

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 video conferencing Monday, May 18, 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 by videoconferencing
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 – May 4, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$253,793.85

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES: None.

G. OTHER ROUTINE MATTERS:

- 1. Employment Offer

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-97
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

Resolution No. 20-5-97– Cont’d.

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>Re-Hires</u>	<u>New Hires</u>
<u>Golf Course</u>	Eugene Kadelbach Gavin Manning	
<u>Parks</u>	Bret Wendlandt	
<u>Pro-Shop</u>	Delaney Zens	

Adopted by the City Council this 18th day of May, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. 2020-2021 Airport Liability Insurance Renewal

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-96
2020-2021 AIRPORT LIABILITY INSURANCE RENEWAL**

WHEREAS, the City has had satisfactory insurance coverage with Swett and Crawford for several years, and

WHEREAS, our insurance agent recommends continuation of this policy,

NOW, THEREFORE, BE IT RESOLVED to renew Airport Liability Insurance coverage with Swett and Crawford from June 15, 2020 to June 15, 2021 and to authorize submittal of the premium in the amount of \$10,998.00, and

BE IT ALSO RESOLVED to authorize the Assistant City Administrator to sign the application and agreements as referenced above on behalf of the City of Litchfield.

Adopted by the City Council this 18th day of May, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW :

1. Minutes & Reports:
 - a. Planning Commission Minutes – May 11, 2020

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

**RESOLUTION NO. 20-5-102
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 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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. Preliminary & Final Plat - Prairie Park Estates - By Eric Doering – 1001 Meadow Road –

Council Member Mathwig provided the findings and recommendations of the Planning Commission. Council Member Kotelnicki inquired about the use of the \$5,000 cash in lieu of land for park dedication. Since the conditions are part of the resolution, City Administrator Cziok responded that it can be included in future discussions.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-98
GRANT APPROVAL OF PRELIMINARY AND FINAL PLAT FOR
PRAIRIE PARK ESTATES**

WHEREAS, the Planning Commission held a hearing on May 11, 2020, for a Preliminary and Final Plat by Eric Doering, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of fact, as follows, has recommended that the plat for Prairie Park Estates be granted and referred the application to the City Council for final action, and

WHEREAS, the applicant is requesting preliminary and final plat approval for a subdivision resulting in five (5) single-family residential lots and one outlot, and

WHEREAS, the subject property is located at 1001 Meadow Rd, in the R-1 Residence District, and

Resolution No. 20-5-98– Cont’d.

WHEREAS, each proposed residential lot conforms to the requirements of the R-1 Residence District, and

WHEREAS, the dedicated right-of-way meets City standards, and

WHEREAS, adequate easements have been provided on each lot, and

WHEREAS, the preliminary plat contains all necessary data to be approved by the City, and

WHEREAS, the final plat contains all necessary data to be approved by the City, and

WHEREAS, the Planning Commission recommends the following conditions:

1. The developer shall pay \$5,000 cash in lieu of land for park dedication.
2. Each individual lot shall have its own sanitary sewer and water service from the main. Plans shall be submitted for review and approval for the necessary sanitary sewer and water service improvements.
3. The developer will be responsible for all costs associated with the future extension of utilities and the street along South Geinitz Avenue from Butler Street to Outlot A.
4. All driveway openings for each lot shall be constructed according to City standards.
5. When Outlot A is planned to be developed, a storm water management plan will need to be submitted for the site, along with construction plans and specifications for the proposed infrastructure improvements.
6. The developer shall obtain all necessary permits for the development.
7. The developer shall contact all the private utility companies to plan for the extension of private utilities to the proposed lots.
8. The developer shall submit a grading plan for each lot for review and approval.

WHEREAS, the City Council has reviewed the Preliminary & Final Plat regarding the general acceptability of the layout,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to grant approval of the Preliminary and Final Plat for Prairie Park Estates.

