes and intent of the ordinance, and

WHEREAS, the variances are consistent with the Comprehensive Plan, and

WHEREAS, the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, and

WHEREAS, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and

WHEREAS, the variances will not alter the essential character of the locality, and

WHEREAS, the purpose of the request is not solely financial, and

BE IT RESOLVED by the City Council of the City of Litchfield grants the requested variances at 1725 East US Highway 12, subject to the following condition:

1. A sign permit application shall be submitted for City approval ahead of installation, and submitted plans shall conform to the plans submitted with the variance application.

Property legally described as:

LOT 1, BLOCK 2, MEEKER CO-OP PARK, MEEKER COUNTY, MINNESOTA

Adopted by the City Council this 16TH day of May, 2022.

Resolution No. 22-5-71– Cont’d.

Approved:

Attest:

MAYOR

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. WATERPLANT –

City Engineer DeWolf reported that the plans and specifications are complete for the proposed rehabilitation of the water treatment facility which includes filters, SCADA, and control systems.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-75
AUTHORIZE WATER TREATMENT FACILITY REHABILITATION**

WHEREAS, the water treatment facility needs a rehabilitation; and

WHEREAS, plans and specifications are complete; and

WHEREAS, a schedule has been reviewed for the proposed project,

NOW THEREFORE BE RESOLVED, the City Council of the City of Litchfield hereby authorizes the water treatment facility improvement project and authorizes advertisement for bids.

Adopted by the City Council this 16th day of May, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. COMMERCIAL STREET STORM –

City Engineer DeWolf reported that the city is in the process of finalizing the option for the discharge location for the storm sewer at Commercial Street and Holcombe Avenue. He outlined the anticipated schedule for the proposed storm sewer system improvement project.

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

May 16, 2022

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-76
AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS FOR
COMMERCIAL STREET AND HOLCOMBE AVENUE
STORM SEWER IMPROVEMENTS**

WHEREAS, there are ongoing flooding issues at the intersection of Commercial Street and Holcombe Avenue; and

WHEREAS, the proposed improvement included in the City’s Capital Improvement Plan consists of mitigating flooding issues at the intersection; and

WHEREAS, two discharge locations for the storm sewer are being evaluated with the final location to be determined in the next couple weeks; and

WHEREAS, a schedule has been reviewed for the proposed project,

NOW THEREFORE BE RESOLVED, that the City Council of the City of Litchfield hereby authorizes the preparation of plans and specifications for the Commercial Street and Holcombe Avenue Storm Sewer Improvement Project.

Adopted by the City Council this 16th day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

City Administrator Cziok explained the need to develop a Storm Sewer Utility Ordinance in order to issue debt for storm sewer system improvements.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-77
AUTHORIZE STAFF TO DEVELOP STORM SEWER UTILITY ORDINANCE**

WHEREAS, the Capital Improvement Plan includes storm sewer system improvements; and

WHEREAS, the City has authorized improvements to the storm sewer system at the intersection of Commercial Street and Holcombe Avenue; and

WHEREAS, in order to issue debt for storm sewer system improvements the City is required to have a Storm Sewer Utility Ordinance,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes City staff to develop a storm sewer utility ordinance for consideration.

Adopted by the City Council this 16th day of May, 2022.

Attest:

Approved:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. RIPLEY LOT SOIL BORINGS –

City Administrator Cziok reported that there has been some interest in the golf course lots on West Ripley Street. In order to assess whether the lots are buildable and make sure all interested parties receive the same information, Cziok recommended soil borings if the Council is considering the lots for sale. He shared that the cost was \$2,300 for 3 soil borings to be taken with the depth of the soil borings at 14.9 feet. City Engineer DeWolf clarified that the depth is based on utilities and what is being built in the area.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-78
AUTHORIZE SOIL BORINGS FOR CITY OWNED LOTS ON
WEST RIPLEY STREET ADJACENT TO THE GOLF COURSE**

WHEREAS, the City owns vacant property located on West Ripley Street adjacent to the Golf Course; and

WHEREAS, there are individuals who have shown interest in acquiring the vacant property; and

WHEREAS, it would be in the best interest of the City to assess whether or not the lots are buildable in the event the Council is interested in selling the property; and

WHEREAS, the City received a quote in the amount of \$2,300 for 3 soil borings to be completed,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes 3 soil borings be completed in the amount of \$2,300 within the vacant property owned by the City on West Ripley Street adjacent to the Golf Course.

Adopted by the City Council this 16th day of May, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. CEMETERY BENCHES –

City Administrator Cziok reported that there has been interest shown in purchasing benches at the cemetery as memorials. He shared that staff recommends purchasing 8 benches to be placed in the columbarium area. He discussed creating a separate memorial space for people who wish to contribute rather than the memorials on the benches themselves. Cziok explained where the benches would be located in the columbarium area with the space having been designed with benches in mind.

Council Member Allen expressed concern about the limitations on bench placement in other areas of the cemetery. Council Member Kotelnicki added that there are others interested and there will be more requests for benches. It was suggested that Council Members Allen and Kotelnicki and staff develop a bench policy.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-79
APPROVE BENCH PLACEMENT AT CEMETERY COLUMBARIUM**

WHEREAS, the City developed columbarium units at the Lake Ripley Cemetery; and

WHEREAS, the City has received requests for placement of benches in the columbarium area; and

WHEREAS, City staff is developing a concept for acknowledging donations towards benches in the columbarium area; and

WHEREAS, the City has received a quote for the purchase and placement of 8 granite benches within the designated area around the columbarium,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the quote from Murphy Granite Carving in the amount of \$17,500 for the purchase and placement of 8 garden benches within the designated area around the columbarium at the Lake Ripley Cemetery,

BE IT FURTHER RESOLVED that the Cemetery Fund provide the financing for said benches.

Adopted by the City Council this 16th day of May, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

E. CANINE DISCUSSIONS –

1. Dog Park/Dog Waste Stations –

City Administrator Cziok reported that the issues concerning both dog parks and dog waste stations have been somewhat polarized. He said City staff has been exposed to passionate people both for and against. There has been concern expressed about access to the City’s well field. A motion was made by Council Member Miller, seconded by Council Member Mathwig to allow former Waterplant Supervisor Herb Watry to speak on the need to protect the well field area. Council Member Kotelnicki expressed concern that other parties were not available to address the Council at the meeting and requested discussion take place at another time. City Administrator Cziok explained that he could speak on the concerns that Mr. Watry had. Council Members Miller and Mathwig rescinded their motion for Mr. Watry to speak. City Administrator Cziok shared that the concern isn’t about the dog waste but that the area should be protected for other reasons including an accidental or purposeful dumping.

City Administrator Cziok discussed the dog waste stations and shared there has been concern expressed whether or not dogs should be in parks. He reported that staff is ready to make recommendations but does not want to get in the middle of opposing views. He encouraged a work session with staff to discuss recommendations for the Council to consider in the future.

It was moved by Mayor Johnson, seconded by Council Member Miller, to have a work session following a Council meeting for the Council and staff to discuss both dog park and dog waste station concepts. Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

F. PUBLIC WORKS STAFFING NEEDS –

1. Maintenance Worker Vacancy –

City Administrator Cziok reported that the Public Works Department has 2 vacancies in the position of maintenance worker and the position has been posted internally. He shared that one part-time public works employee has expressed interest in the position and City staff recommends hiring Ramon Franco to the position of Maintenance Worker.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-80
AUTHORIZING APPOINTING RAMON FRANCO
TO MAINTENANCE WORKER POSITION**

WHEREAS, there are currently 2 vacancies within the Public Works Department; and

WHEREAS, the position was posted as required by the union; and

WHEREAS, a current part-time public works employee expressed interest in the position; and

WHEREAS, City staff recommends hiring Ramon Franco to the position of Maintenance Worker,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to appoint Ramon Franco to a Maintenance Worker position at Pay Grade 2.

Adopted by the City Council this 16th day of May, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Lead Positions –

City Administrator Cziok discussed the need to consider lead positions in the Public Works Department. He shared current circumstances and potential positions and promotions that the Council may want to consider.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-81
AUTHORIZING ADMINISTRATION TO PROVIDE RECOMMENDATIONS
ON LEAD POSITIONS WITHIN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the Operations Coordinator is responsible for many departments within the Public Works Department; and

WHEREAS, administration advises providing department leads to assist the Operations Coordinator in day to day operational leadership in areas within the Public Works Department; and

WHEREAS, the City has entertained a maintenance worker lead position in the past; and Resolution No. 22-5-81– Cont’d.

WHEREAS, the City currently has a maintenance worker doing more mechanical work on a day to day basis and a golf course technician doing supervisory work in which the City either needs to consider removing the duties or approving a promotion,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield hereby authorizes administration to provide recommendations for consideration on lead positions within the Public Works Department at the June 6, 2022 City Council meeting.

Adopted by the City Council this 16th day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

G. CITY HALL HOURS –

City Administrator Cziok presented a request to Council to consider allowing City Hall staff to leave at 3pm on Fridays when the doors close from Memorial Day to Labor Day. Staff will still be required to put in 40 hours a week. He explained the efforts in being flexible as an employee retention strategy. Council Member Kotelnicki expressed concern about fairness with other employees within the organization. Council Member Miller explained that the unions would dictate the hours for others. She acknowledged that the city may receive complaints but shared what the city hall office and other businesses are going through recently with employee turnovers. She explained that times have changed and stressed the importance of supporting employees and the need to be flexible in order to retain employees.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-82
AUTHORIZING CITY HALL TO CLOSE AT 3PM ON FRIDAYS
FROM MEMORIAL DAY TO LABOR DAY**

WHEREAS, administration has evaluated employee retention strategies based upon employee turnovers recently; and

WHEREAS, City Hall staff hours have been from 8:00am to 4:30pm Monday-Friday weekly; and

WHEREAS, the City Hall doors are currently locked at 3pm on Fridays; and

WHEREAS, administration requested consideration to allow staff to close down City Hall at 3pm on Fridays from Memorial Day to Labor Day; and

WHEREAS, City Hall staff will still be required to put in 40 hours per week,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield hereby authorizes to close down City Hall at 3pm on Fridays from Memorial Day to Labor Day.

Adopted by the City Council this 16th day of May, 2022.

Resolution No. 22-5-82– Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

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

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR