

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, June 15, 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 *
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/Council Member Allen had technical difficulties and appeared in person at City Hall.

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 – June 1, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$228,925.52

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Liquor/3.2 Percent Malt Liquor On-Sale License Renewals – See List
- 2. Lawful Gambling Permit
 - a. Church of St. Philip

**CITY OF LITCHFIELD
 RESOLUTION NO. 20-6-120
 LAWFUL OFF-SITE GAMBLING PERMIT FOR
 CHURCH OF ST. PHILIP**

WHEREAS, an application for a lawful off-site gambling license was considered from the Church of St. Philip,

Resolution No. 20-6-120– Cont’d.

NOW, THEREFORE, BE IT RESOLVED to approve the application for an a lawful off-site gambling license for the Church of St. Philip on September 13, 2020 at Church of St. Philip, 821 E 5th St., 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 15th day of June, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS:

- 1. Primary Election Judges –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-121
DATE, PLACE, AND JUDGES FOR
2020 PRESIDENTIAL PRIMARY ELECTION**

WHEREAS, the Presidential Primary Election will be held in the City of Litchfield, County of Meeker, State of Minnesota, on Tuesday, August 11, 2020,

NOW, THEREFORE, BE IT RESOLVED that the place of voting, the hours of voting, and judges appointed to serve are designated as follows:

- Date:** August 11, 2020
- Place of Voting:** Church of St. Philip – 821 E 5th Street
- Hours of Voting:** 7:00 A.M. to 8:00 P.M.
- Judges:** To serve from 6:15 A.M. to about 9:00 P.M. and others working until finished
- Hourly Pay:** Judges - \$11.00; Health Care Facility Judges - \$11.00; Head Judges - \$13.00;

JUDGES

Lori Boettcher	Sylvia Johnson	Bruce Moir
Karin Brink	Judy Jones	Harriet Moir
Jo Carlson	Joyce Kellogg	Robert Nickerson
John Carlson	Leanne Kess	Nancy Nicklasson
Barbara Caron	Faye Kjolsing	Judy Oestreich
Beverly Diederich	Joan Kreger	Richard Pennertz
DiAnne Dingmann	Lorraine Langemo	Brenda Rick
Kris Dollerschell	Virginia Latham	Rod Rindahl
Karen Eberhard	Lil Madson	Agnes Schmitz
Harvey Graff	Norma Marquardt	Joyce Spreiter
Pat Hanson	Ruth Massingham	Lori Tierney
Mary Hendrickson	Jammie McCarney	Linnea Weida
Sandy Hickman	Lottie McCormick	Donna Wendlandt
Bernita Hup	Connie Meyer	Ethel Young
Richard Hup	Irene Miller	Lois Yungk
Mario Provencher	Glendon Caron	Mitchell Kuechle
Bryce Manning	Jeremy Larson	

Adopted by the City Council this 15th day of June, 2020.

Resolution No. 20-6-121– Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Muddy Cow Noise Ordinance Variance Request –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-122
MUDDY COW
EXEMPTION FROM NOISE ORDINANCE**

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

WHEREAS, the Muddy Cow has requested a noise variance from 6 p.m. on July 10, 2020 through 1 a.m. on July 11, 2020,

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 15th day of June, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW :

- 1. Minutes & Reports:
 - a. Planning Commission Minutes – June 8, 2020

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-127
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 June, 2020.

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 –

A. PICKLEBALL –

Julie Schrum and Al Hofstad addressed the Council with a request for the Council to consider constructing pickleball courts. Schrum explained there is an organized group of pickleball players that have been using the tennis courts. The group is looking for something more permanent; designated outdoor courts. Both Schrum and Hofstad shared that it is a growing sport and will continue to grow with designated courts. Discussion centered around the possibility of constructing pickleball courts at South Park with estimated costs at \$60,000 which includes converting the two tennis courts into 4 pickleball courts. It was noted that the condition of the South Park tennis courts is poor and would be difficult to repair for pickleball use.

In response to a question on financial commitment, Julie Schrum shared that they considered funding \$10,000 towards the project over a 10 year period of time raised through fundraising and tournaments, adding they could donate labor as well. The Council shared the other commitments that have been made prior including the Optimist Park stadium roofing and a dog park. City Administrator Cziok provided an update on the funds available in the Community Reinvestment Fund currently at \$241,000. He explained that while the 5 year annual average transfer to said fund is \$59,200, future allocations are unknown due to COVID-19 pandemic impacts.

Some concern was expressed by Council Members about the level of commitment required of other requests that have come before the Council for consideration. Al Hofstad responded that fundraising is difficult with COVID-19 but there have been discussions of possibly establishing 3-4 leagues, adding fundraising considerations include fees for playing, tournaments, a Pickleball Club, and membership dues.

While supportive of the project, the Council, by consensus, was hesitant to commit to the project at this time. Schrum and Hofstad were encouraged to come back with a fundraising commitment to the project. Mayor Johnson recommended seeking corporate funds and explained that typically the expectation is to raise 50% of the project costs. It was moved by Mayor Johnson, seconded by Council Member Loch, that the request to construct pickleball courts be tabled until fundraising ideas are further defined. Upon roll call vote, all members present voted aye, whereupon the motion carried.

Julie Schrum asked the Council to consider allowing for reserving one of the lower courts next to Zion Lutheran Church for pickleball league play.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-128
AUTHORIZE RESERVING TENNIS COURTS FOR PICKLEBALL LEAGUE**

WHEREAS, there is growing interest in pickleball, and

WHEREAS, an organized group of pickleball players have expressed interest in reserving tennis courts for league play, and

WHEREAS, said group requested reserving one of the lower tennis courts located next to Zion Lutheran Church on Thursday evenings,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes the proposed Pickleball League to reserve both of the lower tennis courts located next to Zion Lutheran Church Thursday evenings from 6:00 p.m. to 9:00 p.m., and

Resolution No. 20-6-128– Cont’d.

BE IT FURTHER RESOLVED that the proposed Pickleball League provide reservation signage.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

- 1. Variance Request – By Bradley & Jennifer Kusler at 615 Northridge 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 Kotelnicki, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-123
GRANT VARIANCE TO BRADLEY & JENNIFER KUSLER
FOR PROPERTY LOCATED AT 615 NORTHRIDGE DRIVE**

WHEREAS, the Planning Commission held a hearing on June 8, 2020, on a request for a Variance by Bradley & Jennifer Kusler, and

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

WHEREAS, the request is for a variance of seven (7) feet to the minimum required side yard setback of ten (10) feet for the purpose of constructing a deck on the south side of the home, and

WHEREAS, the property is located at 615 Northridge Drive in the R-1 Single Family District, 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,
Resolution No. 20-6-123– Cont’d.

BE IT RESOLVED by the City Council of the City of Litchfield that a Variance be granted to Bradley & Jennifer Kusler at 615 Northridge Drive, to allow construction of a deck three (3) feet from the side yard line. A ten (10) foot side yard setback is required in this zone. Property legally described as:

Parcel No. 27-2714000
Lot 1, Block 2, Northridge Estates 1st Addition
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Variance Request – By Thomas Torkelson at 802 Estates 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 Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-124
GRANT VARIANCE TO THOMAS TORKELOSON
FOR PROPERTY LOCATED AT 802 ESTATES AVENUE**

WHEREAS, the Planning Commission held a hearing on June 8, 2020, on a request for a Variance by Thomas Torkelson, and

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

WHEREAS, the request is for a variance of two (2) feet to the minimum required corner side yard setback of twenty (20) feet for the purpose of constructing a deck/porch on the south side of the home, and

WHEREAS, the property is located at 802 Estates Avenue in the R-1 Single Family District, 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

Resolution No. 20-6-124– Cont’d.

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

BE IT RESOLVED by the City Council of the City of Litchfield that a Variance be granted to Thomas Torkelson at 802 Estates Avenue, to allow construction of a screened deck eighteen (18) feet from the corner side yard line. A twenty (20) foot corner side yard setback is required in this zone. Property legally described as:

Parcel No. 27-2286000
Lot 3, Block 2, Pleasant View Estates First Addition
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Variance Request – By Jeremy & Keri Bischof at 704 W 7th Street –

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 Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-125
GRANT VARIANCE TO JEREMY & KERI BISCHOF
FOR PROPERTY LOCATED AT 704 W 7TH STREET**

WHEREAS, the Planning Commission held a hearing on June 8, 2020, on a request for a Variance by Jeremy & Keri Bischof, and

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

WHEREAS, the request is for a variance of one (1) foot to the minimum required side yard setback of ten (10) feet for the purpose of constructing an addition to the principal structure, and

WHEREAS, the property is located at 704 W 7th Street in the R-1 Single Family District, 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

Resolution No. 20-6-125– Cont’d.

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

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

BE IT RESOLVED by the City Council of the City of Litchfield that a Variance be granted to Jeremy & Keri Bischof at 704 W 7th Street, to allow construction of a house and garage addition nine (9) feet from the side yard line. A ten (10) foot side yard setback is required in this zone. Property legally described as:

Parcel No. 27-2712000
Lot 7, Block 1, Northridge Estates 1st Addition
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

4. Change of Zoning Request – By Peter Balbo at 403 E Ripley Street –

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. 20-6-126
GRANT CHANGE OF ZONING TO PETER BALBO
FOR PROPERTY LOCATED AT 403 E RIPLEY STREET**

WHEREAS, the Planning Commission held a hearing on June 8, 2020, on a request for a change of zoning by Peter Balbo, 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 to allow the existing residential use of the property to expand, and

WHEREAS, the property is located at 403 E Ripley Street, and

WHEREAS, the property is located in the I-2 General Industry District, and

WHEREAS, the requested change in zoning is to R-1, Residence District, 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

Resolution No. 20-6-126– Cont’d.

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, there was somewhat of an oversight in preparing the original Zoning Map that indicates this zoning should have been included at that time, 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. 800 to Amend the Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, to Change the Zoning from I-2 to R-2, for the property described as follows:

Parcel No. 27-0037000

Beginning at the point 215 feet east of the Southwest corner of the West Half of the Southwest Quarter (W ½ of SW ¼) of Section Twelve (12), Township One Hundred Nineteen (119) North, Range Thirty-one (31) West, thence due east to the south line of what is now the right of way of the Great Northern Railway Company, thence Northwesterly along the south line of said right of way to a point directly north of the place of beginning, and thence due South on a line parallel with the west line of said West Half of the Southwest Quarter (W ½ of SW ¼) to the point of beginning;

LESS AND EXCEPT THEREFROM:

That part of the West Half of the Southwest Quarter (W ½ of SW ¼), Section Twelve (12), Township One Hundred Nineteen (119) North, Range Thirty-one (31) West, Meeker County, Minnesota, described as follows: Commencing at the southwest corner of said West Half of Southwest Quarter (W ½ of SW ¼); thence on an assumed bearing of East along the south line thereof, a distance of 371.00 feet to the point of beginning of the tract to be described; thence continue on a bearing of East along said south line, a distance of 497.91 feet to the southerly line of the right of way of the Burlington Northern Railway; thence Northwesterly along said southerly right of way line to the intersection with a line bearing North from the point of beginning; thence on a bearing of South, a distance of 150.61 feet to the point of beginning; containing 0.86 acres, more or less; subject to easements of record, if any; subject to right of way of existing Ripley Street along the south line of the here described tract.

Adopted by the City Council this 15th day of June, 2020.

Approved:

MAYOR

Attest:

ASSISTANT CITY ADMINISTRATOR

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

VI. COMMITTEE REPORTS –

A. GOLF COURSE CLUBHOUSE ADVISORY COMMITTEE & REHAB UPDATE –

Pete Kormanik, Chairman of the Golf Course Clubhouse Advisory Committee, explained that the purpose of said committee is to foster dialogue between the City of Litchfield, Golf Club, Inc., and the Racquetball Club. He provided a recap of the Golf Course Clubhouse Advisory Committee meeting held on June 8, 2020. He said everyone was in agreement that the restaurant is a valuable asset to the entire Litchfield community. An update on the remodeling project was provided. The Golf Course Clubhouse Advisory Committee presented options for the Council to discuss concerning lots owned on the north side of the course that Golf Club, Inc. wishes to sell in order to use the proceeds towards the project. Upon Council inquiry, Kormanik responded that there is currently not a tenant lined up but Golf Club, Inc. continues to look.

The Council discussed the options presented for consideration concerning the lots owned by Golf Club, Inc. located on the north side of Hole No. 6. Council Member Loch being one of the representatives on the Golf Course Clubhouse Advisory Committee expressed concern on further discussions on the lots since Golf Club, Inc. hasn't responded to the options at this point. Golf Course Advisory Committee Member Kormanik disagreed in that the Council should have discussion so the committee knows where the Council stands. Kormanik shared the current status of the Golf Club, Inc. funds.

Although the City doesn't have a current use planned for the property, City Administrator Cziok commented that once it's gone, it's gone forever and any future potential use of the land would no longer be there. He said it could be used for stormwater retention or for future use not tied to the golf course. He advised the Council to hold a closed session to discuss price. Council Member Loch asked for clarification that the Golf Course Clubhouse Advisory Committee would not be involved in the negotiation process and the Council, by consensus, agreed that negotiations would be between the Council and Golf Club, Inc. concerning the potential purchase of lots.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-129
AUTHORIZE ENTERING INTO NEGOTIATIONS WITH
LITCHFIELD GOLF CLUB, INC. ON PROPERTY PURCHASE**

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 Litchfield Golf Club, Inc. and the City, and

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

WHEREAS, Litchfield Golf Club, Inc. wishes to sell 2 lots located north of Hole No. 6 to capitalize on the proceeds for restaurant remodeling project costs, and

WHEREAS, said advisory committee provided options for consideration concerning the 2 lots owned by Litchfield Golf Club, Inc.,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes entering into negotiations with Litchfield Golf Club, Inc. on property purchase, and

Resolution No. 20-6-129– Cont’d.

BE IT FURTHER RESOLVED that the City Council have a closed session to discuss strategy and any potential offer.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

City Administrator Cziok provided an update on the status of the Golf Course Clubhouse projects undertaken by the City. He discussed remaining outdoor improvements that need to be addressed. Council Member Allen expressed concern on the ongoing expenses, adding the project started with the bar floor needing to be fixed and now the City has another \$20,000 of expenses. Council Member Loch outlined all of the costs allocated to the Golf Course at this time, with potentially purchasing lots which adds up to over \$300,000 in one year, adding that there is not going to be an end. He said there is no revenue coming in and even once a tenant is in there will be no revenue with the current lease. Council Member Kotelnicki cautioned that the public is watching the City’s spending in these tough times. Although Council Member Loch has reservations with purchasing the lots from Golf Club, Inc. he said we do need to finish what we started to as far as completing these improvements. Both Council Members Allen and Kotelnicki encouraged no more spending until a tenant is secured.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-130
AUTHORIZE COMPLETING OUTDOOR
GOLF COURSE CLUBHOUSE IMPROVEMENTS**

WHEREAS, the City owns the Golf Course Clubhouse, and

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

WHEREAS, many needs have been identified concerning the building, and

WHEREAS, repair of the wall and flooring issues have been completed along with excavation of the patio area to improve drainage, and

WHEREAS, remaining outdoor improvements to be completed include gutter replacement, blacktop replacement, landscaping and painting estimated at approximately \$20,000.00,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves completing the outdoor Golf Course Clubhouse Improvements including gutter replacement, blacktop replacement, landscaping and painting as discussed.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. COVID-19 UPDATE –

City Administrator Cziok said the State of Minnesota is currently debating how to handle Cares Act funding which would assist in some of the City’s COVID-19 expenses. While the City’s costs are well under \$100,000, considerable workload has gone into COVID-19 planning and preparation. He explained that depending on how legislation responds to the Cares Act funding, the City may be looking at two additional positions to meet obligations. He discussed the possibility of having a part-time seasonal position or an accountant to handle all of the documentation requirements. The other position would include hiring an individual to meet cleaning and sanitation requirements.

1. Sales on Public Property –

City Administrator Cziok discussed the current moratorium on Sales on Public Property and requests that the Council reconsider the ban for certain events.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-131
LIFTING MORATORIUM ON SALES ON PUBLIC PROPERTY FOR 2020**

WHEREAS, concern was expressed about the safety of holding events in Central Park in 2020 due to the MnDOT Downtown construction project, and

WHEREAS, concern was also been expressed about holding events in any park due to the recent outbreak of COVID-19, and

WHEREAS, the Council placed a moratorium on all Sales on Public Property for 2020, and

WHEREAS, the Council also determined that the moratorium could be revisited, and

WHEREAS, there have been several requests for reconsideration of the moratorium for events including, but not limited to, softball and baseball,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby lifts the moratorium on all Sales on Public Property.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Pioneerland Request –

City Administrator Cziok explained that Pioneerland would like to open up the Litchfield Public Library with restrictions in place. He discussed items for the Council to consider in opening up public facilities.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-132
GRANTING LITCHFIELD PUBLIC LIBRARY OPENING WITH RESTRICTIONS**

WHEREAS, Pioneerland had indicated they would like to open the Litchfield Public Library with restrictions in place, and

WHEREAS, there will be additional cleaning requirements due to COVID-19, and

WHEREAS, administration recommends that masks be required in public buildings when they open up,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby grants Pioneerland to open the Litchfield Public Library as they deem appropriate, and

BE IT FURTHER RESOLVED that masks be required.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Splash Pad –

City Administrator Cziok provided several options for the Council to consider concerning whether or not to open the splash pad. He explained that the State guidelines allow for 50% occupancy.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-133
AUTHORIZE OPENING SPLASHPAD WITH RESTRICTIONS**

WHEREAS, the Council determined that the splashpad be closed due to the COVID-19 pandemic, and

WHEREAS, the splashpad requires treatment of water in that it is recycled and is therefore classified as a pool with the same testing requirements, and

WHEREAS, an Executive Order by the Governor has opened up outdoor pools, and

WHEREAS, there are State guidelines for outdoor pools, and

WHEREAS, Administration is required to have an emergency preparedness plan to open up public facilities, and
Resolution No. 20-6-133– Cont’d.

WHEREAS, Administration provided options for Council consideration including keeping the splashpad closed, opening and educating with signage and rely on self-policing, or opening with fencing and policing,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes opening up the splashpad as soon as soon as possible, and

BE IT FURTHER RESOLVED that signage be placed and allow users to self-police based on the COVID-19 restrictions.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

4. Civic Arena –

City Administrator Cziok provided guidelines for Council consideration in opening up the Civic Arena for usage and rental purposes.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-134
AUTHORIZE OPENING CIVIC ARENA FOR USAGE/RENTAL**

WHEREAS, Civic Arena usage along with rental was not allowed due to the COVID-19 pandemic, and

WHEREAS, City is required to have an emergency preparedness plan in place, and

WHEREAS, administration recommends that masks be required in public buildings when they open up,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes opening the Civic Arena for usage/rental, and

BE IT FURTHER RESOLVED that self-evaluation signage be provided concerning COVID-19, and

BE IT FURTHER RESOLVED that masks be required.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

5. Future Meeting Formats –

City Administrator Cziok provided the status of meeting formats of other entities and restrictions for the Council to consider when moving back to the Council Chambers.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-135
AUTHORIZE RETURNING TO COUNCIL CHAMBERS FOR MEETINGS**

WHEREAS, Federal and State social distancing guidelines have been in effect in response to the COVID-19 pandemic, and

WHEREAS, Council, Planning Commission, and Heritage Preservation Commission meetings have been conducted via video conferencing pursuant to Minn. Stat. 13D.021, and

WHEREAS, the Council is beginning to open up facilities to the public, and

WHEREAS, the Council reviewed guidelines for opening up the Council Chambers for meetings,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves of returning to the Council Chambers for meetings beginning July 6, 2020, and

BE IT FURTHER RESOLVED that social distancing guidelines be maintained, and

BE IT FURTHER RESOLVED that masks be required for meetings.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

6. Parks -

Council Member Kotelnicki inquired about resuming softball and baseball, along with adding swings to the Parks. City Administrator Cziok recommended that the City encourage the use of outdoor space in compliance with State recommendations. He discussed the need to self-police and reminded the Council of discussions earlier involving extra staffing needs to increase sanitation. It was moved by Council Member Kotelnicki, seconded by Council Member Allen, to encourage use of outdoor spaces and open up parks and outdoor activities following the State’s recommendations concerning COVID-19. Upon roll call vote, all members present voted aye, whereupon the motion carried.

B. STREET CLOSURES -

City Administrator Cziok explained that the City continues to receive new requests for street closures, adding that traditionally street closures have been associated with public events and larger traditions such as Watercade. The two applications included in the Council packet were received for Church services to be held outdoor as a result of COVID-19 impacts. Cziok recommended the Council consider establishing a street closure fee to cover administrative fees along with delivery/pickup of barricades.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-136
ESTABLISHING STREET CLOSURE FEE**

WHEREAS, there are several requests from Churches for street closures for holding mass outside during the COVID-19 Pandemic, and

WHEREAS, requests for street closures have been increasing, and

WHEREAS, Administration recommends guidelines for allowing for closure of streets in order to regulate, and

WHEREAS, street closures require additional demand to staff in providing barricades,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby establishes a fee of \$100.00 for street closures to recoup costs for providing barricades, and

BE IT FURTHER RESOLVED that street closure requests be placed under the consent portion of Council agendas for consideration.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. LIQUOR LICENSE -

Mayor Johnson explained that at this time Pizza Hut is selling 3.2% beer, however the State of Minnesota is looking to exclude 3.2% beer from being sold anymore. He said Pizza Hut is interested in being able to sell strong beer and wine.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-137
DENYING LIQUOR LICENSE APPLICATION
COMES INVESTMENT, INC. DBA PIZZA HUT**

WHEREAS, the City received a liquor license application from Comes Investment, Inc. dba Pizza Hut, and

WHEREAS, the Council reviewed the liquor license application, and

WHEREAS, it was noted the references provided were 3 family members, and

WHEREAS, it was noted references are not supposed to be monetarily involved with the applicant and the references provided in the application are all employees of the Corporation, and

WHEREAS, concern was expressed on an incident (noted in the application) that happened a year ago with youth, and

Resolution No. 20-6-137– Cont’d.

WHEREAS, youth are common customers at Pizza Hut,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby denies the liquor license application from Comes Investment, Inc. dba Pizza Hut based on the findings stated above.

Adopted by the City Council this 15th day of June, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. SRE BUILDING –

Assistant City Engineer Chuck DeWolf provided the results of the bids received concerning the Snow Removal Equipment Storage Building.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-6-138
ACCEPTING BIDS ON SNOW REMOVAL EQUIPMENT STORAGE BUILDING**

WHEREAS, pursuant to an advertisement for bids for a Snow Removal Equipment Storage Building, bids were received on Wednesday, June 10, 2020, were opened and tabulated according to law and held over until Monday, June 15, 2020, and the following bids were received complying with the advertisement:

	<u>Net Bid</u>
Ram General Contracting, Inc.	\$272,874.00
TerWisscha Construction Inc.	\$329,000.00
Mid Minnesota Builders, Inc.	\$337,803.00
Eagle Construction Co., Inc.	\$468,800.00

AND WHEREAS, it appears that Ram General Contracting, Inc. of Winsted, MN is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED by the City of Litchfield, Minnesota:

June 15, 2020

1. To give a conditional award to Ram General Contracting of Winsted, MN conditioned on final review of the bid documents by the City’s staff, for the Snow Removal Equipment Storage Building and contingent upon the grant agreement with FAA.
2. The Mayor and Assistant City Administrator are hereby authorized and directed to enter into a contract with Ram General Contraction of Winsted, MN in the name of the City of Litchfield for the Snow Removal Equipment Storage Building according to specifications on file on the office of the Assistant City Administrator.

Resolution No. 20-6-138– Cont’d.

Adopted by the City Council this 15th day of June, 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 –

The City Council meeting adjourned at 8:38 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR