

**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, June 4, 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	Excused
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. May 21, 2018

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$945,405.22

D. OTHER PAYMENTS:

- 1. Civic Arena Building Addition -

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-95  
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. 7 for the Civic Arena Building Addition totaling \$55,185.98 as attached and on file.

Adopted by the City Council this 4th day of June, 2018.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR

2. Civic Arena Refrigeration Improvements -

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-96  
AUTHORIZE PAYMENT FOR THE  
CIVIC ARENA REFRIGERATION IMPROVEMENTS**

**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. 2 for the Civic Arena Refrigeration Improvements totaling \$145,764.58 as attached and on file.

Adopted by the City Council this 4<sup>th</sup> day of June, 2018.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Lawful Gambling Permit – Litchfield Baseball Association

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-94  
LAWFUL GAMBLING PERMIT FOR AN EXEMPT  
ORGANIZATION LITCHFIELD BASEBALL ASSOCIATION INC.**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Baseball Association Inc.,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for the Litchfield Baseball Association Inc. on August 10, 2018 at the Litchfield Community August Bash at the Litchfield Civic Arena, 900 North Gilman, Litchfield, MN, 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 4<sup>th</sup> day of June, 2018.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

G. OTHER ROUTINE MATTERS:

1. Employment Offer -

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-98  
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

Resolution No. 18-6-98 – Cont’d.

**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>Re-Hires</u>	<u>New Hires</u>
<i>Golf Course</i>		Anna Grimsgard
<i>Parks</i>	Stan Ridgeway Carter Wattenhofer	
<i>Pro-Shop</i>	Keats McGraw Annika Schwartz	
<i>Liquor</i>		Penny Stuber

Adopted by the City Council this 4th day of June, 2018.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

H. COMMUNICATIONS: None.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-99  
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 4th day of June, 2018.

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. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –**

**A. SCHOOL RESOURCE OFFICER (SRO) PRESENTATION –**

Beckie Simenson, Litchfield School District Superintendent, addressed the Council concerning the concept of partnering in a School Resource Officer (SRO). She explained that city and school district administration have had discussions on the concept. She provided a job description for a proposed SRO. Simenson explained the duties of an SRO and the goals of the program include bridging the gap between police officers and students and offering another counseling resource for the students. City Administrator Cziok said that while there already has been a police presence at the school for programs and for diffusing situations, the City would need to look at hiring another officer. He said administration has to determine the time allocated to the school and how much funding is required. He recommended the agreement between Kandiyohi and New London Spicer School District, included in the Council packet for review, provide the framework for an agreement between the City of Litchfield and the Litchfield School District.

After review, it was moved by Council Member Dingmann, seconded by Mayor Johnson, to authorize administration to draft an agreement for a School Resource Officer (SRO) for Council and School Board consideration. Upon roll call vote, all members present voted aye, whereupon the motion was declared adopted.

**B. FFA SIGN REQUEST –**

Laura Shoutz and Anna Euerle, members of the Litchfield FAA, addressed the Council with a request to attach “Proud FFA Community” signs to the population signs at the entrances to Litchfield. They explained that their local FAA Chapter wishes to promote their active chapter.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-100  
AUTHORIZING “PROUD FFA COMMUNITY” SIGNS TO BE ATTACHED TO  
THE “LITCHFIELD” ENTRANCE SIGNS**

**WHEREAS**, the local FAA Chapter has been establishing their presence and wishes to promote their active chapter within the community and area, and

**WHEREAS**, the local FAA Chapter has requested consideration of placement of a “Proud FFA Community” sign on the 3 major “Litchfield” entrance signs, and

**WHEREAS**, there are limitations to the number of signs that can be placed on entrance signs, and

**WHEREAS**, there are Yellow Ribbon and snow ordinance enforcement signs currently attached on the “Litchfield” entrance signs at Highway 22, south of town, and at Highways 12/24, north of town, and

**WHEREAS**, the east entrance on Highway 12 contains Historic Preserve America and Yellow Ribbon signs, and

**WHEREAS**, the City is waiting for a response from MnDOT on the limitations, and

**WHEREAS**, administration recommends at this time removing the snow ordinance signage from the north/south “Litchfield” entrance signs and replacing them with the “Proud FFA Community” signs,

Resolution No. 18-6-100 – Cont’d.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield to remove the snow ordinance signage from the north/ south “Litchfield” entrance signs and replacing them with the “Proud FFA Community” signs.

Adopted by the City Council this 4th day of June, 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.

**V. COMMISSION RECOMMENDATIONS – None.**

**VI. COMMITTEE REPORTS – None.**

**VII. LEGAL CONSIDERATIONS – None.**

**VIII. BUSINESS –**

**A. AQUATIC FACILITY ROAD MAP AND PROGRESS REPORT –**

City Administrator Cziok addressed the Council concerning the Aquatic Facility Road Map and Progress Report. He discussed 6 phases of the project identified by administration and consultants to include the conceptual plan, location, scale/scope/budget, infrastructure/design, operational budget, and financing. He reported the road relocation costs are estimated at \$250,000 and development of a new parking lot to be located on existing road is estimated at \$325,000. Cziok said a quick transition was made between the indoor recreation center and the outdoor Memorial Park concept, explaining that the transition was due to the inability of the City to finance an indoor facility independently. He added that an aquatic facility would basically be establishing a new department, new operations and a new budget would need to be developed for Council consideration. He recommended engaging with the School Board as a next step in making an official public determination of whether the facility is outdoor or indoor. It was agreed by consensus that City administration arrange for a possible joint council/school board work session on June 25, 2018. No formal action was taken.

**B. MAINTENANCE WORKER –**

City Administrator Cziok explained that Glendon Caron was offered a position to be integrated into the Public Works Department and reported that integration proved to be successful and recommended appointing him to the position of Maintenance Worker.

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

**RESOLUTION NO. 18-6-97  
AUTHORIZING APPOINTING GLENDON CARON  
TO POSITION OF MAINTENANCE WORKER**

**WHEREAS**, staff has been identifying the needs of the Public Works Department, and

**WHEREAS**, an additional maintenance worker position was included in the budget, and

Resolution No. 18-6-97 – Cont’d.

**WHEREAS**, the position is union and was posted as required by the union, and

**WHEREAS**, the City received one application for the position, and

**WHEREAS**, Glendon Caron was offered a position to be integrated into the Public Works Department, and

**WHEREAS**, City staff recommends hiring Glendon to fill the position,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield to appoint Glendon Caron to the Maintenance Worker position at Pay Grade 2.

Adopted by the City Council this 4th day of June, 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. PROGRAMMING AGREEMENT –**

City Administrator Cziok addressed the Council concerning the proposed Programmatic Agreement regarding the reconstruction of US Highway 12, including Sibley Avenue North and Depot Street, Minnesota State Highway 22 (Sibley Avenue South), and 4<sup>th</sup> Street. He explained that an agreement as such is common practice when federal funding is involved. He said the agreement defines the responsibilities relating to the historic properties that have the potential to be affected by the project. Cziok explained that the City is the invited party to sign due to the utility portion of the project and the Heritage Preservation Commission is signing as the consulting party.

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

**RESOLUTION NO. 18-6-101  
APPROVING PROGRAMMATIC AGREEMENT BETWEEN THE  
FEDERAL HIGHWAY ADMINISTRATION AND THE MINNESOTA STATE  
HISTORIC PRESERVATION OFFICE REGARDING THE US HIGHWAY 12/MN  
STATE HIGHWAY 22 RECONSTRUCTION PROJECT (STATE PROJECT 4704-89),  
LITCHFIELD, MEEKER COUNTY, MINNESOTA**

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) is proposing a reconstruction on US Highway 12 (Sibley Avenue North and Depot Street), Minnesota State Highway 22 (Sibley Avenue South), and 4<sup>th</sup> Street, and

**WHEREAS**, there are historic properties that have the potential to be affected by said project, and

**WHEREAS**, an agreement defining the responsibilities as they relate to developing; plans to identify hazards, hazard mitigation, vibration-monitoring, and inspections is required, and

**WHEREAS**, the Council has considered a proposed agreement as such,

Resolution No. 18-6-101 – Cont’d.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the Programmatic Agreement Between the Federal Highway Administration and the Minnesota State Historic Preservation Office Regarding the US Highway 12/MN State Highway 22 Reconstruction Project (State Project 4704-89), Litchfield, Meeker County, Minnesota, and

**BE IT FURTHER RESOLVED** that Mayor Johnson be authorized to sign said agreement on behalf of the City of Litchfield, and

**BE IT FURTHER RESOLVED** that Council Member Kotelnicki be authorized to sign said agreement on behalf of the Heritage Preservation Commission contingent upon said Commission approval.

Adopted by the City Council this 4th day of June, 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.

**D. FARMERS MARKET –**

Council Member Allen requested the Council review the current status of the fee structure for the Farmers Market. She expressed concern that the fee had been waived for the vendors at some point in the past and encouraged the Council to reconsider the decision.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 18-6-102  
REQUIRING SALE ON PUBLIC PROPERTY FEE FOR  
FARMERS MARKET VENDORS IN CENTRAL PARK**

**WHEREAS**, the Farmers Market has existed in Central Park for many years, and

**WHEREAS**, Farmers Market vendors in Central Park were waived the Sale on Public Property Permit fee per Resolution No. 08-3-52, and

**WHEREAS**, concern has been expressed that a Sale on Public Property Permit fee is required for every other event on public property,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby requires Farmers Market vendors in Central Park to register at City Hall for a Sale on Public Property Permit and pay the standard fees of \$5.00 per day or \$25.00 per season effective Monday, June 11, 2018.

Adopted by the City Council this 4th day of June, 2018.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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

**IX. ADDITIONAL ITEMS** – None.

**X. ANNOUNCEMENTS** – None.

**XI. ADJOURNMENT** –

The City Council meeting adjourned at 6:51 p.m. by unanimous consent.

Attest:

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ASSISTANT CITY ADMINISTRATOR

Approved:

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MAYOR