Adopted by the City Council this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Conditional Use Request - By Peter Kormanik - 718 N Sibley Avenue -

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 Allen, to adopt the following:

May 18, 2020

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-99
GRANT CONDITIONAL USE PERMIT TO PETER KORMANIK
FOR PROPERTY LOCATED AT 718 N SIBLEY AVENUE
TO ALLOW THE PROPERTY TO BE CONVERTED INTO A SINGLE-FAMILY
RESIDENCE IN THE B-3 DISTRICT**

WHEREAS, the Planning Commission held a hearing on May 11, 2020, for a Conditional Use Permit request by Peter Kormanik, and

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

WHEREAS, the request is to allow a structure within the B-3 District to be converted to a single-family residence, and

WHEREAS, the property is located at 718 North Sibley Avenue in the B-3 District, and

WHEREAS, the Conditional Use Permit would conform to the conditions as outlined in the Zoning Ordinance, and

WHEREAS, the Conditional Use Permit would not have an adverse effect on the use, value or appearance, and of the uses already permitted in the area, and

WHEREAS, the Conditional Use Permit would not impede the normal and orderly development and improvement of the surrounding property, and

WHEREAS, the Conditional Use Permit would not be detrimental to the public welfare, safety, order, convenience, prosperity or general welfare of the community, and

WHEREAS, the Conditional Use Permit would have adequate utilities, access roads, drainage, parking and other facilities, 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, denying this Conditional Use Permit would not create a hardship for the use of the property,

WHEREAS, the Planning Commission recommends the following conditions:

1. All necessary permits must be obtained for the interior modifications.
2. Single-family is the only allowable residential use.

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 Peter Kormanik for property located at 718 N Sibley Avenue to allow the property to be converted to a single-family residence in the B-3 District. The legal description of this property is:

Parcel No. 27-0403000
Lot 3, Lot 4, and the North 15' of Lot 5, and Vac Aly, Block 25
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Change of Zoning Request - by St. Pauls Lutheran - 226 S Ramsey Avenue -

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. 20-5-100
GRANT CHANGE OF ZONING TO ST PAULS LUTHERAN CHURCH
FOR PROPERTY LOCATED AT 226 S RAMSEY AVENUE**

WHEREAS, the Planning Commission held a hearing on May 11, 2020, on a request for a change of zoning by St Pauls Lutheran Church, and

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

WHEREAS, the request is to change the zoning from R-2, Residence District to I-2, General Industrial District, and

WHEREAS, the property is located at 226 S Ramsey Avenue, and

WHEREAS, the change of zoning is consistent with the zoning of the neighboring properties and the proposed use of the subject parcel, and

WHEREAS, there is a public need for additional land to be zoned as requested and this public need is best served by rezoning in this area, and

WHEREAS, granting this rezoning would conform to the presently accepted future land use plans for the City as well as present land uses, and

WHEREAS, granting this rezoning would not adversely affect property values of adjacent landowners to an unreasonable degree, and

WHEREAS, granting this rezoning would not impose other undue hardships on the adjacent landowners such as noise, lights, odors, traffic or other nuisances, and

WHEREAS, the necessary utilities are available to serve the area if the rezoning is granted, and

WHEREAS, there is not a reasonable alternative that would eliminate the necessity for rezoning, and

WHEREAS, this rezoning is not merely a convenience for the new owner,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to grant this Change of Zoning, and

BE IT FURTHER RESOLVED that this be the First Reading of Ordinance No. 799 to Amend the Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, to Change the Zoning from R-2 to I-2, for the property described as follows:

Resolution No. 20-5-100– Cont’d.

Parcel No. 27-0876000
Lots 15, 16, 17, 18, 19, 20 and 21, Block 76, Weisel’s Addition to the City of Litchfield;

Also including the south half of the vacated alley lying directly north of Lot 21 along with the east half of the vacated alley lying westerly of and adjacent to Lots 15, 16, 17, 18, 19, 20, and 21, all in Block 76, Weisel’s Addition to the City of Litchfield.

Adopted by the City Council this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

- 4. Conditional Use & Variance Request - by Ekalath Sophaphahn, on behalf of property owner ISD 465 - 80 and 100 W Pleasure Drive –

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 Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-101
APPROVE SITE PLAN AND GRANT CONDITIONAL USE PERMIT & VARIANCE
TO ISD 465 FOR PROPERTY LOCATED AT 80 & 100 W PLEASURE DRIVE**

WHEREAS, the Planning Commission held a hearing on May 11, 2020, for a site plan review, a Conditional Use Permit, and a Variance request by Ekalath Sophaphan, on behalf of the property owner ISD 465, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that the site plan be approved, and the Conditional Use and Variance be granted and they referred the applications to the City Council for final action, and

WHEREAS, the Applicant is requesting approval of the proposed site plan for an addition to the building and a reconfiguration of the parking lot at Lake Ripley Elementary School, and

WHEREAS, the Applicant is requesting approval of a Conditional Use Permit to allow for construction to occur across two separate parcels, functioning as one campus, and

WHEREAS, the Applicant is requesting approval of a variance to allow for thirty-seven percent (37%) impervious surface coverage, where twenty-five percent (25%) is the maximum allowed, and

WHEREAS, the property is located at 80 and 100 West Pleasure Drive in the R-1 Single Residence District, and

WHEREAS, the site plan conforms to all Ordinance requirements, with the exception of the impervious surface coverage limit for which the variance has been requested, and

WHEREAS, the Conditional Use Permit would conform to the conditions as outlined in the Zoning Ordinance, and

Resolution No. 20-5-101– Cont’d.

WHEREAS, the Conditional Use Permit would not have an adverse effect on the use, value or appearance, and of the uses already permitted in the area, and

WHEREAS, the Conditional Use Permit would not impede the normal and orderly development and improvement of the surrounding property, and

WHEREAS, the Conditional Use Permit would not be detrimental to the public welfare, safety, order, convenience, prosperity or general welfare of the community, and

WHEREAS, the Conditional Use Permit would have adequate utilities, access roads, drainage, parking and other facilities, 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, denying this Conditional Use Permit would not create a hardship for the use of the property, and

WHEREAS, the variance is in harmony with the general purposes and intent of the Ordinance, and

WHEREAS, the variance is 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 variance will not alter the essential character of the locality, and

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

WHEREAS, the Planning Commission has recommended the following conditions:

1. All necessary parking lot directional signage must be installed to facilitate the flow of traffic within the school campus.
2. There shall be a net decrease in storm water leaving the site after construction compared to existing conditions for the 2-year, 10-year and 100-year rainfall events.
3. A MnDOT permit will be required for any work within the TH 22 (Sibley Ave.) right-of-way, including access modifications, drainage improvements, work within the right-of-way, etc.
4. Detailed plans for the relocation of the watermain in the area of the proposed addition shall be submitted for review and approval.
5. All sidewalk improvements in the public right-of-way shall meet ADA requirements.
6. Any impact to existing private utilities shall be addressed with the owner.
7. Any street area, sidewalk and/or curb and gutter disturbed by construction shall be restored to match the existing section and style.
8. All final construction plans shall be submitted for review and approval.
9. All necessary permits shall be obtained, and copies of the permits provided to the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the site plan be approved and the request for a Conditional Use Permit and Variance be granted to ISD 465 for property located at 80 & 100 W Pleasure Drive to allow construction across two parcels and impervious surface coverage of thirty-seven percent (37%). The legal description of this property is:

Resolution No. 20-5-101– Cont’d.

Parcel No. 27-0078000 & 27-0080000

The South 116 feet of the East 200 feet of Lot D & the East 200 feet of Lot E, excepting the South 66 feet thereof of Howard’s Subdivision of Government Lot 2, Section 14, Township 119 North, Range 31 West according to the plat thereof.
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

- 5. Alley Vacation Request - by First District Association and St. Paul’s Lutheran Church - 226 S Ramsey Avenue -

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. 20-5-103
SET ALLEY VACATION HEARING FOR VACATING
THE NORTH/SOUTH ALLEY BETWEEN MILLER AND RAMSEY AVENUE SOUTH,
IN BLOCK 76, IN WEISEL’S ADDITION, LESS THE NORTH 100’ FEET**

WHEREAS, an application has been submitted to the City of Litchfield for the vacation of the north/south alley between Miller and Ramsey Avenue South, in Block 76, in Weisel’s Addition, less the north 100’ of the alley previously vacated by Ordinance No. 678, in the City of Litchfield, Meeker County, Minnesota, and

WHEREAS, the Planning Commission considered this application at its meeting on May 11, 2020 and recommended that the City Council set a hearing to consider this application,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby sets a public hearing, for the proposed vacation of an alley, as described above, to be held at City Hall on July 6, 2020 at approximately 5:30 p.m. at which time and place all persons interested therein will be heard, and

BE IT FURTHER RESOLVED that proper notice thereof shall be published and posted.

Adopted by the City Council on this 18th day of May, 2020.

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. COVID-19 UPDATE –

City Administrator Cziok informed the Council there have not been many changes operationally within the last two weeks. He said with circulation of the virus locally staff will be responding by breaking out into smaller groups.

City Administrator Cziok discussed the status and options for the Council concerning the campground operations which remain closed due to the Governor's Executive Order.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-104
CONFIRMING NO CHANGE IN CAMPGROUND OPERATIONS**

WHEREAS, the City continues to monitor the COVID-19 pandemic and impacts to the community, and

WHEREAS, recreational camping remains closed due to the Governor's Executive Order, and

WHEREAS, the Council discussed options for opening the campgrounds for allowed use under the Governor's Executive Order including seasonal camping and camping for essential workers, and

WHEREAS, the Council expressed concern that opening for some use might be more problematic with regulating usage,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby confirms no changes in the campground operations at this time, with the campgrounds remaining closed, until the Governor allows recreational camping.

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

Financially, Cziok shared that staff is still making conservative decisions and administration continues to prepare for a larger/sustained economic impact. He added financial impacts are being monitored as staff begins the preliminary 2021 budget process which, he added, will be most likely conservative as well.

1. Liquor Licenses –

City Administrator Cziok explained that the City will be processing liquor license renewals and provided options for the Council to consider due to the COVID-19 pandemic. He provided the licensing fee schedules for both the City and the County. The Council determined that the rates remain the same but the City allow for payment plans.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-105
APPROVE LIQUOR LICENSE FEE PAYMENT PLAN**

WHEREAS, the City continues to monitor the COVID-19 pandemic and impacts to the community, and

WHEREAS, liquor license renewals are being prepared, and

WHEREAS, concern has been expressed on the impacts to bars and restaurants that have been restricted due to the Governor’s Executive Order, and

WHEREAS, the Council reviewed the current fee schedule and discussed options,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves continuation of the current fee schedule allowing for payment plans for liquor license fees for the next two years, with payments being made ahead of time.

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Constitutional & Business Friendly City –

Council Member Kotelnicki shared concerns on protecting City employees along with sending a message showing support of businesses during this COVID-19 Pandemic as a Constitutional and Business Friendly City. She said it is a difficult time for everyone. The Council discussed options including sending a letter or resolution of support for local business and encouraging the Governor to relax restrictions. While all Council Members were in agreement on supporting local business it was determined that the Governor’s office is aware and is receiving lots of feedback already. It was moved by Council Member Mathwig, seconded by Council Member Loch, to move on with no action taken on the topic. Upon roll call vote, all members present voted aye, whereupon the motion carried.

3. Meeting Format –

Mayor Johnson asked the Council for input on the format for the next Council meeting.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-106
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, the Planning Commission and Heritage Preservation Commission are participating in video conferencing,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves continuation of video conferencing for City Council, Planning Commission and Heritage Preservation Commission meetings through and including the City Council meeting scheduled June 1, 2020.

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. GOLF COURSE CLUBHOUSE ADVISORY COMMITTEE –

Mayor Johnson provided the Council representatives to the Golf Course Clubhouse Advisory Committee for approval, which included himself and Council Member Loch. Council Member Allen expressed concern that she has recommended that there be an additional member who was not involved with the Council or with Golf Club, Inc. She encouraged having 7 members which could possibly offset a vote, reiterating the need for the additional member to be neutral adding she does not think it is fair the way it is.

Council Member Kotelnicki expressed concern with the function of the Golf Course Clubhouse Advisory Committee changing, referring to the information included in the packet. She said discussion at the last Council meeting was that the issues to be discussed by said committee was the restaurant and only the restaurant. She is uncomfortable with the committee discussing land purchases and a new contract which should be done at the Council table. Kotelnicki said the main focus for this committee should be the restaurant. She shared she is concerned and was approached about a possible conflict of interest since the Council representatives own property on the golf course. Both Mayor Johnson and Council Member Loch responded that there is not a conflict of interest for representing the Council on said committee in that there is no financial gain. Council Member Loch said the goal is to get the restaurant in operation along with future sustainability. He made a clarification to the comment on a conflict of interest in that he doesn't live on the golf course. The majority of the Council was in agreement that they never considered it a conflict of interest for Mayor Johnson and

Council Member Loch to represent the Council on said committee since it is an advisory committee making recommendations, not decisions.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-107
GOLF COURSE CLUBHOUSE ADVISORY COMMITTEE APPOINTMENTS**

WHEREAS, the City owns and operates a municipal golf course, and

WHEREAS, the City has a Building Lease Agreement with Litchfield Golf Club, Inc. concerning the Litchfield Golf Club facility, and

WHEREAS, some modifications have been made to the Litchfield Golf Course Clubhouse by both Golf Club, Inc. and the City, and

WHEREAS, the Council established a Litchfield Golf Course Clubhouse Advisory Committee to address outstanding issues, and

WHEREAS, it was determined that the committee consist of two Golf Club, Inc. members, one racquetball member, one at-large member, and two Council Members, and

WHEREAS, Golf Club, Inc. has selected Carl Minton and Tana Goihl to the serve on said Committee, and

WHEREAS, the racquetball group recommends Robert Kopplin to serve on said Committee, and

WHEREAS, Pete Kormanik has volunteered to serve as at-large member,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby appoints Mayor Johnson and Council Member Loch to the Litchfield Golf Course Clubhouse Advisory Committee to represent the City along with representatives to groups as stated above.

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye with the exception of Council Member Kotelnicki and Allen voting nay, whereupon the resolution was declared adopted.

C. DOWNTOWN HWY 12 IMPROVEMENT PROJECT –

Assistant City Engineer Chuck DeWolf provided an update on the Downtown Hwy 12 Improvement Project. He reported the contractor is making good progress in the downtown area and has moved on to what he would classify as the second phase of the project which is closing the intersection of Depot Street and Sibley Avenue. The new large storm sewer main has been extended from 4th Street and is now at Depot Street with the contractor working on continuing towards Holcombe Avenue. The new sanitary sewer and watermains have been completed from 4th Street down to just beyond 2nd Street. The contractor is currently working on

service lines in that area. The concrete work from 4th Street down to Depot Street is tentatively planned to start in early June. No formal action was taken.

D. AIRPORT SRE BUILDING –

Assistant City Engineer Chuck DeWolf discussed constructing a building at the airport for the purpose of storing snow removal and maintenance equipment utilized at the airport.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-5-108
AUTHORIZE PROCEEDING WITH AIRPORT
SNOW REMOVAL EQUIPMENT (SRE) BUILDING CONSTRUCTION PROJECT**

WHEREAS, there are ongoing maintenance needs at the Litchfield Airport, and

WHEREAS, the City has an annual Federal Entitlement allocation in the amount of \$150,000, and

WHEREAS, the City has accumulated approximately \$600,000 in federal funds available for airport improvements, and

WHEREAS, these Federal Entitlement funds can be utilized to cover 90% of costs for eligible airport projects, and

WHEREAS, the federal entitlement requires a 10% match from the City and/or the State, and

WHEREAS, the Federal Government passed the CARES Act which can be used to cover 10% of the local share, and

WHEREAS, the City is proposing construction of a storage building at the airport for snow removal and maintenance equipment,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the plans and specifications for construction of a storage building at the airport for snow removal and maintenance equipment, and

BE IT FURTHER RESOLVED that the City Council hereby authorizes proceeding with said project and authorizes the advertisement of bids as outlined.

Adopted by the City Council on this 18th day of May, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

May 18, 2020

The City Council meeting adjourned at 6:56 p.m. by unanimous consent.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR